



WASHINGTON  
COURTS

## Judicial Information System Committee (JISC)

Friday, December 4, 2020 (10:00 a.m. – 12:00 p.m.)

**[Register in advance for this meeting:](#)**

**[December 4<sup>th</sup> JISC Meeting Registration Link](#)**

***Once registered, you will receive a confirmation email with details on how to join the meeting. Additional Zoom tips and instructions may be found in the meeting packet.***

### AGENDA

1.	<b>Call to Order</b> a. Introductions b. Approval of Minutes c. Judge Leach's last meeting (retirement)	Justice Madsen, Chair	10:00 – 10:15	Tab 1
2.	<b>Election of New JISC Vice-Chair</b>	Justice Madsen, Chair	10:15 – 10:25	Tab 2
3.	<b>JIS Budget Update</b> a. 19-21 Budget Update b. Revenue Outlook Update	Mr. Ramsey Radwan, MSD Director	10:25 – 10:35	Tab 3
4.	<b>JIS Data Standards Update</b> <b>DECISION POINT:</b> Approval of JIS Data Standards v2.0.7	Ms. Jenni Christopher, Enterprise Architect	10:35 – 10:45	Tab 4
5.	<b>JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS)</b> a. Project Update b. QA Assessment Report	Ms. Cat Robinson, PMP Mr. Allen Mills, Bluecrane	10:45 – 10:55	Tab 5
6.	<b>JIS Priority Project #2 (ITG 252): Appellate Courts – Enterprise Content Management System (AC-ECMS) Project – Phase II</b>	Mr. Martin Kravik, PM	10:55 – 11:05	Tab 6
7.	<b>EDR Integration Update:</b> a. KCDC Nov 2 <sup>nd</sup> Go-Live Report b. JIS Priority Project #3 (ITG 27): Seattle Municipal Court CMS to EDR Data Exchange	Ms. Tammy Anderson, Enterprise Data Services Manager	11:05 – 11:15	Tab 7
8.	<b>Statewide Data Warehouse (SDW) Project (ITG 286)</b>	Ms. Charlene Allen, PM	11:15 – 11:25	Tab 8
9.	<b>WSP Modernization – W3 (ITG 242)</b>	Mr. Kevin Ammons, PMP	11:25 – 11:35	Tab 9

10.	<b>2021 E-Filing Plan for the Odyssey Superior Courts</b>	Mr. Keith Curry, PM	11:35 – 11:45	Tab 10
11.	<b>Committee Reports</b> Data Dissemination Committee (DDC)	Judge J. Robert Leach, Chair	11:45 – 11:55	Tab 11
12.	<b>Meeting Wrap Up</b>	Justice Madsen, Chair	11:55 – 12:00	
13.	<b>Informational Materials</b> a. Board for Judicial Administration (BJA) Meeting Minutes b. ITG Status Report			Tab 11

Persons with a disability, who require accommodation, should notify Anya Prozora at 360-705-5277 or [Anya.Prozora@courts.wa.gov](mailto:Anya.Prozora@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:

### 2021 – Schedule

February 26, 2021

April 23, 2021

June 25, 2021

August 27, 2021

October 22, 2021

December 3, 2021

# December 4<sup>th</sup> Judicial Information System Committee (JISC) Meeting

- All audio has been muted.
- Anya Prozora will start the meeting with roll call, and you will be asked to unmute yourself.
  - *Please mute your audio after roll call.*
- Only JISC Members should have their video feeds on for the duration of the meeting.
- Please leave your video feed **turned off unless you are asking a question and speaking.**
  - **Please mute yourself and turn off your video once you are done speaking.**
- 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: December 4, 2020, 10:00 AM Pacific Time

**Register in advance for this meeting:**

**[December 4<sup>th</sup> 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>

# JUDICIAL INFORMATION SYSTEM COMMITTEE

October 23<sup>rd</sup>, 2020  
10:00 a.m. to 11:30 a.m.  
Online Zoom Meeting

## Minutes

### Members Present:

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

### AOC Staff Present:

Mr. Kevin Ammons  
Mr. Kevin Cottingham  
Ms. Vicky Cullinane  
Ms. Vonnie Diseth  
Mr. Curtis Dunn  
Mr. Rob Eby  
Ms. Christy Hunnefield  
Mr. Scotty Jackson  
Ms. Hayley Keithahn-Tresenriter  
Mr. Dirk Marler  
Ms. Anya Prozora  
Mr. Ramsey Radwan  
Ms. Cat Robinson

### Guests Present:

Ms. Heidi Percy  
Mr. Terry Price

## Call to Order

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:05 a.m. This meeting was held virtually on Zoom.

## Meeting Minutes

There were two sets of minutes included in the meeting materials: the August 13, 2020 Special Meeting and the standard August 28, 2020 meeting. Justice Madsen asked if there were any changes or corrections to either set of minutes. Hearing none, each set of minutes was moved, seconded, and unanimously approved as written.

## Introduction of Mr. Rob Eby

Ms. Vonnie Diseth introduced Mr. Rob Eby, the new Architecture & Strategy Manager. Mr. Eby joined AOC on March 1<sup>st</sup>, 2020. He has over 25 years of Information Technology experience. Mr. Eby worked for the Department of Labor & Industries for the last twelve years in various IT roles. Last year, Mr. Eby graduated from a professional program in Architecture & Systems Engineering at MIT. Mr. Eby thanked the JISC for their welcome and expressed that he is looking forward to working with everyone in the future.

## Equipment Replacement Workgroup for Future Biennia

Ms. Vicky Cullinane listed the JISC members and others appointed to the newly created Equipment Replacement Workgroup: Ms. Barb Miner, Ms. Margaret Yetter, Mr. Frank Maiocco, Judge John Hart, Ms. Dawn Marie Rubio, Mr. Ramsey Radwan, and Ms. Linda Haggert. It is intended that the workgroup

represent a variety of court sizes and geographic locations. Justice Madsen thanked Ms. Cullinane and said the group will need to select its own chair and create a charter. AOC will begin to arrange meetings in the following months with the intention of having something to present to the JISC in the spring of 2021.

## **JIS Budget Update**

Mr. Ramsey Radwan provided an update of the 19-21 budget (green sheet). Expenditures for both the CLJ-CMS and AC-ECMS projects are running smoothly with no budget issues. Mr. Radwan then gave a revenue outlook update utilizing the 21-23 biennial budget requests document (blue sheet). Mr. Radwan pointed out the snapshot of the General Fund after the September 23<sup>rd</sup> economic and revenue forecast. In June, they had predicted the state would be down about \$9 billion in revenue. However, in September the Forecast Council said that revenue would only be down \$4 billion over the biennium. Mr. Radwan said this forecast change will ensure that we will not have a legislative special session after the election on November 3<sup>rd</sup>.

Mr. Radwan also noted two important items. Firstly, the revision number (currently \$420 million) will go up between now and June 2021 as agencies and organizations are not spending as much money. Secondly, the reductions proposed to date (\$1.8 billion) mainly concerned Executive branch organization reductions. If all of those reductions were made, then the General Fund would be “pretty good” without having to do additional reductions. This forecast does look a bit brighter than the previous one in June; the next forecast is scheduled to be released in November. AOC, the Supreme Court, and the Court of Appeals are being cognizant of expenditures. Mr. Radwan said he predicted some level of reductions in the General Fund, but he is unsure of whether those reductions would be ‘across the board’ or more targeted. This means the revenue forecast is “partly cloudy” at this point. Mr. Radwan did reiterate that while the numbers were taken from official reports, this outlook is not an official document, but rather his interpretation.

## **Juvenile Mental Health Reporting – ITG 270 (MH-JDAT)**

### **IT Governance Overview**

Ms. Vicky Cullinane provided a refresher overview on IT Governance (ITG), the process for guiding information technology investment decisions. Ms. Cullinane explained the ITG request process, including the IT Governance process flow, delegation matrix, endorsing groups, how ITG fits in the budget process, and JISC prioritization. There are currently three prioritized projects. If a request is already in process, it cannot be moved on the priority list. As such, any newly approved project will need to be prioritized below the existing projects. Ms. Cullinane stated that the current delegation matrix has not been updated since its inception in 2010 and the dollar amounts which determine approval levels need to be reviewed and updated. Further discussion about the approval levels will take place offline and AOC will update the classification matrix for recommendation to the JISC at a future meeting.

### **Juvenile Mental Health Reporting Request Overview**

Mr. Scotty Jackson gave an overview on the Juvenile Mental Health Reporting request (ITG 270). The Juvenile Detention Assessment Tool (MH-JDAT) has been used for the last 15 years to assess the

mental health needs of a juvenile entering a detention facility. In March 2016, AOC was asked to fulfill ITG 158, which moved the assessment from *assessments.com* to the Juvenile Corrections System (JCS). Part of that request is to take the data provided by *assessments.com* and load it into the data warehouse. The problem was that there was not a component that could do this. This request is to take the data from JCS and put it into the data warehouse. Reports can then be run by the Business Intelligence Tool (BIT), giving the juvenile departments more information to make decisions about youth when they are in detention.

Mr. Dave Reynolds stressed that it is important for the courts to have this information. The juvenile courts have a legal mandate to provide rehabilitation on an equal basis with accountability. Over the last 20 years, the juvenile courts have become very data-driven in their approach to justice. There is a significant reduction in arrests and a better outcome for youth using evidence-based interventions. It can be hard to gather information from the nineteen detention centers across the state. Being able to better evaluate mental health needs would improve the outcome for this population. Although data is collected about the juvenile centers, there is currently no easy or efficient way to mine the data about the needs of youths in custody. It is important to understand the needs of each community and as a state to address the mental health needs and impacts of future re-offending. It is important to have accurate and up-to-date information on the mental health needs in our facilities and a way to access to this data.

#### **Decision Point: Approval and Prioritization of ITG 270**

Justice Madsen asked if there was a motion to approve and prioritize ITG 270.

#### **Motion: Mr. Frank Maiocco**

I move that the JISC approve IT Governance Request 270, Load the Mental Health-Juvenile Detention Assessment Tool into the Data Warehouse, and make it Priority #4 on the JISC IT Governance Priority List.

#### **Second: Ms. Margaret Yetter**

**Voting in Favor:** Justice Barbara Madsen, Judge Scott Ahlf, Mr. Joseph Brusic, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Judge Kathryn Loring, Mr. Frank Maiocco, Ms. Barb Miner, Ms. Paulette Revoir, Mr. David Reynolds, Ms. Dawn Marie Rubio, Mr. Bob Taylor, Ms. Margaret Yetter

**Opposed:** None.

**Absent:** Judge Robert Olson

The motion was passed.



### Data Dissemination Committee (DDC) Report

Judge Leach provided an update on the work of the Data Dissemination Committee, which met earlier today. Meeting details and decisions can be found in the DDC minutes on the Washington Courts website.

### Board for Judicial Administration (BJA) Report

Justice Madsen reminded the Committee that the BJA minutes are contained in the JISC packet behind Tab 5.

### Meeting Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 10:51 am.

### Next Meeting

The next meeting will be December 4, 2020, via Zoom from 10:00 a.m. to 12:00 p.m.

### Action Items

	Action Items	Owner	Status
	Formalize Equipment Replacement Workgroup and develop a charter.	AOC/Ramsey Radwan	
	Update ITG delegation matrix dollar approval levels.	AOC/Vicky Cullinane, Curtis Dunn	

**JUDICIAL INFORMATION SYSTEM COMMITTEE  
BYLAWS**

**Article One - Membership**

**Section 1:** Members of the Judicial Information System Committee shall be appointed by the Chief Justice in accordance with the Judicial Information System Committee Rules (JISCR).

**Section 2:** The Committee by the adoption of a motion may designate ex-officio members. Ex-officio members shall not vote.

**Article Two - Officers**

**Section 1:** In accordance with JISCR 2(c) the Supreme Court Justice shall be the chair and the members of the committee shall elect a vice-chair from among the members who are judges.

**Section 2:** The chair, in addition to any duties inherent to the office of chair, shall preside at each regular or special meeting of the committee, sign all legal and official documents recording actions of the committee, and review the agenda prepared for each meeting of the committee. The chair shall, while presiding at official meetings, have full right of discussion and vote.

**Section 3:** The vice-chair shall act as chair of the committee in the absence of the chair.

**Article Three - Meetings**

**Section 1:** Regular meetings of the committee shall be held bi-monthly pursuant to schedule available through the Administrative Office of the Courts. The chair may, at his or her discretion, cancel a meeting. Meetings of the committee and all standing or special committees may be held by teleconference, videoconference, or any technology that allows all persons participating to hear each other at the same time.

**Section 2:** The chair may call a special meeting at any time. Notice of a special meeting must be given at least twenty-four hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted.

**Section 3:** Agenda - The agenda for all regular meetings of the committee shall be recommended by the ISD Director and approved by the chair.

**Section 4:** Records of Committee Action - All business transacted in official committee meetings shall be recorded in minutes and filed for reference with the Administrative Office of the Courts. A staff member from the Administrative Office of the Courts must attend all regular and special meetings of the committee, and keep official minutes of all such

meetings. Official committee minutes will be distributed in a timely manner to all members and persons who request copies on a continuing basis.

