



WASHINGTON
COURTS

Judicial Information System Committee (JISC)

Friday, February 26, 2021 (10:00 a.m. – 12:00 p.m.)

Register in advance for this meeting:

[February 26th 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.	Call to Order <ul style="list-style-type: none"> a. Introductions b. Announcement of New Member Judge Lisa Worswick, Division II Court of Appeals c. Rich Johnson's Last Meeting (retirement) d. Approval of Minutes 	Justice Madsen, Chair	10:00 – 10:10	Tab 1
2.	JIS Budget Update	Mr. Ramsey Radwan, MSD Director	10:10 – 10:20	Tab 2
3.	Legislative Update	Mr. Devon Connor-Green, Contracted AOC Legislative Liaison	10:20 – 10:35	Tab 3
4.	DECISION POINT: Approve Revised IT Governance Delegation Matrix	Ms. Vicky Cullinane & Mr. Curtis Dunn, Business Liaisons	10:35 – 10:55	Tab 4
5.	JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS) <ul style="list-style-type: none"> a. Project Update b. Role of QA on the CLJ-CMS Project c. QA Report 	Ms. Cat Robinson, PMP Mr. Allen Mills, Bluecrane	10:55 – 11:25	Tab 5
6.	JISC Rule 13 Update	Justice Madsen, Chair	11:25 – 11:50	Tab 6
7.	Committee Reports Data Dissemination Committee (DDC)	Judge John Hart, DDC Chair	12:00 – 12:10	Tab 7
8.	Meeting Wrap Up	Justice Madsen, Chair	11:50 – 12:00	
9.	Informational Materials <ul style="list-style-type: none"> a. Board for Judicial Administration (BJA) Meeting Minutes 			Tab 7

	b. ITG Status Report		
Persons with a disability, who require accommodation, should notify Anya Prozora at 360-705-5277 or 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:

April 23, 2021

June 25, 2021

August 27, 2021

October 22, 2021

December 3, 2021

February 26th 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: February 26, 2021, 10:00 AM Pacific Time

Register in advance for this meeting:

[February 26th 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>