**Section 5:** Parliamentary Procedure - Eight members of the committee shall constitute a quorum, and no action shall be taken by less than a majority of the committee members present. In questions of parliamentary procedure and other relevant matters not specifically provided for in these bylaws, the actions of the committee shall be conducted according to Robert's Rules of Order, newly revised.

**Section 6:** The chair shall have the right to limit the length of time used by a speaker for the discussion of a subject. Nonmembers may speak if recognized by the chair.

#### **Article Four - Fiscal Matters**

**Section 1:** Expenses - Members shall be compensated for necessary travel expenses to attend meetings of the JIS Committee, its Executive Committee, and the Data Dissemination Committee according to State of Washington travel regulations.

#### **Article Five - Amendments**

**Section 1:** Bylaws of the committee may be amended by majority vote of the committee provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the membership of the committee at the same meeting at which the revision is originally proposed.

#### **Article Six - Executive Committee**

**Section 1:** Purpose - The Judicial Information System Committee's (JISC) Executive Committee is created to act on behalf of the entire JISC regarding those matters specified herein between regular JISC meetings. It shall be the objective of the Executive Committee to facilitate communication among JISC standing committee chairs, ISD management, and the JISC chair; to improve the quality of work done by the JISC; and to serve as a voice of the user community on JIS issues.

**Section 2:** Powers and Responsibilities - The Executive Committee shall have the power and responsibility to act only on the following matters:

1. Review and approve JIS budget requests for submission to the legislature.
2. Review and recommend for submission to the full committee recommendations on governance and other policy matters.
3. Offering advice, oversight, and consultation to ISD management.
4. Representing the JISC in communications with the legislature and, as needed, with other interested groups.
5. Other powers as assigned by the JISC.

**Section 3:** Composition and Leadership - The Executive Committee membership shall consist of the following drawn from the membership of the JISC:

The JISC Chair  
The JISC Vice Chair  
The Administrator for the Courts

A county clerk appointed by the JISC Chair  
One judge each from the court of appeals, the superior courts and the courts of limited jurisdiction, provided that the vice-chair shall be deemed the judge representing their level of court on the executive committee.

The JISC Chair shall be the Executive Committee Chair.

**Section 4:** Voting - Each member of the Executive Committee is entitled to one vote. Members present shall be a quorum. Majority vote shall decide all issues.

**Section 5:** Meetings - Meetings of the Executive Committee shall be called by the Chair of the JISC as needed.

### **Article Seven - Data Dissemination Committee**

**Section 1:** Purpose - The Judicial Information System Committee's (JISC) Data Dissemination Committee is created to act on behalf of the entire JISC to address issues with respect to access to the Judicial Information System and the dissemination of information from it.

**Section 2:** Powers and Responsibilities - The Data Dissemination Committee shall have the power and responsibility to act only on the following matters:

1. Review and act on requests for access to the JIS by non-court users in cases not covered by existing statute, court rule or JIS policy.
2. Hear appeals on administrative denials of requests for access to the JIS or for dissemination of JIS data.
3. Recommend to the JIS Committee policy on access to the JIS.
4. Recommend to the JIS Committee changes to statutes and court rules regarding access to court records.
5. Request written opinions of the Washington State Office of the Attorney General through the State Court Administrator on questions of law related to access to and dissemination of JIS data.
6. Other powers as assigned by the JISC.

**Section 3:** Composition and Leadership - The Data Dissemination Committee membership shall consist of the following drawn from the membership of the JIS Committee, appointed by the JISC Chair:

The JISC Vice Chair  
Two superior court judges  
Two court of limited jurisdiction judges  
A county clerk  
An appellate court representative  
A superior court or juvenile court administrator  
A member of the District and Municipal Court Management Association

The JISC Vice Chair shall be the Data Dissemination Committee Chair.

**Section 4:** Voting - Each member of the Data Dissemination Committee is entitled to one vote. Members present shall be a quorum. Majority vote shall decide all issues.

**Section 5:** Meetings - The Data Dissemination Committee shall meet bi-monthly. The chair may, at his or her discretion, cancel a meeting. The chair may call a special meeting at any time. Notice of a special meeting must be given at least twenty-four hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted.

## JIS Data Dissemination Committee Membership

Name	Representing
<b>Judge J. Robert Leach, Chair</b> Division I	Appellate Courts
<b>Judge Scott K. Ahlf</b> Olympia Municipal Court	Courts of Limited Jurisdiction
<b>Judge John H. Hart</b> Colfax Municipal Court	Courts of Limited Jurisdiction
<b>Judge Kathryn Loring</b> San Juan Superior Court	Superior Courts
<b>Barbara Miner</b> King County Superior Court Clerk	County Clerks
<b>Judge Robert Olson</b> Whatcom Superior Court	Superior Courts
<b>David Reynolds</b> Whatcom County Juvenile Court	Superior Courts
<b>Paulette Revoir</b> DMCMA Representative	District and Municipal Court Management Association

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

**Biennial Information as of 10/31/2020 (Fiscal Month 16)**

Initiatives--JIS	TOTAL ALLOTTED	EXPENDED AND ENCUMBERED TO DATE	BALANCE
<b>Courts of Limited Jurisdiction - Case Management System (CLJ-CMS)</b>	\$13,482,274	\$2,627,702	\$10,854,572
<b>Appellate Courts - Electronic Content Management System (AC-ECMS)</b>	\$2,207,000	\$1,217,675	\$989,325
<b>TOTAL 2019-2021</b>	\$15,689,274	\$3,845,377	\$11,843,897

# JIS Data Standards

Tammy Anderson  
EDR Program Manager

Jenni Christopher  
Enterprise Business Architect

December 4, 2020



# JIS Data Standards History

- Current JIS Data Standards v2.0.6 were last approved December 6, 2019.
- EDE Steering Committee provisionally approved Standards changes for KCCO (King County Clerk's Office) and KCDC (King County District Court) Integrations.
- Decision Point – Approval of Revised JIS Data Standards v2.0.7.

# Provisional Updates

- King County District Court integrated with the EDR on November 2, 2020.
- King County Clerk's Office previously integrated with the EDR in July 2019.
- Changes made to the JIS Data Standards focused on successful integration.
  - Adding standard elements (such as Count Sequence Number, Account Balance, Judgment Number, Collections Status)
  - Definition clarification/updates

# Future Integrations

- AOC is working with Seattle Municipal Court, Kitsap County District Court, and Olympia Municipal Court on their integrations.
- We anticipate there will be more changes to onboard these courts.
- We will continue to need provisional approval to work with these courts.

# Next Steps

- Establish JIS Data Standards Committee
- Will continue to use the existing AOC change review process to conduct impact analyses for JIS Data Standards

# Decision Point: Approval of JIS Data Standards v2.0.7

## Summary of Significant Changes to JIS Data Standards in version 2.0.7 (Provisionally adopted since 12/06/2019 -- last JISC Formal Approval)

### ADDITIONS

**Citation Number** (element #387 – page 27): The citation number as displayed on the citation/ticket from the originating agency.

**Count Sequence Number** (element #375 – page 42): A number assigned to each charge count to record the sequential order in which the charge was amended. (Added to both Charge & Condition tables.)

**Account Balance** (page 20): Current total owed by a case participant on a case.

**Collections Status** (element #379 – page 32): A status indicator for a case balance that identifies collections action.

**Judgment Number** (element #382 – page 38): Number designated by the court to identify the amounts associated to the specific judgment.

**Judgment Security Status Code** (element #383 – page 38): Security status of the judgment (e.g., sealed, open, etc.).

**Docket Sequence Number** (element #384 – page 37): A number indicating the sequence of the docket code entered in the CMS amongst all docket codes for the case.

**Citation Time** (element #385 – page 27): The time the citation was issued. (Needed for electronic disposition exchanges.)

**Originating Agency Type Code** (element #386 – page 27): A code that designates whether the agency is the filing agency, the originating agency, or the case (prosecuting) agency.

### RESTORED

**LEA Originating Agency Identifier Number (ORI)** (element #77 – page 27): A number assigned to designate the “originating agency,” developed by the National Crime Information Center (NCIC). This number identifies the agency that originated the citation/criminal complaint. (WSP maintains a current on-line list at <http://www.wsp.wa.gov/secured/access/manuals.htm>). Rationale for restoration: proved crucial for data exchanges with criminal justice partners (e.g., WSP, WDFW).

**Citation Date** (element #76 – page 27): The date the citation was issued. Rationale for restoration: proved crucial for electronic disposition exchanges.

### REVISIONS

**PCN/TCN** (element #212 – page 36): Expanded field for Process Control Number (number assigned by WSP for each fingerprint record) to accommodate Transaction Control Number (the longer version to which WSP is transitioning).

### DELETIONS

**Case Identifier for PCN** (element #210 – page 51): CMS system-generated unique case identifier. Rationale for deletion: Proved unnecessary for unique identification.

## JIS Standard for Alternative Local Court Record Systems

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

## JIS Standard for Alternative Local Court Record Systems

Version 2.0.6	02/01/2019	Incorporate CR029 (move “complicity” from definition in element #67 to #65) & CR030 (add mapping from ChargeSource to ChargeReportingCategory)
Version 2.0.6	12/06/2019	Final version as approved by the JISC on 12/06/2019.
Version 2.0.7	4/2020	Add #387 – Citation Number
Version 2.0.7	5/27/2020	Adding CountSequenceNumber to Charge and Condition tables per CR
Version 2.0.7	7/30/2020	Adding: (1) Account Balance section and (2) Collections Status; plus (3) revising PCN to show PCN/TCN
Version 2.0.7	8/12/2020	Adding Judgment Number and Judgment Security Status Code under Judgments entity.
Version 2.0.7	9/02/2020	Restore element #77 – ORI, and add element #384 – Docket Sequence Number
Version 2.0.7	9/16/2020	Added element #118 (Detention Episode Primary Charge Severity Code) to the Deleted Elements section, so as to document rationale for deletion.
Version 2.0.7	10/07/2020	Reinstate element #76 (Citation Date) and add #385 – Citation Time. These are needed for electronic disposition exchanges. Removed #210 (Case Identifier for PCN), since redundant.
Version 2.0.7	10/16/2020	Add #386 – Originating Agency Type Code

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DRAFT

# JIS Standard for Alternative Local Court Record Systems

## PURPOSE

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

## AUTHORITY

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

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

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

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

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

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

RCW 2.68.050 directs the electronic access to judicial information.

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

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

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

## JIS Standard for Alternative Local Court Record Systems

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

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

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

### GUIDANCE

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

## JIS Standard for Alternative Local Court Record Systems

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

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

### SCOPE

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

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

### DEFINITIONS

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

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

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

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

### STANDARDS

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

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

## JIS Standard for Alternative Local Court Record Systems

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

### A. GENERAL

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

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

## JIS Standard for Alternative Local Court Record Systems

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

### B. SHARED DATA

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

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

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

This subsection is divided into four parts:

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

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

#### 1. Shared Data Standards:

JISC Rule 5 requires a standard court data element dictionary:

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

## JIS Standard for Alternative Local Court Record Systems

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

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

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

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

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

## JIS Standard for Alternative Local Court Record Systems

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

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

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

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

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

<b>(9)</b>	<b>Title</b>	Case Status
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## JIS Standard for Alternative Local Court Record Systems

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

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

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

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

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

<b>(14)</b>	<b>Title</b>	Account Balance
	<b>Requirement:</b>	Balance owing by participant for a case
	<b>Rationale:</b>	Needed for judicial decision making statewide.

## JIS Standard for Alternative Local Court Record Systems

	<b>Shared Data</b>	Case Balance
	<b>Court Level</b>	Superior and CLJ

<b>(15)</b>	<b>Title</b>	Detention Episode
	<b>Requirement:</b>	Creation and update of detention episode summary information.
	<b>Rationale:</b>	Needed for statistical research aimed at the: reduction on the reliance of secure confinement; improvement of public safety; reduction of racial disparities and bias; cost savings; and support of juvenile justice reforms.
	<b>Shared Data</b>	Detention Episode Summary Detention Episode Population
	<b>Court Level</b>	Juvenile

<b>(16)</b>	<b>Title</b>	Flags and Notifications
	<b>Requirement:</b>	There are a variety of alerts, flags, and additional information on a person, organization, official, case, or case participant that need to be recorded and shared between organizations.
	<b>Rationale:</b>	Flags are needed to support public safety and judicial decision making. Instances of public safety are medical, social, and behavioral alters generated in juvenile detention. Some of these alerts persist beyond a single detention episode are needed by other organizations. Instance of case flag for judicial decision making would be the home detention violations one and two.
	<b>Shared Data</b>	Person Flag Case Flag Case Participant Flag
	<b>Court Level</b>	Superior, CLJ, Juvenile

### 2. Code Standards:

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

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

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

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes). Appendix ‘A’ lists the shared data elements. All elements that have a name suffixed with the word ‘Code’ will have a set of AOC-maintained valid values. The valid values will be defined in

## JIS Standard for Alternative Local Court Record Systems

the data exchange's IEPD. For courts that perform double data entry into JIS, the code values are those enforced by the JIS screens.

### 3. Data Element Time Standards:

Data Element Time Standards control the time in which a business event must be reported to the JIS. For example, a domestic violence protection order is required to be entered into the JIS within one judicial day after issuance. The domestic violence protection order time standards is based on statute.

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

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

The following time categories are used:

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

#### Time Standards Table

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

### 4. DATA QUALITY

## JIS Standard for Alternative Local Court Record Systems

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

### **Standards:**

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

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

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

### **C. COMMON PROCESS**

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

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

### **Standards:**

1. A court should follow Person Business Rule 3.0 and all subsections when adding persons to the JIS database.
2. A court should record a date of death based only on official documentation received from Department of Health or from court orders.

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3. A court should consult the JIS for statewide case history for a well identified individual unless the court has an established process for using fingerprint and photo for identifying a person.
4. A court should consult the JIS for determining protection orders for an individual.
5. A court shall consult the JIS prior to entry of a final parenting plan (RCW 26.09.182).

### D. SECURITY

This section provides security standards that shall be followed.

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

#### Standards:

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

### E. TECHNICAL

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

#### Assumption(s)

## JIS Standard for Alternative Local Court Record Systems

- None.

### Standards:

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

### RESPONSIBILITIES

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

#### Court Responsibilities:

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

#### AOC Responsibilities:

1. The AOC shall be responsible for the development, maintenance, and operation of integration components to consume data.
2. The AOC shall provide access to shared data through applications or data services.
3. The AOC shall publish a catalog of data exchange services.
4. The AOC should assist courts in a technical advisory role in service usage.

## **JIS Standard for Alternative Local Court Record Systems**

5. The AOC shall publish code lists for the courts based on the AOC and court Service level Agreement (SLA) prior to the codes becoming effective.
6. The AOC shall be responsible to notify in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their systems, and to work with the affected courts to minimize any such potential impact.

### **Shared Responsibilities: -**

1. The Information Technology Governance (ITG) process shall be used for governing changes in data elements (new, revised, codes changes, etc.), data exchange transport methods (message content, format, security, etc.), or other items that impact the client side (court) technology components.
2. The AOC and the court will work cooperatively on processes for identifying, correcting, and monitoring data quality as specified in subsection B.4 issues.
3. The AOC and the court will coordinate disaster recovery testing for the integration components between the two systems.
4. Changes that are required by legislative mandate, court rule, or other authority must be completed based on the effective date imposed by the originating authority. Changes that are originated from a source other than law/rule shall be made effective in a reasonable time frame as agreed to between the parties involved. If an agreement cannot be made, the JISC shall determine the effective date of the change.

### **REVIEW CYCLE**

This standard is reviewed and updated as needed.

### **OWNERS**

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

**Appendix A – Shared Data Elements**

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

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

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

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

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

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

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

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

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

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



**Appendix A – Shared Data Elements**

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

**Appendix A – Shared Data Elements**

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

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
377	Case Balance	Current case balance	B	B	F
<b>Address</b>		Address provides information on a location or contact for a person, official, or organization.	B	B	B
22	Address Type Code	A code which specifies the address type (e.g. residence, mailing, etc.).	B	B	B
23	Address Line 1	The first line of the address per US postal standards.	B	B	B
24	Address Line 2	The second line of the address per US postal standards.	B	B	B
25	Address Line 3	The third line of the address per US postal standards.	B	B	F
26	Address City Name	The legal name of the city or location.	B	B	B
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B
28	Address State Code	The state code for the location.	B	B	B
29	Address County	The county name for the location.	B	B	B
30	Address Country Code	The location country code.	B	B	B
31	Address Begin Date	The first date that the address is applicable for the person, official, or organization.	B	B	B
32	Address End Date	The last date that the address is applicable for the person, official, or organization.	B	B	B
33	Address Status Code	A code which designates the status of the address (e.g. undeliverable, returned, confidential, etc.).	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
240	Address Source Code	A code which identifies the document or other source used to enter an address for a person (e.g. Notified by DOL, Notified by prosecutor, etc.).	B	B	B
<b>Case Association</b>		A case association is the relationship of one case/referral linked to another case/referral. For example, CLJ case and the associated superior court case upon appeal, A probable cause hearing/case and the legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B
36	Case Association Type Code	A code that identifies the type of associations (e.g. linked, consolidated, etc.).	B	F	B
37	Case Association Role Type Code	A code that specifies the role of the case in the association (e.g. primary, secondary, referral, etc.).	B	F	B
300	Case Association Begin Date	The case association begin (effective) date.	F	F	B
301	Case Association End Date	The case association end (effective) date.	F	F	F
<b>Case</b>		A case is the primary business item that is used to manage and track status for issues filed in a court. <i>NOTE:</i> All elements in this section also capture the details of juvenile referrals.	B	B	B
39	Court Code	A code that uniquely identifies a court statewide (such as the existing three digit codes for courts—THD, S17, J34, etc.).	B	B	B
40	Case Number	A number that is used for externally identifying a case. Examples are Superior court Case Number, Referral number, etc.	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
41	Case Type Code	Code that identifies the case based on category (e.g. criminal, civil, juvenile truancy, infractions, etc.).	B	B	B
302	Cause Code	A code that indicates the specific cause of action. Examples are FEL (Felony), HAR (Harassment), SXP (Sexual Assault Protection), BRE (Breach of Contract), etc.	B	B	NA
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case (e.g. Olympia Police Department, Washington State Patrol, etc.).	B	B	B
43	Case Filing Date	The date in which the case/referral was filed in the trial court.	B	B	B
44	Case Title	The court case title. (Free form text.)	B	B	B
241	Case Suit Amount	The dollar amount of the suit on a civil case.	F	B	NA
45	Case Security Code	A code which specifies the security level for the case (e.g. confidential, sealed, public, etc.).	B	B	B
361	Jurisdiction Code	A code that identifies the county, city or town from which the cause of action originated.	B	B	B
<b>Case Flag</b>		A flag, notification, or other important data regarding the case that supports public safety or judicial decision.	B	B	B
264	Case Flag Type Code	A code that identifies the type of flag. This includes items such as: Abuse/Neglect, No Parent or Guardian Willing/Able, Abandonment, and Domestic Violence.	B	B	B
265	Case Flag Begin Date	The case flag begin effective date.	F	F	F
266	Case Flag End Date	The case flag end effective date	F	F	F

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Case Status</b>		Case/Referral status provides information on the different stages of a case/referral through its lifecycle (e.g. resolution, completion, closure, active, suspended, etc.).	B	B	B
47	Case Status Type Code	A code identifying the type of case status Examples: Active (Superior Court); Closed (CLJ); Pending (Juvenile referrals). <i>See paired examples below in Sub-type</i>	B	B	B
48	Case Status Sub-Type Code	A code identifying the specific status within the type. This element includes Resolution statuses for Superior Court cases. Examples: Return from Appeal (Superior Court); Change of Venue (CLJ); Referral Screening (Juvenile referrals). <i>See paired examples above in Type.</i>	B	B	B
49	Case Status Begin Date	The begin (effective) date associated with the case status.	B	B	B
303	Case Status End Date	The end (effective) date associated with the case status.	B	B	F
<b>Charge</b>		An allegation as to a violation of law. Juvenile referral reasons and reason statuses are captured here.	B	B	B
54	Charge Information Date	The file date from the charging document.	B	B	NA
55	Charge Count Number	An assigned number for each charge count.	B	B	NA
350	Amended Count Number	An assigned number which tracks the link between the original and amended charge.	B	B	NA
351	Sequence Number	A number assigned to each charging document to record the sequential order in which the charges from that document were entered.	B	NA	NA
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B
57	Charge Primary Law Number	The law number as recorded for the primary charge.	B	B	B
369	Charge Primary Law Description	The law title which corresponds to the Charge Primary Law Number on the case's charging document.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
59	Charge Primary Result Code	A code which specifies the charge result/disposition as decided by the court, related to the primary charge (e.g. committed, guilty, etc.).	B	B	NA
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result/disposition code (e.g. court's motion, deferred prosecution completed, etc.).	F	B	F
61	Charge Primary Result Date	The date of the primary charge result/disposition finding.	B	B	B
62	Charge Special Allegation Law Number	The law number of any special allegation (e.g. deadly weapon, sexual motivation, criminal street gang, etc.) for the charge per RCW 9.94A.825-839. There can be zero-to-many special allegations associated with a single charge.	B	NA	B
370	Charge Special Allegation Description	The law title which corresponds to the Charge Special Allegation Law Number on the case's charging document.	B	B	NA
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	NA	NA
64	Charge Special Allegation Result Date	The date of the result of the special allegation.	B	NA	NA
65	Charge Modifier Law Number	The law number of any inchoate modifier (e.g. attempted, conspiracy, solicitation, and complicity) for the charge.	B	F	B
371	Charge Modifier Description	The law title which corresponds to the Charge Modifier Law Number on the case's charging document.	B	B	NA
66	Charge Additional Statute Law Number	The law number for any definitional laws cited in the charging document for the charge count. There can be zero-to-many definitions associated with a single charge. E.g. Burglary 2 <sup>nd</sup> Degree (9A.52.030), with two definitional RCWs: Burglary/Trespass Defined (9A.52.010) and Burglary—Inference of Intent (9A.52.040)	B	F	NA
372	Charge Additional Statute Law Description	The law title which corresponds to the Charge Additional Statute Law Number on the case's charging document.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
365	Charge Law Authority Code	The statutory (RCW), regulatory (Washington Administrative Code), or county/municipal (local) authority underlying each specified law. E.g. RCW, WAC, King County ordinance, Spokane Municipal Ordinance, etc.	B	B	B
366	Charge Penalty Code	A code which identifies which penalty category the charge falls into: e.g. infraction, misdemeanor, or felony.	B	B	NA
367	Charge Severity Code	This code identifies how serious a felony charge is (e.g. Felony A, Felony B, or Felony C).	B	B	NA
67	Charge Element Code	A code (commonly an RCW or a flag) which specifies an element of the charge count, such as domestic violence. There can be zero-to-many charge elements cited in the charging document applicability for the charge count.	B	B	B
373	Charge Element Description	The law title which corresponds to the Charge Element Code on the case's charging document.	B	B	NA
68	Charge Arrest Date	The date on which the defendant was arraigned on the charge.	NA	B	NA
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge (e.g. no contest, guilty, not committed, etc.).	B	B	NA
70	Charge Plea Date	The date on which the plea was made.	B	B	NA
71	Charge Sentence Date	The date on which sentencing was made on the charge.	B	B	NA
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	B	NA	NA
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases. (E.g. A, B+, C, D, E, etc.) See RCW 13.40.0357	F	NA	B
<b>Citation</b>		A document issued to a Person (or business) that contains the alleged violation of law. <b>NOTE:</b> <i>Many elements of a Citation are captured in the Case and Charge sections. Elements unique to citation are listed in this section.</i>	NA	B	NA



**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
387	Citation Number	The citation number as displayed on the citation/ticket from the originating agency.	NA	B	NA
76	Citation Date	The date the citation was issued.	NA	B	NA
385	Citation Time	The time the citation was issued.	NA	B	NA
77	LEA Originating Agency Identifier Number (ORI)	A number assigned to designate the “originating agency,” developed by the National Crime Information Center (NCIC). This number identifies the agency that originated the citation/criminal complaint.  The Washington State Patrol (WSP) maintains a current list of ORI numbers online at: <a href="http://www.wsp.wa.gov/secured/access/manuals.htm">http://www.wsp.wa.gov/secured/access/manuals.htm</a> on the Access Manuals page.	NA	B	F
386	Originating Agency Type Code	A code that designates whether the agency is the filing agency, the originating agency, or the case (prosecuting) agency.	NA	B	F
78	Originating Agency Report Number	The originating agency report number (sometime referred to as police report number) assigned to the citation/criminal complaint as provided by the originating agency.	NA	F	F
79	Citation Amount	The dollar amount from the citation.	NA	B	NA
80	DOL Citation Code	Code(s) that indicates additional vehicle information details of the citation for the Department of Licensing. (E.g. Commercial Vehicle, 16 passenger, HazMat, Fatality	NA	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
		Collision, and Accident). A citation may include none or many of these details.			
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent from the citation.	NA	B	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA
86	Citation THC Level Count	The THC level from the citation.	NA	B	NA
87	Vehicle License Number	The vehicle license plate number from the citation.	NA	B	NA
88	Vehicle License State Code	The vehicle license plate number state code from the citation.	NA	B	NA
<b>Condition</b>		Stipulation, requirement, or sentence details listed within an order or judicial decision that must be satisfied to resolve the issues on a case.	B	B	B
94	Condition Date	The date the condition was imposed.	B	B	B
95	Condition Type Code	The type of condition imposed (e.g. Alcoholics Anonymous, Anger Management, Court Costs Waived, etc.).	B	B	B
96	Condition Amount	A monetary amount applied to the condition.	B	B	B
352	Condition Sentence Description	Text description of conditions associated with a sentence.	B	NA	NA
97	Condition Time Count	The numerical amount of time for the condition to be used in conjunction with Condition Time Unit Code (98).	B	B	B
98	Condition Time Unit Code	The time units (e.g. hour, day, month, year) for the condition time unit count.	B	B	B
99	Condition Review Date	The date the condition is scheduled for review.	B	B	B
100	Condition Completion Date	The date the condition was completed, not-completed, complied, waived, terminated, excused, etc.	F	B	B
101	Condition Completion Code	A code specifying the type of completion (e.g. completed, incomplete, complied, waived, terminated, excused, etc.).	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Detention Episode Population</b>		Detention population tracks the status of a juvenile for each day they are considered part of a facility's population. There is one record for each episode per juvenile per day.	NA	NA	B
102	Detention Facility	The detention facility name.	NA	NA	B
105	Detention Population Episode Reporting Date	The date for which the detention population is reported.	NA	NA	B
106	Detention Population Reporting Time	The time in which the detention population is reported.	NA	NA	B
107	Detention Population Status Code	A code value identifying the population status for each juvenile in the facility (e.g. Admission, Furlough, Intake, Legal and Released).	NA	NA	B
<b>Detention Episode Summary</b>		The Summary contains information for a juvenile who is placed in detention facility. There is one record for each episode as measured from intake to release.	NA	NA	B
108	Detention Facility	The detention facility name.	NA	NA	B
111	Detention Episode Intake Decision Code	A value that identifies the intake decision (e.g. admit, screen/release, pending).	NA	NA	B
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (e.g. threat to community safety, contract admission, district court warrant, etc.).	NA	NA	B
115	Detention Episode Admission Reason Date	The date of the admission reason decision.	NA	NA	B
116	Detention Episode Admission Reason Time	The time of the admission reason decision.	NA	NA	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
117	Detention Episode Primary Charge Code	A code that identifies the charge (e.g. residential burglary, Assault-1, malicious mischief-1, etc.)	NA	NA	B
119	Detention Episode Release Reason Code	A code that identifies why a juvenile was released from detention. (E.g. Court order, case dismissed, released on bail, etc.)	NA	NA	B
120	Detention Episode Release Date	The date of the release from the facility.	NA	NA	B
121	Detention Episode Release Time	The time of the release from the facility.	NA	NA	B
122	Detention Episode Time Served Minutes Count	The total of the minutes served.	NA	NA	B
<b>Electronic Contact</b>		Electronic Contact provides a record of electronic contact methods and locations for a person, official, or organization.	B	B	B
125	Electronic Contact Type Code	A code that identifies the electronic contact type (e.g. email, webpage, etc.).	F	F	F
126	Electronic Contact Address Text	The electronic contact address.	B	B	B
127	Electronic Contact Begin Date	The start (effective) date for the electronic contact.	F	F	F
128	Electronic Contact End Date	The end (effective) date for the electronic contact.	F	F	F
<b>Failure To Appear</b>		Failure To Appear (FTA) provides a record for each failure to appear, pay, or respond.	NA	B	NA
132	FTA Order Date	The date on which the FTA was ordered by the court.	NA	B	NA
243	FTA Cancel Date	The date the FTA was canceled by the court.	NA	B	NA
133	FTA Issuance Date	The date on which the FTA was issued to Department of Licensing.	NA	B	NA
134	FTA Adjudication Date	The date the FTA was adjudicated by the court, for notification to the Department of Licensing.	NA	B	NA
244	FTA Adjudication or Cancellation Reason Code	A code which specifies the reason the FTA was adjudicated or cancelled. (E.g. paid, court appearance scheduled, dismissed, issued in error, etc.)	NA	B	NA

**Appendix A – Shared Data Elements**

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

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Organization</b>		Provides a record for each organization (e.g. Court, LEA, School District, etc.) that is used in other records provided.	B	B	B
145	Organization Name	The organization name.	B	B	B
146	Organization Type Code	A codes that identifies the type of organization (e.g. court, law enforcement agency, jurisdiction, schools, or school districts.)	B	B	B
147	Organization Sub-type Code	A code that identifies the sub-type within the type (e.g. Superior, District, Municipal, etc.).	B	B	B
148	Organization Status Code	The status of the organization when applicable (e.g. active, disbanded, etc.).	B	B	B
149	Organization Begin Date	The organization begin (effective) date.	B	B	B
150	Organization End Date	The organization end (effective) date.	B	B	B
<b>Participant</b>		Participant provides a record of each person, organization and official related to a case.	B	B	B
154	Participant Type Code	A code for a person on the case/referral (e.g. defendant, petitioner, etc.).	B	B	B
155	Participant Status Code	The status of the participant on the case. Currently collected by District/Municipal Courts.	F	B	NA
156	Participant Begin Date	The participant begin effective date.	B	B	B
157	Participant End Date	The participant end effective date.	B	B	B
158	Participant Security Code	A code that identifies the security status for the participant (e.g. open, confidential, etc.).	F	F	F
379	Collections Status	A status indicator for a case balance that identifies collections action.	B	B	F
380	Collections Begin Date	The collection status begin effective date.	B	B	F
381	Collections End Date	The collection status end effective date.	B	B	F

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Participant Association</b>		Participant Association provides link between participants on a case, when applicable. (e.g. Defendant and attorney, case-based family relationships)	B	B	B
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (e.g. Financial, Guardianship, Legal Representation, Case Based Relationships)	B	B	B
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association (e.g. spouse, child, parent, etc.).	B	B	B
164	Participant Association Begin Date	The date the participant association begins.	F	F	B
165	Participant Association End Date	The date the participant association ends.	F	F	B
<b>Person</b>		Information for an individual that is a participant on a case/referral or person that is associated to a participant on a case. This includes humans and businesses (e.g. corporations, partnerships, collection agencies, etc.).	B	B	B
248	Person Classification Code	A code that identifies the type of person, (e.g. well-identified, non-well identified, etc.)	B	B	B
305	Complete Name	The complete name of a person which includes first, middle, last, and any prefix/suffix for a name which is contained within one line of text. May also include a single name line such as a business name. This field is only for use when parsed fields for an individual is not available, or it is for use for business names.	B	B	B
167	Person First Name	The person's first name.	B	B	B
168	Person Last Name	The person's last name.	B	B	B
169	Person Middle Name	The person's middle name.	B	B	B
306	Person Name Prefix	The person's name Prefix and/or Title. (E.g. Mr. Mrs. Dr.)	F	F	F
307	Person Name Suffix	The person's name Suffix (e.g. Jr., Sr., III, IV, Esq.)	B	B	B
170	Person Birth Date	The person's date of birth.	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
171	Person Death Date	The person's date of death.	B	B	B
249	Date of Death Source Code	A code that identifies the document or other source used to enter a date of death for a person.	B	F	F
172	Person Gender Code	A code that identifies the person's gender.	B	B	B
173	Person Race Code	A code that identifies the person's race (e.g. Asian, Caucasian, Multiple, Refused, etc.). Each person can be identified with more than one race code.	B	B	B
174	Person Ethnicity Code	The code of that identifies the person's ethnicity (e.g. Hispanic, Not Hispanic, Refused, and Unknown).	B	B	B
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B
176	Person Driver License Number	The driver license number. More than one Driver License number may be associated with the same Person.	B	B	B
177	Person Driver License State Code	A code for the state code that issued the driver's license. If a Person has more than one Driver License (DL) number, a separate State code will be needed for each DL number.	B	B	B
178	Person Driver License Expire Date	The Driver License expiration date. If a Person has more than one Driver License (DL) number, a separate expiration date will be needed for each DL number.	B	B	B
179	Person Department Of Corrections Number	The identification number issued by the WA State Department of Corrections.	B	B	B
180	Person Juvenile Number	The identification number issued to juveniles by Washington State.	B	B	B
181	Person FBI Number	The identification number issued by the Federal Bureau of investigation.	B	B	B
182	Person Height	The person's height in inches.	B	B	B
183	Person Weight	The person's weight in pounds.	B	B	B
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B
186	Person Physical Description	A textual description of the person including identifying characteristics, scars, marks, and tattoos.	B	B	B



**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B
<b>Person Association</b>		Person Association provide a linkage of one person record to another. These associations can be other records: True name, alias, also known as, doing business as, etc.	B	B	B
189	Person Association Type Code	A code which specifies the type of association between one or more parties (e.g. Other Name, Person Relationship, etc.).	B	B	B
191	Person Association Role Code	A code for the role of the person in the relationship (e.g. true name, also known as, now known as, parent, child, etc.).	B	B	B
192	Person Association Begin Date	The person association begin (effective) date.	B	B	B
193	Person Association End Date	The person association end (effective) date.	B	B	B
<b>Person Flag</b>		A flag, notification, or other important data regarding the person (or business) that supports public safety or judicial decision-making.	F	F	B
260	Person Flag Type Code	A code that identifies the type of flag. This includes items such as ADA (American w/Disability Act), AAL (Military); Legally Free Minor; ICWA (Indian Child Welfare Act); NCK (Nickname); USN (Uses Siblings Name), etc.	B	B	B
261	Person Flag Begin Date	The person flag begin effective date.	F	F	B
262	Person Flag End Date	The person flag end effective date	F	F	B
<b>Phone</b>		Phone provides a record of phone number contacts for a person, organization, or official.	B	B	B
195	Phone Type Code	A code that identifies the phone number type (e.g. home, cellular, etc.).	B	B	B
196	Phone Number	The phone number.	B	B	B
197	Phone Begin Date	The phone number begin (effective) date.	B	B	B
198	Phone End Date	The phone end (effective) date.	B	B	B
<b>Proceeding</b>		Documents a hearing for a case.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
364	Proceeding Schedule Type Code	A code that identifies the type of proceeding scheduled for a date (e.g. Arraignment, Pretrial, Sentencing, Jury Trial, etc.).	B	B	NA
202	Proceeding Schedule Date	The scheduled hearing date.	B	B	NA
203	Proceeding Schedule Time	The scheduled hearing time.	B	B	NA
207	Proceeding Schedule Status Code	A code that identifies the status (e.g. not held, canceled, continued, etc.).	B	B	NA
209	Proceeding Schedule Status Reason Code	A code that further qualifies the proceeding status when applicable (e.g. motion of the court, motion of the defense, stipulated, judicial conflict, etc.).	B	B	NA
201	Proceeding Actual Type Code	A code that identifies the type of proceeding held (e.g. Arraignment, Pretrial, Sentencing, Jury Trial, etc.).	B	B	NA
205	Proceeding Actual Date	The actual “Held” date of the hearing.	B	B	NA
308	Proceeding Actual Time	The actual “Held” time of the hearing.	B	B	NA
<b>Process/Transaction Control Number</b>		A Process Control Number (PCN) or Transaction Control Number (TCN) is a number assigned by the Washington State Patrol (WSP) for each fingerprint record.  A participant record may have multiple PCN and/or TCN numbers within a case.	B	B	F
212	Process/Transaction Control Number	The Process/Transaction control number (PCN/TCN) assigned by the Washington State Patrol.	B	B	F
213	Process/Transaction Control Number Date	The date a person is involved in a reportable fingerprinting event (i.e., an arrest, jail booking, conviction or jail commitment) and the PCN/TCN was assigned.	B	B	F
<b>Court Docket</b>		Includes all data stored through docket codes and free-form text which represent the details within the life cycle of a case.	B	B	NA
319	Docket Code	A code representing an action, decision or event during the life cycle of a case. [e.g. (CDSOP) “CD Record of Proceedings”, (JDV) “Judgment of Verdict”.]	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
384	Docket Sequence Number	A number indicating the sequence of the docket code entered in the CMS amongst all docket codes for the case.	B	B	NA
320	Docket Text	Written text that contains data documenting an action, decision or event during the life cycle of a case. (e.g. "Return of Service filed by Petitioner", "Defense attorney called to confirm hearing," etc.)	B	B	NA
321	Docket Date	The date the docket code/text applies.	B	B	NA
<b>Protection &amp; No Contact Orders</b>		This data refers to the details contained within the documents. It does not store document images.	B	B	NA
327	Order Type Code	The code which specifies the details of the order and case type (civil vs criminal) E.g. Temporary Anti-Harassment Order, Sexual Assault Protection Order, Harassment No Contact Order, etc.	B	B	NA
329	Order File Date	The date the order is filed.	B	B	NA
330	Order Status Code	A code that identifies the current state of the order. (e.g., active, denied, expired, etc.)	B	B	NA
331	Order Decision Date	The date the court official made the decision on the order.	B	B	NA
332	Order Decision Time	The time the court official made the decision on the order.	B	B	NA
333	Order Expired Date	The date the order expires.	B	B	NA
334	Order Termination Date	The date an order is terminated based on a decision from the court.	B	B	NA
335	Order Security Status Code	Security status (e.g. sealed, open, etc.) for orders. Status of the order is independent from the security status of the case.	F	F	NA
336	Order Denial Reason Code	The reason for which the decision was made on the order. (E.g. Failure to Appear for Full Hearing, No Grounds, No Proof of Service, etc.).	B	B	NA
337	Order Participant Decision Code	A code that specifies the role of the participant (e.g. protected, restrained, denied) on the order.	B	B	NA
<b>Judgments</b>		This includes all monetary and property amounts awarded by the court according to a judicial decision made on a case.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
382	Judgment Number	Number designated by the court to identify the amounts associated to the specific judgment.	B	B	NA
383	Judgment Security Status Code	Security status of the judgment (e.g., sealed, open, etc.).	B	B	NA
341	Judgment Type Code	The type of judgment (e.g. Agreed Judgment, Foreign Judgment, and Judgment on Pleadings, Abstract of Judgment, Criminal, Tax Warrant, etc.)	B	B	NA
342	Judgment Amount	The monetary amount(s) listed on a judgment.	B	B	NA
343	Judgment Amount Type Code	The code that identifies the type(s) of amount(s) on the document. (E.g. Total, Principal, Attorneys Fees, Service Fees, Interest, etc.)	B	B	NA
353	Judgment Docket Description	Text description of details associated with a judgment.	B	NA	NA
344	Judgment Participant Decision Code	The role of the participants involved with the decision of the judgment entered by the court (e.g. Debtor, Creditor, For, Against, etc.)	B	B	NA
345	Judgment File Date	The date a judgment is filed with the court.	B	B	NA
346	Judgment Status Code	The status of the judgment (e.g. Dismissed, Exonerated, Fully Satisfied, etc.)	B	B	NA
347	Judgment Status Date	The date for the status of the judgment.	B	B	NA
348	Judgment Signed Date	The date the judgment is signed by a judicial officer.	B	F	NA
349	Judgment Effective Date	The date a judgment becomes effective. This may be different from the date the judicial officer signs the order.	B	B	NA
<b>Warrant</b>		Document issued by the court authorizing a government official to carry out an action. (e.g. search, arrest)	B	B	NA
255	Warrant Number	Number for the warrant assigned by the LEA or court.	F	B	B
256	Warrant Security Status Code	Security status of the warrant (e.g. sealed, open, etc.).	F	F	NA
235	Warrant Type Code	A code that specifies the warrant type (e.g. Bench, Administrative, etc.).	F	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA
231	Warrant Cancelled Date	The date the warrant was cancelled.	F	B	NA
232	Warrant Recalled Date	The date the warrant was recalled.	F	B	NA
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	B	B	NA
234	Warrant Return Date	The date the warrant was returned	B	B	NA
236	Warrant Service Date	The date the warrant was served.	B	B	NA
237	Warrant Expiration Date	The future date on which a warrant is scheduled to expire.	F	B	NA
238	Warrant Bail Amount	The bail amount on the warrant.	B	B	NA
257	Warrant Bail Type Code	The type of bail on the warrant (e.g. Cash Only, Cash or Bond, No Bail).	B	B	NA
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA
258	Warrant Reason Code	A code that defines the reason that the warrant is to be issued (e.g. Failure to appear, failure to comply, search, etc.) A warrant may have more than one reason associated with it.	B	B	NA
<b>Identifiers</b>		A system generated set of values (alpha and/or numeric characters) assigned to a given data element. It identifies a given record uniquely (a Key) within the Data producer's application. This "Key" could be used to retrieve or update the record.			
<b>Accounting Summary</b>		Accounting Summary provides the total debit and credit amounts for a given court and jurisdiction and calendar month.			

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
374	Transaction Identifier	CMS system-generated unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify each debit, credit or begin balance transaction.			
<b>Accounting Detail</b>		Accounting Detail provides the most granular level of financial information from the courts. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions for all case and non-case related accounting. Local details, such as non-participant “payee” data is not needed for statewide sharing and will not be captured here.	B	B	NA
9	Transaction Identifier	CMS system-generated unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA
10	Case Identifier	CMS system-generated unique case identifier. Multiple Case Identifiers can be associated with one Transaction Identifier.	B	B	B
11	Participant Identifier	The CMS system-generated unique identifier for the participant on the case for which the transaction applies. If the transaction is not associated with a person, then this can be blank. Multiple Participant Identifiers can be associated with one Transaction Identifier.	B	B	B
<b>Account Balance</b>		Account balance is the current total owed by a case participant on a case.	B	B	F
378	Participant Identifier	The CMS system-generated unique identifier for the case participant for whom the balance applies.	B	B	F
<b>Address</b>		Address provides information on a location or contact for a person, official, or organization.	B	B	B
21	Person Identifier	The CMS system-generated identifier for the person, official or organization for which the address applies.	B	B	B
<b>Case Association</b>		A case association is the relationship of one case/referral linked to another case/referral. For example, CLJ case and the associated superior court case upon appeal, A probable cause hearing/case and the legal case, consolidated cases, a juvenile referral and the associated superior court case, superior	B	F	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
		court case and the Appellate court appeal, etc.			
34	Case Association Identifier	A CMS system-generated unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	B	B
35	Case Identifier	CMS system-generated unique case identifier.	B	B	B
<b>Case</b>		A case is the primary business item that is used to manage and track status for issues filed in a court. <i>NOTE:</i> All elements in this section also capture the details of juvenile referrals.	B	B	B
38	Case Identifier	CMS system-generated unique case/referral identifier.	B	B	B
<b>Case Status</b>		Case status provides information on the different stages of a case through its lifecycle (e.g. resolution, completion, closure, etc.).	B	B	B
46	Case Identifier	CMS system-generated unique case identifier.	B	B	B
<b>Case Flag</b>		A flag, notification, or other important data regarding the case that supports public safety or judicial decision.	B	B	B
263	Case Identifier	CMS system-generated unique case identifier.	B	B	B
<b>Charge</b>		An allegation as to a violation of law.	B	B	B
50	Participant Identifier	The CMS system-generated unique identifier for the case participant for which the charge applies.	B	B	B
51	Case Identifier	CMS system-generated unique case identifier.	B	B	B
53	Charge Document Identifier	A unique, system-generated identifier for the document from which the charges are listed.	B	B	NA
72	Charge Sentence Judicial Official Identifier	The CMS system-generated identifier of the judicial officer who made the sentencing.	B	B	NA
309	Charge Finding Judicial Officer Identifier	The judicial officer who presided over the finding/judgment.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
375	Count Sequence Number	A number assigned to each charge count to record the sequential order in which the charge was amended.	B	B	B
<b>Citation</b>		A document issued to a Person (or business) that contains the alleged violation of law. <b>NOTE:</b> <i>Many elements of a Citation are captured in the Case and Charge sections. Elements unique to citation are listed in this section.</i>	NA	B	NA
75	Case Identifier	CMS system-generated unique case identifier.	NA	B	NA
<b>Condition</b>		Stipulation, requirement, or sentence details listed within an order or judicial decision that must be satisfied to resolve the issues on a case.	B	B	B
89	Condition Identifier	A CMS System-generated identifier for the condition provided by the court.	NA	B	NA
90	Condition Document Identifier	A unique, system-generated identifier for the document from which the conditions are listed.	NA	B	NA
91	Case Identifier	CMS system-generated unique case identifier.	B	B	B
92	Participant Identifier	The CMS system-generated unique identifier for the case participant for whom the condition applies.	B	B	B
93	Official Identifier	CMS system-generated identifier of an official.	B	B	B
<b>Charge Identifier</b>		This is the unique combination of the ChargeDocumentKey + ChargeCountNumber + CountSequenceNumber. It will link a specific Condition to a specific Charge.	B	B	B
360	Charge Document Key	The source system key of the Charge's parent document.	B	B	B
368	Charge Count Number	A sequentially assigned number, starting at one for each charge count. For Superior Courts, the sequence of numbers starts over with one as each new charging document is filed	B	B	B
376	Count Sequence Number	A number assigned to each charge count to record the sequential order in which the charge was amended.	B	B	B
<b>Detention Episode Population</b>		Detention population tracks the status of a juvenile for each day they are considered part of a facility's population. There is one record for each episode per juvenile per day.	NA	NA	B



**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
103	Case Identifier	CMS system-generated unique case identifier.	NA	NA	B
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B
<b>Detention Episode Summary</b>		The Summary contains information for a juvenile who is placed in detention facility. There is one record for each episode as measured from intake to release.	NA	NA	B
109	Case Identifier	CMS system-generated unique case identifier.	NA	NA	B
110	Participant Identifier	The CMS system-generated identifier for the juvenile detainee for which the episode applies.	NA	NA	B
<b>Electronic Contact</b>		Electronic Contact provides a record of electronic contact methods and locations for a person, official, or organization.	F	F	F
123	Electronic Contact Identifier	CMS system-generated Unique identifier for the Electronic Contact as provided by the court.	B	B	B
124	Person Identifier	The CMS system-generated identifier for the person, official or organization for which the electronic contact applies.	B	B	B
<b>Failure To Appear</b>		Failure To Appear (FTA) provides a record for each failure to appear, pay, or respond.	NA	B	NA
129	FTA Identifier	CMS system-generated Unique identifier for the FTA as provided by the court.	NA	B	NA
130	Case Identifier	CMS system-generated unique case identifier.	NA	B	NA
131	Participant Identifier	The CMS system-generated unique identifier for the case participant for whom the FTA applies.	NA	B	NA
<b>Official</b>		Provides a record for each official that is used in other records provided, such as a Judge, Attorney or Law Enforcement Officer.	B	B	B
135	Official Identifier	CMS system-generated identifier of an official.	B	B	B
137	Organization Identifier	The unique identifier for the organization to which the official belongs (e.g. court, LEA, etc.).	B	B	B
<b>Organization</b>		Provides a record for each organization (e.g. Court, LEA, School District, etc.) that is used in other records provided.	B	B	B
144	Organization Identifier	A CMS System-generated unique identifier for the organization.	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Participant</b>		Participant provides a record of each person, organization and official related to a case.	B	B	B
151	Participant Identifier	The CMS system-generated unique identifier for the case participant for which the charge applies.	B	B	B
152	Case Identifier	CMS system-generated unique case identifier.	B	B	B
153	Person Identifier	The CMS system-generated identifier for the person for which the participant applies.	B	B	B
<b>Participant Association</b>		Participant Association provides link between participants on a case, when applicable. (e.g. Defendant and attorney, case-based family relationships)	B	B	B
159	Participant Association Identifier	A CMS system-generated identifier in each record used to associate participants.	B	B	B
161	Case Identifier	CMS system-generated unique case identifier.	B	B	B
162	Participant Identifier	The CMS system-generated unique identifier for the participant on a case. A minimum of two Identifiers is required in order to create an association.	B	B	B
<b>Person</b>		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case. This includes humans and businesses (e.g. corporations, partnerships, collection agencies, etc.).	B	B	B
166	Person Identifier	The CMS system-generated identifier for the person.	B	B	B
<b>Person Association</b>		Person Association provide a linkage of one person record to another. These associations can be other records: True name, alias, also known as, doing business as, etc.	B	B	B
188	Person Association Identifier	A CMS system-generated identifier in each record used to associate persons.	B	B	B
190	Person Identifier	The CMS system-generated identifier for the person(s) for whom the person association applies. A minimum of two Identifiers is required in order to create an association.	B	B	B
<b>Person Flag</b>		A flag, notification, or other important data regarding the person (or business) that supports public safety or judicial decision-making.	F	F	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
259	Person Identifier	CMS system-generated unique person identifier.	B	B	B
<b>Phone</b>		Phone provides a record of phone number contacts for a person, organization, or official.	B	B	B
194	Person Identifier	The CMS system-generated identifier for the person, official or organization for which the address applies.	B	B	B
<b>Proceeding</b>		Documents a hearing for a case.	B	B	NA
199	Proceeding Identifier	A CMS system-generated unique identifier provided by the court for the proceeding.	B	B	NA
200	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
204	Proceeding Schedule Official Identifier	The CMS system-generated identifier of the official scheduled to hear the proceeding.	B	B	NA
206	Proceeding Actual Official Identifier	The CMS system-generated identifier for the official that heard the proceeding.	B	B	NA
<b>Process/Transaction Control Number</b>		Process/Transaction Control Number (PCN) is a number assigned by Washington State Patrol (WSP) for each fingerprint record.  A participant record may have multiple PCN and/or TCN numbers within a case.	B	B	NA
211	Participant Identifier	The CMS system-generated identifier for the participant for whom the PCN or TCN applies.	B	B	NA
<b>Court Docket</b>		Includes all data stored through docket codes and free-form text which represent the details within the life cycle of a case.	B	B	NA
322	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
355	Docket Identifier	The CMS system-generated identifier for each docket entry.	B	B	NA
<b>Protection &amp; No Contact Orders</b>		This data refers to the details contained within the documents. It does not store document images.	B	B	NA
323	Order (Document) Identifier	A CMS system-generated unique identifier for the order assigned by the court.	NA	NA	NA
324	Case Identifier	CMS system-generated unique case identifier.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
325	Participant(s) Identifier	The CMS system-generated identifier for each participant for whom the Protection Order applies.	B	B	NA
326	Decision Official Identifier	The CMS system-generated identifier of the judicial officer who ruled on the order.	B	B	NA
<b>Judgments</b>		This includes all monetary and property amounts awarded by the court according to a judicial decision made on a case.	B	B	NA
338	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
339	Participant(s) Identifier(s)	The CMS system-generated unique identifier for the participant(s) on the case for which the judgment applies.	F	B	NA
340	Official Identifier	The judicial officer who signed the judgment.	B	B	NA
354	Judgment Document Identifier	A CMS system-generated unique identifier for the judgment order assigned by the court.	NA	NA	NA
<b>Warrant</b>		Document issued by the court authorizing a government official to carry out an action. (e.g. search, arrest)	B	B	NA
254	Warrant Identifier	CMS system-generated unique warrant identifier.	B	B	NA
227	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
228	Participant Identifier	The CMS system-generated identifier for the participant for which the warrant applies.	B	B	NA

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

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

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

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

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

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

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

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

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

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

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

Shared Data/ Element Number	Element Name	Definition	Reason Removed
			model. Amended charges are tracked with elements #350 and #351.
<b>Citation</b>		A document issued to a Person (or business) that contains the alleged violation of law.	
76	Citation Date	<del>The date the citation was issued.</del>	Local data only. Not useful statewide.  <b>REINSTATED 10/07/2020</b> , since needed for electronic dispositions.
77	Origination Agency Code	<del>A code assigned to designate the “originating agency,” developed by the National Crime Information Center (NCIC)*. This identifies the agency that originated the citation/criminal complaint. The ORI (Originating Agency) number for an LEA (Law Enforcement Agency) or court is listed on the Official/Organization (OFO) screen in the <b>ORG-DOL CODE</b> field.</del>  The Washington State Patrol (WSP) maintains a current list of ORI numbers online at <a href="http://www.wsp.wa.gov/secured/access/mamaterials.htm">http://www.wsp.wa.gov/secured/access/mamaterials.htm</a> on the ACCESS Manuals & Documents page.	<del>This data will be linked to the Court Code standard reference data. It can be maintained by the AOC without the courts having to send it.</del>  <b>REINSTATED 9/02/2020</b> , since source submission proved necessary after all. The info is crucial for criminal justice partners (WSP & WDFW).
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	Local data only. JIS uses to determine primary law number related to charge, but this is CMS specific.
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation	Local data only. JIS uses to determine primary law number related to charge, but this is CMS specific.

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

Shared Data/ Element Number	Element Name	Definition	Reason Removed
<b>Case Participant Flag</b>		A flag, notification, or other important data regarding the case participant that supports public safety or judicial decision. This includes items such as: HD1 (e.g. Electronic Home Monitoring/Detention Non-Tech Violation), HD2 (e.g. Electronic Home Monitoring/Detention Tech Violation).	These flags were moved to the Person level so the information is not limited to one case.
267	Case Participant Identifier	CMS system-generated unique participant identifier.	See note above.
268	Case Participant Flag Type Code	A code that identifies the type of flag.	See note above.
269	Case Participant Flag Begin Date	The case participant flag begin effective date.	See note above.
270	Case Participant Flag End Date	The case participant flag end effective date	See note above.
<b>Detention Episode Summary</b>		The Summary contains information for a juvenile who is placed in detention facility. There is one record for each episode as measured from intake to release.	
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (e.g. A, B, C, etc.)	Duplicative. This information is stored as Element #74: Charge Juvenile Disposition Offense Category Code.
<b>Official</b>		Provides a record for each official that is used in other records provided, such as a Judge, Attorney or Law Enforcement Officer.	
245	Official Classification Code	A code that identifies the type of official (e.g. judge, attorney, law enforcement, etc.)	Reinstated elements #139 & #140 for new EDR model



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

Shared Data/ Element Number	Element Name	Definition	Reason Removed
<b>Process/Transaction Control Number</b>		A Process Control Number (PCN) or Transaction Control Number (TCN) is a number assigned by the Washington State Patrol (WSP) for each fingerprint record.  A participant record may have multiple PCN and/or TCN numbers within a case.	
210	Case Identifier	CMS system-generated unique case identifier.	Redundant
<b>Protection &amp; No Contact Orders</b>		The data refers to the details contained within the documents. It does not store document images.	
328	Order Sub type	The detailed order type (e.g. Temporary Anti-Harassment, Full Sexual Assault, Vulnerable Adult, etc.)	The need for both a Type and Sub-type code was unnecessary so the 2 were combined into one element (#327)
<b>Organization</b>		Organization provides a record for each organization that is used in other records provided	
246	Organization Classification Code	A codes that identifies the type of organization (e.g. court, law enforcement agency, jurisdiction)	Reinstated elements #146 & #147 for new EDR model
<b>Participant</b>		Participant provides a record of each person, organization and official related to a case.	
247	Participant Classification Code	A code for the role of the person participant on the case (e.g. defendant, petitioner, etc.).	Reinstated element #154 for new EDR model
<b>Proceeding</b>		Documents a hearing for a case	
208	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	Not needed, as all reportable statuses captured in other proceeding elements.

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

Shared Data/ Element Number	Element Name	Definition	Reason Removed
<b>Significant Document Index Information</b>		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This includes, but is not limited to...	The entire Sig Doc section was deleted and broken down into Court Docket, Protection & No Contact Orders and Judgment sections.
214	Case Identifier	CMS system-generated unique case identifier.	See above.
215	Document Identifier	A CMS system-generated unique identifier assigned by the court.	See above.
216	Document Classification Code	The document type and sub type (judgment and sentence, order, hearing, civil complaint, review hearing etc.). This is also used to store a domestic violence order, anti-harassment subtype.	See above.
250	Document Classification Text	Docket text and other entries that contain data needed by courts statewide.	See above.
217	Document File Date	The date the document is filed.	See above.
218	Document Decision Code	A code that identifies the type of decision when applicable. (i.e. committed, not guilty, guilty, dismissal, granted, denied, etc.).	See above.
219	Document Decision Date	The document decision date.	See above.
251	Document Decision Time	The document decision time.	See above.
220	Document Expiration Date	The document expiration date.	See above.

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

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

Judicial Information System Committee Meeting, December 4, 2020

## **DECISION POINT – Updated JIS Data Standards Version 2.0.7 and Provisional Approval Process**

### **MOTION:**

1. I move to approve the JIS Data Standards for Local Automated Court Record Systems (Data Standards) version 2.0.7 with all changes that have been provisionally approved.
2. I move to allow AOC to continue the provisional process for approving updates to the JIS Data Standards during the course of future integrations with the Enterprise Data Repository (EDR).

### **I. BACKGROUND**

The current JIS Data Standards (version 2.0.6) were approved by the JISC on December 6, 2019. The Data Standards contain the general and specific data elements that local automated court record systems must send to the EDR for sharing on a statewide basis. The statewide standards are necessary to ensure the availability and integrity of statewide information on which all courts, judicial partners, AOC, and the general public depend. The standards specify that changes to the contents of the standard are to be approved through the ITG process, with the JISC as the approving authority.

On December 4, 2015, the JISC approved a process for interim updates to be made to the JIS Data Standards during the Expedited Data Exchange project. The first EDR integration pilot, King County Clerk's Office, went live in July 2019. King County District Court went live with its EDR integration on November 2, 2020. AOC is currently working on EDR integrations with Seattle Municipal Court, Kitsap District Court, and Olympia Municipal Court. AOC is also working on chartering a data governance committee to vet future integrations.

### **II. DISCUSSION**

During the integration process, the technical teams may discover important information that is missing from the standard. When that happens, the project team will incorporate the change on a provisional basis and then forward the change through a broader work group and to the JISC for final approval and inclusion in the standard. This proposed process is necessary for quick action due to the urgency of the timeline for EDR integrations.

**III. OUTCOME IF NOT PASSED**

New data elements may be necessary for future integrations with the EDR. If there is not a provisional approval process, those integrations with the EDR will be delayed while AOC goes through the process of vetting the proposal to add a new data element to the standard. This will impact the timeline/schedule for these future integrations.

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

## **Project Update**

Cat Robinson, PMP  
CLJ-CMS Project Manager

December 4, 2020

# Recent Project Activity

- ✓ Project kickoff meeting with Tyler Technologies completed
- ✓ WA Case Management Orientation Session conducted with Tyler Technologies
- ✓ Initial project schedule planning conducted with both project teams
- ✓ Established regular touch points with the Tyler Technologies team and AOC project Team
- ✓ Surveyed the CLJ Courts requesting potential planning conflicts

# Recent Project Activity

- ✓ Met with the Tyler Technologies eFile team to discuss:
  - eFile system integrations
  - eFile configurations
  - eFile marketing
  - Financial institution documentation
- ✓ Submitted financial institution documentation to pilot courts to generate merchant ID for eFiling
  - Pierce District
  - Tacoma Municipal
  - Gig Harbor Municipal
  - Fircrest/Ruston Municipal



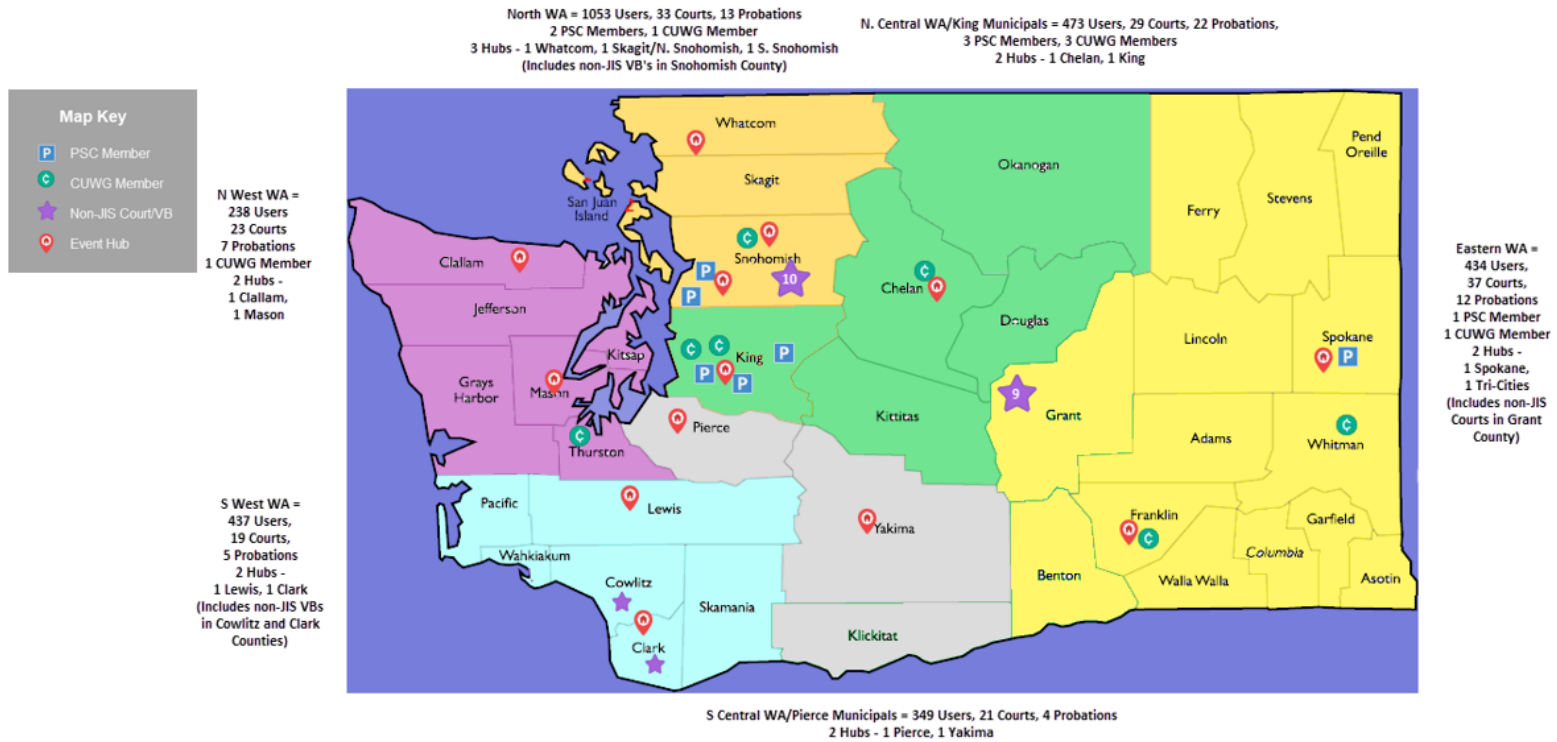
# Project Steering Committee Decision Regarding Rollout Schedule

- Decision:

Accepted the following rollout schedule for court implementation groups after the four pilot courts (Pierce District Court, Tacoma Municipal Court, Gig Harbor Municipal Court, and Fircrest/Ruston Municipal Court):

  - Eastern Washington will be the first group.
  - North Washington will be the second group.
  - The order of the remaining four groups will be determined at a later date.
- The Project Steering Committee (PSC) unanimously passed this motion – September 1, 2020.

# Project Steering Committee Decision



Pros	Cons
Large number of counties in one event with Eastern WA event, would be good visual if done early.	Need to plan for good SMEs in each hub as getting from one to the other could be difficult due to weather on the King/Chelan and Pierce/Yakima hubs.
Doing some west and some east WA counties at one time rather than splitting west from east – not usually done, is fairer to do so than the typical split.	Court Administrator in Pierce/King county courts would be using 2 systems until both are done, unless we do her other court at the same time.
Fairly even numbers of users per event than some other options.	Would need 3 hubs in North implementation, may be staffing issue.
If North is included in first few events over half of the users would be done.	North is a really large number of users, helps to have 3 hubs due to size.
Would only go to Cowlitz, Clark, Snohomish, and Grant 1 time.	
Island County easier to access.	
Can get all locations, including non-JIS/VBs, done within project timeline.	
All Snohomish County courts would be done together.	

# Outreach

- ✓ Thursdays with the DMCMA
  - ✓ WSP update and person business rules, October 8, 2020
  - ✓ Ways to prep for changing systems, October 15, 2020
  - ✓ Sneak peek of Odyssey, October 22, 2020
  - ✓ Sneak peek on eFiling, October 29, 2020

# Communications

- ✓ Released a communication on behalf of the Project Steering Committee sharing the statewide rollout plan (September 28, 2020)
- ✓ Released a communication about GAP analysis describing what it is, what the process will be, and how the results will be collated (Late fall 2020)
- Planned message sharing the results of the GAP analysis (Early 2021)
- Planned message introducing the Project Steering Committee, Court User Work Group, and AOC Project Team (various messages)

# Work in Progress

- Conducting GAP analysis with Tyler Technologies and the Court User Work Group
  - 10 working sessions of four hours each
  - Report to be prepared and provided by Tyler Technologies in early 2021
- Planning for Subject Matter Expert training in January 2021
- Planning for Configuration workshops in spring 2021

# Active Project Risks – November 2020

Total Project Risks			
Low Risk	Medium Risk	High Risk	Closed
2	5	7	0

High Risks Status		
Risk	Probability/Impact	Mitigation
<p><b>Middleware Solution</b> – The A&amp;S group is exploring new middleware solutions for AOC. The project needs the middleware to bring data from Tyler to AOC.</p>	Likely/Moderate	Ensure that the ability to migrate the current in house solutions is available within the proposed solution which eliminates the later need for rework.
<p><b>Performance Issues</b> – If Odyssey doesn't perform as well as the current solution due to technology constraints then users may struggle</p>	Moderate/Moderate	Working with the SC Team to understand the perceived issues. Focusing on messages to the courts. Educating the courts on ways to work with the new system

# Active Project Risks – November 2020

High Risks Status		
Risk	Probability/Impact	Mitigation
<b>COVID-19</b> – Working remotely adds complexity to the day-to-day business needs of the project.	Moderate/Moderate	AOC has used remote capabilities to conduct meetings for many years. The project team is comfortable with remote work and has what is needed to be successful.
<b>IT Constraints</b> – When users experience technical difficulties IT support is not as readily available as if the user was working in the office.	Moderate/Moderate	If users experience issues, encourage them to reach out to IT support and request assistance. If additional support is required, work with the infrastructure team to help.
<b>AOC Integrations</b> – If the integrations required are not accurately defined then there is a risk of scope creep which can impact the overall deployment.	Moderate/Moderate	Identifying the required integrations and distinguishing between required and nice to have. Focusing on the required integrations.

# Active Project Risks – November 2020

High Risks Status		
Risk	Probability/Impact	Mitigation
<p><b>Equipment Funding</b> – Additional funds may be needed to assist some courts with the local equipment purchases.</p>	Moderate/Moderate	<p>If the CLJ-CMS project uses a similar funding model to the SC-CMS, then there are additional complexities to consider. There are significantly more CLJ courts which adds to the need. Working with the budget office to determine the best path.</p>
<p><b>Funding</b> – The state budget is tight and COVID has added extra complexity. If costs are cut, then there can be project impacts.</p>	Moderate/Moderate	<p>The required decision package has been submitted for the CLJ courts. Spending has been limited - only spending as necessary.</p> <p>If additional cost savings are required, then being careful and deliberate on where to cut costs will be crucial.</p>



# Next Steps

Milestone	Date
Formal contract negotiations	Complete, contract signed September 1, 2020
Initiate vendor engagement	Complete, October 2020
Develop consolidated project schedule with vendor	In progress, October 2020
Full gap analysis with vendor	In progress, November 2020
SME training	Planned, January 2021

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

### Quality Assurance

### Monthly Status Report

**Date:** November 30, 2020

**Reporting Period:** 11/1/20 – 11/30/20

**Prepared by:** *bluecrane*

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- For the month of November, *bluecrane* participated in the following CLJ-related meetings:
  - CLJ Schedule Review Meeting (November 2)
  - CLJ Steering Committee Meeting (November 3)
  - CLJ Sponsors Meeting (November 16)
  - CLJ Risks and Issues Review Meeting (November 17)
  - CLJ Project Manager Check-in with QA (November 17)
  - Weekly CLJ Team “huddles”
- An emerging risk in November was the lack of responsiveness of the Tyler Project Manager. The Project Manager is completing work on a project in California and has been less available than expected by AOC. This risk has been escalated by the AOC CLJ Project Manager to AOC’s CIO.
- On a more positive note, the Tyler Project Manager for e-Filing has been engaged with the AOC team and progress is being made there. The CLJ lead from AOC’s Court Services Division is working on documenting expectations for courts related to e-Filing, and the AOC CLJ lead for Organizational Change Management (OCM) is developing e-Filing “marketing materials” to be used with the courts.
- The CLJ Project continues to refine its geographically-based rollout plan. There are some “local” equipment responsibilities that are being sorted out and documented.
- At the time of the writing of this report, the first day of a “Fit-Gap Analysis” by the Court User Work Group (CUWG) is underway. The analysis will continue daily for the next two weeks.
  - Prior to the start of the Fit-Gap Analysis, the CLJ lead and team for business analysis had identified 270 requirements that did not need to be reviewed during the meetings, making the likelihood of completing the Fit-Gap work within the two-week timeframe more likely.
- The CLJ Technical Lead reports that he is working with Tyler to obtain their latest benchmarks on performance.

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

### Quality Assurance

### Monthly Status Report

**Date:** November 30, 2020

**Reporting Period:** 11/1/20 – 11/30/20

**Prepared by:** *bluecrane*

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- In the area of project staffing, a new Conversion Lead started with the project on November 18.
- December is expected to be a busy month, with planned activities including:
  - Completion of Fit-Gap Analysis
  - Completion of draft of a Project Management Plan (PMP) integrating Tyler and AOC work
  - Project kick-off for e-Filing pilot courts (AOC and Tyler)
  - Presentation of a CLJ Kickoff for the CLJ Steering Committee (an abbreviated version of the one already done with AOC)

# **ITG Request 252 Appellate Courts Enterprise Content Management System (AC-ECMS)**

## **Project Update**

Martin Kravik, Project Manager

December 4, 2020

# Recent Activities

- Staff resources have been added:
  - Tester
  - Vendor – OnBase specialist
  - Contractor - .Net/SQL developer
- Workflows are approaching completion.
- Automatic letter generation development continues.

# Recent Activities

- Design of web access functionality is nearly finished
- Analysis of document retention solution continues

# Active Project Risks

Total Project Risks			
Low Exposure	Medium Exposure	High Exposure	Closed
0	0	1	0

## Significant Risks Status

Risk	Probability/Impact	Mitigation
User authentication method for document website has not yet been determined.	Medium/High	AOC Architecture Review Board approval

# Next Steps

Event	Expected Completion
Start building the web access to court documents solution	December 2020
Resolve project risks	January 2021
Document retention analysis	January 2021
Continue document workflow configuration	June 2021
Continue automatic letter generation	June 2021
Continue web access development	June 2021



# Seattle Municipal Court Integration to the Enterprise Data Repository

## Project Update

Tammy Anderson  
EDR Program Manager

December 4, 2020

# King County District Court eCourt Implementation

- The Enterprise Data Repository (EDR) program completed another successful go-live event with King County
- Effective November 2, 2020, KCDC began using their eCourt case management system.
- KCDC's case and person related data is now sent to the EDR through the data exchange process and can be viewed in JABS and JCS
- Excellent collaboration and coordination between both the EDR and KCDC project teams

# Overview

- Seattle Municipal Court (SMC) has always had its own case management system.
- SMC provides a daily file containing a subset of data through a data exchange with AOC in order to populate JIS with case data.
- SMC has a new CMS replacement project and has chosen to implement C-TRACK from Thomson-Reuters with a planned release for launch in 2022.

# What will be different?

- SMC will develop an integration solution that will be using the EDR integration web services to provide data to AOC.
- Statewide systems will display more complete data from SMC.
- SMC will now exchange data through the EDR with judicial partners such as WSP, DOL, DFW.

# Recent Activities

- Quarterly Meetings since April 2019
  - Meetings will become more frequent to accommodate SMC's project timeline.
- Technical and Business communications underway:
  - Mapping JIS Data Standards
  - Identifying data gaps
  - Reviewing EDR integration requirements with SMC and Thomson-Reuters
  - Inventorying SMC's data exchanges with external entities
  - Coordinating data exchanges with judicial partners (DOL, WSP, etc.)

# Data Standards Mapping

Source Data element mapping to JIS Data Standards  
(critical activity):

- The EDR business and technical teams will provide necessary documentation for JIS Data Standards to EDR Data Element mapping
- Both SMC and EDR teams will verify mappings to both source CMS and integration to EDR
- Labor intensive and will continue after their CMS implementation

# Next Steps

- Identify DOL data exchange data gaps with SMC
- Begin communication with SMC, AOC and DOL to discuss non-JIS data exchanges
- Assist SMC with their project milestones

# Statewide Data Warehouse (SDW)

## Project Update

Charlene Allen, PM  
SDW Project Manager

December 4, 2020



# What is SDW?

## The **S**tatewide **D**ata **W**arehouse (SDW) Project

- A multi-year, multi-phase, data reporting effort
- Enables statewide reporting of data from information provided from local case management systems sending data into the AOC Enterprise Data Repository (EDR)
- Each phase will allow additional reporting capabilities for judiciary, justice partners, other stakeholders requesting data
- SDW initial focus is on enterprise reporting of dependency data, which includes the *Dependent Children in Washington State: Case Timeliness and Outcomes*.

# Project Phases

- **Phase I** – Basic Case data from EDR to the statewide warehouse:
  - ✓ Release 1, Dependency Data – November 2020
  - Release 2, Criminal and Offender Data – August 2021.
- **Phase II** – Ad hoc Reporting of statewide data – first quarter 2023.

# Accomplishments

- ✓ Resolution of conflicts in mapped codes from King County Clerk's Office (KCCO) to EDR
- ✓ Missing data from KCCO to EDR now being sent
- ✓ Implemented new best practice for statewide entry of dependency details data for dependency pattern form
- ✓ Trained AOC staff to use the new data warehouse for reporting data from EDR
- ✓ Testing for reporting of Charge data

# Planned Schedule

Milestone	Date
✓ Get required data for Dependency Report	September 2020
✓ Testing for Dependency data	October 2020
✓ Phase I, Release I – Statewide reporting of Dependency case type	November 2020
Phase I, Release II – Statewide reporting of all other case types	Est. 3 QTR, 2021
Phase II Begins	Est. 4 QTR, 2021
Release Phase II – Customer access to statewide reporting	Est. 1 QTR, 2023

# **ITG Request 242 - Washington State Patrol (WSP) System Modernization**

Kevin Ammons, PMP

December 4, 2020

# Overview

- WSP is modernizing their Washington State Identification System (WASIS) criminal history system to:
  - process more records automatically
  - make several changes to improve functionality
  - make many process changes
- WSP will also transition to using the Transaction Control Number (TCN) as the primary number to track fingerprinting events to criminal cases.



# Recent Activities

- WSP had to delay the implementation of their new system to May 11, 2021 due to COVID-19 impacts
- AOC is making changes to Odyssey, SCOMIS, DISCIS, Case Replication (SCDX), JABS, and the Electronic Ticketing Process
  - These changes will be implemented on January 18, 2021
  - Release notes and documentation will be sent out prior to the changes

# Next Steps

Event	Expected Completion
Odyssey, SCOMIS, DISCIS, SCDX, JABS and ETP changes	January 2021
Communication outreach from AOC and WSP to address upcoming process changes	March – April 2021
WSP system implementation	May 11, 2021
AOC – WSP Disposition data exchange update	May 11, 2021



# **2021 E-Filing Plan for the Odyssey Superior Courts**

Keith Curry, Project Manager  
December 4, 2020

# Background

- During the SC-CMS Project implementation, eFiling was not in scope.
- AOC has worked with Snohomish County over the past year on implementation of Tyler's Odyssey File and Serve (OFS) and the integration into the Odyssey CMS.
- Numerous counties want to implement OFS and have submitted individual ITG requests.
- In July, AOC discussed a possible statewide approach for the superior courts with Justice Madsen.

# Charging Model

- Implement the same charging model that will be used by the CLJ-CMS Project.
- The charging model (fee-for-service) is cost neutral for both AOC and the counties.
- There will be exceptions for the indigent, government filers, qualified legal service providers, and domestic violence protection orders.

# Timeline/Schedule

Milestone	Date
Project Kickoff	February 2021
Odyssey File and Serve Configuration Complete	June 2021
Business Process Definition Complete	July 2021
User Acceptance Testing Complete	September 2021
Clerk Training Complete	October 2021
Filer Training Complete	November 2021
Implementation	November 2021



**JISC DATA DISSEMINATION COMMITTEE**  
 Friday, December 4, 2020, 9:00 a.m. – 9:55 a.m.  
 Zoom Teleconference  
 URL: provided via invite

**AGENDA**

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

<b>1. October 23, 2020, Meeting Minutes</b> Action: Motion to approve the minutes	Judge Leach - All	*
<b>2. Request for JCS detention data from Clark County Prosecuting Attorney's Office</b>	Mr. Kevin Cottingham	*
<b>3. Request for access to juvenile dates of birth from NPC Research</b>	Mr. Kevin Cottingham	*
<b>4. Request for access to Case Type 6 (Mental Illness/Alcohol cases) in JABS &amp; SCOMIS</b>	Mr. Kevin Cottingham	*
<b>5. Other Business</b>	Judge Leach	



**Board for Judicial Administration (BJA) Meeting**  
**Friday, October 16, 2020, 9:00 a.m. – 12:00 p.m.**  
Videoconference

**MEETING MINUTES**

**BJA Members Present:**

Chief Justice Debra Stephens  
Judge Greg Gonzales, Member Chair  
Judge Tam Bui  
Judge David Estudillo  
Judge Doug Federspiel  
Judge Michelle Gehlsen  
Judge Rebecca Glasgow  
Justice Steven González  
Judge Dan Johnson  
Judge David Kurtz  
Judge Mary Logan  
Judge David Mann  
Judge Bradley Maxa  
Terra Nevitt  
Judge Rebecca Pennell  
Judge Judith Ramseyer  
Judge Rebecca Robertson  
Dawn Marie Rubio  
Kyle Sciuchetti  
Judge Charles Short

**Guests Present:**

Jim Bamberger  
Esperanza Borboa  
Barbara Carr  
Timothy Fitzgerald  
Patti Kohler  
Sophia Byrd McSherry  
Robert Mead  
Judge Kevin Ringus  
Justice Mary Yu

**Administrative Office of the Courts**

**(AOC) Staff Present:**

Nicole Ack  
Crissy Anderson  
Judith Anderson  
Jeanne Englert  
Sondra Hahn  
Penny Larsen  
Dirk Marler  
Ramsey Radwan  
Caroline Tawes  
Frank Thomas

Call to Order

Chief Justice Stephens called the meeting to order at 9:03 a.m.

Information Sharing

Chief Justice Stephens introduced Nicole Ack, new Court Program Analyst at AOC and staff for the Public Trust and Confidence Committee.

Jim Bamberger continues to implement emergency civil legal aid projects, including the Eviction Resolution pilot program in six counties.

Rich Johnson has announced his retirement from his position as Court Administrator/ Clerk of the Court of Appeals Division I effective March 31, 2021.

The Court of Appeals Division I began in-person oral arguments in July, which were live streamed on TVW. Their courtroom and procedures have been redesigned.

Federal Way Municipal Court just finished their fourth jury trial since the pandemic began.

The Court Recovery Task Force has sent out surveys. The responses will be compiled and shared.

The WSBA is working on its long-range plans. The WSBA was able to offer the summer bar exam. They are preparing for the February exam in Tacoma and Spokane.

The WSBA is recruiting for a member-at-large for the Board of Governors. The deadline is October 30.

Spokane Municipal Court received a Department of Justice grant to expand their Community Court to the East Central neighborhood.

The Court of Appeals judges held a virtual retreat last week.

Sophia Byrd McSherry will be the acting director of the Office of Public Defense.

Judge Pennell said oral arguments via Zoom are well-received and have increased access to justice.

The Office of Justice Programs awarded AOC \$1,750,000 for the Family Drug Courts Expansion Program.

The AOC plans to request more CARES funding. Dawn Marie Rubio encourages courts to submit an applications for costs associated with COVID-19.

Dirk Marler thanked the education staff for their work on contract negotiations arising from canceled programs this year. He discussed the CLJ-CMS efforts.

#### Presentation: Minority and Justice Commission

Justice Yu reviewed the Minority and Justice Commission (MJC) initiatives included in the meeting materials.

The MJC is working with judges and professional associations in response to the Supreme Court letter on race. The MJC is offering to build a consortium of associations to help collaborate on this work and avoid duplication of efforts.

Justice Yu thanked MJC co-chair Justice G. Helen Whitener, and Chief Justice Stephens thanked the MJC for their work.

### Presentation: Public Trust and Confidence Committee

The Public Trust and Confidence Committee (PTC) is continuing the Judges in the Classroom program. There was a large number of participants in this program before the pandemic, and the PTC is working on a virtual version of the program.

Chris Gaddis, Pierce County Superior Court, is working on the Jury Diversity Project.

The Legislative Scholars Program was virtual this year and a large number of teachers attended.

### Task Force Reports

**Court Recovery Task Force (CRTF):** The bulk of this Task Force work has been distributed among smaller committees with members from the CRTF as well as the community and topic area specialists.

The Lessons Learned Committee has sent a survey to all court administrators asking about changes in space, accommodations, and technology due to the pandemic. Responses will be compiled and distributed. This information will create a baseline of practices. The Committee is currently working on surveys for court users.

At the October 9 meeting, the CRTF voted to endorse a proposal from the Appellate Committee that will allow Administrative Procedures Act (APA) and Land Use Petition Act (LUPA) appeals to go directly to the Court of Appeals. There is a meeting with the BJA Legislative Committee next week.

Other CRTF committees are developing resources, guidelines, and checklists. The Washington Courts COVID web site is being updated.

The BJA plans to implement an award for justice system innovations in response to COVID-19. Nominations will be ongoing, and a schedule will be announced.

The CRTF discussed the August Summit responses. There will be more outreach from the CRTF, including inviting Tribal Courts representatives.

The CRTF will be sending out surveys on Therapeutic Courts and court security.

The materials from the Summit and CRTF meetings are posted on the web site. Those interested in the video presentation from the Summit may access a request form and agreement on the BJA web site.



**Court Security Task Force:** The Task Force submitted a motion to withdraw the court security funding decision package from consideration. They plan to submit it again later.

There was a discussion to either move the motion to the November BJA meeting or incorporate ties to the pandemic into the decision package to make more funding options available. This decision package was the top priority in the Budget and Funding Committee recommendations.

After a discussion, the motion was withdrawn and the Court Security Task Force budget package decision will be moved to the November BJA meeting. Chief Justice Stephens requested feedback from the BJA members. This will also be added to the October 26 Legislative Committee agenda.

**Court System Education Funding Task Force:**

The Education Task Force submitted a final report in the materials and recommended the Task Force be dissolved since it successfully secured online training funding.

**It was moved by Judge Federspiel and seconded by Judge Gonzales to dissolve the Court System Education Funding Task Force. The motion carried unanimously.**

Budget and Funding Committee 2021–2023 Biennial Budget Requests

To develop the priority recommendations, the BFC took into account the pandemic and the impact on the state budget. Judge Logan reviewed the top 10 priority recommendations. Updated information was sent to the BJA members prior to this meeting.

Ramsey Radwan discussed the revenue forecast and potential budget reductions in the executive branch. He suggested the BJA members wait until the November BJA meeting to set 2021–23 budget request priorities.

Standing Committee Reports

**Court Education Committee (CEC):** A summary was included in the meeting materials.

Dr. Scott Hillstrom has been hired as the Distance Learning Program Coordinator. Judith Anderson said the education team at AOC have done a great job of responding to the pandemic and resulting conference cancellations. The Judicial College will be online this year, and an online faculty development program has been created.

**Legislative Committee (LC):** The LC report was included in the meeting materials. Their next meeting is October 26 and they will discuss strategies for working with the Legislature.

**Policy and Planning Committee (PPC):** Recommendations from the PPC on increasing BJA membership diversity were included in the meeting materials. The PPC would like to formalize the expectation that BJA members personally reach out to a variety of candidates for BJA membership by including this expectation in the BJA member responsibilities. Penny Larsen suggested taking time each year in a BJA meeting to discuss the diversity recommendations, and asked for comments on the recruitment flyer developed by the PPC.

Judge Federspiel would like to see demographics on the Washington State Bar Association, Washington state, and the judiciary to aid in this discussion. Penny Larsen could add profiles of the BJA members.

#### September 18, 2020 Meeting Minutes

**It was moved by Judge Ramseyer and seconded by Justice González to approve the September 18, 2020, BJA meeting minutes. The motion carried unanimously.**

#### Other

The next BJA meeting will be on November 20, 2020. As this will be a joint meeting with the Court Management Council and there will be a large number of agenda items, this may be a longer meeting.

There being no further business, the meeting was adjourned at 12:02 p.m.

#### **Recap of Motions from the October 16, 2020 Meeting**

<b>Motion Summary</b>	<b>Status</b>
Dissolve the Court System Education Funding Task Force.	Passed
Approve the September 18, 2020, BJA meeting minutes.	Passed

#### **Action Items from the October 16, 2020 Meeting**

<b>Action Item</b>	<b>Status</b>
The Court Security Task Force budget package decision will be moved to the November BJA meeting. Chief Justice Stephens requested feedback from the BJA members	

<b>Action Item</b>	<b>Status</b>
<u>September 18, 2020, BJA Meeting Minutes</u> <ul style="list-style-type: none"><li>• Post the minutes online.</li><li>• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.</li></ul>	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

<b>New Requests:</b>	None
<b>Endorsements:</b>	284 - Criminal cases w/HNO & DVP case types allow DV Y/N 293 - E-Filing for Lewis County Superior Court 294 - E-Filing for Skagit Superior Court 1294 - E-Filing for Whatcom County Superior Court
<b>Analysis</b>	
<b>Completed:</b>	None
<b>Endorsement</b>	
<b>Confirmations:</b>	None
<b>CLUG Decision:</b>	286 - Statewide Reporting
<b>Authorized:</b>	270 - Allow MH-JDAT data to be accessed through BIT from the Data Warehouse - JISC priority #4
<b>In Progress:</b>	276 - Parking Tickets issued in SECTOR - Interim resolution 279 - JIS Name Field Upgrade
<b>Completed:</b>	None
<b>Closed:</b>	None
<b>ITG Portal:</b>	None

# 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	252	Appellate Electronic Court Records	In Progress	Appellate
3	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	CLJ
4	270	Allow MH-JDAT data accessed through BIT from Data Warehouse	Authorized	Superior

Authorized
  In Progress
  Completed
  Withdrawn or Closed

# ITG Status Year in Review

		Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20
JISC Approved	ITG 102 2011*	In Progress	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 252 2018*	In Progress	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 27 2011*	In Progress	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 270 2020*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Authorized
		Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20
AOC Admin/CIO Approved	ITG 003 2011*	In Progress	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 248 2020*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Authorized	Authorized	In Progress	In Progress	In Progress	In Progress
	ITG 251 2019*	In Progress	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 267 2020*	Authorized	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
	ITG 269 2020*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
	ITG 276 2020*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Authorized	Authorized	Authorized	Authorized	In Progress
	ITG 279 2020*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Authorized	In Progress
		Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20

■ Authorized   
 ■ In Progress   
 ■ Completed   
 ■ Withdrawn or Closed

\* Year ITG authorized

# Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
<b>Appellate CLUG</b>					
1	252	Appellate Electronic Court Records	In Progress	JISC	Unspecified
<b>Superior CLUG</b>					
1	248	Washington State Juvenile Court Assessment	In Progress	Administrator	High
2	270	Allow MH-JDAT data to be accessed through BIT from the Data Warehouse	Authorized	JISC	High
3	267	Odyssey Supervision Module Modification	In-Progress*	Administrator	High
4	269	Installation of Clerks Edition for Franklin County Superior Court Clerks Office	Authorized	CIO	High
<b>Courts of Limited Jurisdiction CLUG</b>					
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
<b>Multi Court CLUG</b>					
N/A	3	Imaging and Viewing of Court Documents	In Progress	Administrator	Unspecified

Authorized
  In Progress
  Completed
  Withdrawn or Closed

\* On hold reference ITG 283



# ITG Request Progress

Awaiting Endorsement	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting Authorization	Awaiting Scheduling
<p><b>220</b> Supplemental Race/Ethnicity Request</p> <p><b>232</b> DQ for Statewide Criminal Data</p> <p><b>256</b> Spokane Municipal Court CMS to EDR Data Exchange</p> <p><b>265</b> Kitsap District Court CMS to EDR Data Exchange</p> <p><b>266</b> Upgrade SC-CMS to Odyssey 2018</p> <p><b>268</b> Olympia Municipal Court CMS to EDR Data Exchange</p> <p><b>274</b> EFC Extended Foster Care-Dependency - Modify Required Party of PAR Parent</p> <p><b>275</b> Odyssey to EDR</p> <p><b>277</b> TRU Truancy - Modify Required Party of PAR Parent</p> <p><b>278</b> Kitsap County e-Filing</p> <p><b>281</b> Judicial Officer Note Flag</p> <p><b>283</b> Modify Odyssey Supervision Probation Category to Support Non-Criminal Cases</p> <p><b>284</b> Criminal cases with HNO and DVP case types allow DV Y/N</p>	<p><b>287</b> OnBase Product Upgrade to v20.3</p> <p><b>288</b> E-Filing for San Juan Superior Court</p> <p><b>289</b> E-filing for Yakima Superior Court</p> <p><b>291</b> E-Filing for Franklin Superior Court</p> <p><b>292</b> Add email address to the CIV screen in JIS</p> <p><b>293</b> E-Filing for Lewis County Superior Court</p> <p><b>294</b> E-filing for Skagit Superior Court</p> <p><b>1294</b> E-Filing for Whatcom County Superior Court</p>	<p><b>241</b> JIS Person Business Indicator</p>	<p><b>286</b> Statewide Reporting</p>	<p><b>269</b> Installation Of Clerks Edition For Franklin County Superior Court Clerks Office</p> <p><b>270</b> Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse</p> <p><b>276</b> Parking Tickets issued in SECTOR - Interim resolution</p>