JUDICIAL INFORMATION SYSTEM COMMITTEE

December 4th, 2020
10:00 a.m. to 12:00 p.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
Mr. David Reynolds
Ms. Dawn Marie Rubio
Mr. Bob Taylor
Ms. Margaret Yetter

Members Absent:
Ms. Paulette Revoir

AOC Staff Present:
Ms. Charlene Allen
Mr. Kevin Ammons
Ms. Tammy Anderson
Ms. Jenni Christopher
Mr. Kevin Cottingham
Ms. Vicky Cullinane
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Curtis Dunn
Mr. Rob Eby
Ms. Christy Hunnefield
Mr. Mike Keeling
Ms. Hayley Keithahn-Tresenriter
Mr. Martin Kravik
Mr. Dirk Marler
Ms. Anya Prozora
Mr. Ramsey Radwan
Ms. Cat Robinson

Guests Present:
Ms. Beth Baldwin
Mr. Allen Mills
Ms. Teri Munsch
Ms. Heidi Percy
Mr. Terry Price
Ms. Bonnie West
Ms. Betsey Wharton
Judge Lisa Worswick

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Call to Order

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:02 a.m. This meeting was held virtually on Zoom.

Meeting Minutes

Justice Madsen asked for a motion to approve the October minutes. Ms. Margaret Yetter made the motion and Mr. Bob Taylor seconded. Hearing no opposition, the Committee approved the minutes as written.

Election of New JISC Vice-Chair

It was previously announced that Judge J. Robert Leach, JISC Vice-Chair, would be retiring at the end of December 2020, and thus would be stepping down from his position on the Committee. Justice Madsen recognized Judge Leach for his ten years of service on the JISC and as Chair for the Data

Dissemination Committee, and his career on the bench of the Court of Appeals. She thanked him for his dedication and for his many contributions to the justice system of Washington and wished him the very best on behalf of the JISC.

Judge Leach thanked the members of the JISC for their hard work and dedication, and all the members of the judiciary who have worked on committees, court level user groups, etc. for the vital work they do to help the judicial system function. Judge Leach added that he will be replaced by Judge Linda Cobert on the Court of Appeals, Division 1.

Judge Leach nominated Judge John Hart, of Whitman County District Court, for the position of vice-chair of the JISC. Judge Kathryn Loring seconded the nomination. There were no other nominations. All members present voted in favor, with Judge Hart abstaining. Judge Hart was elected the new vice-chair of the JISC. Judge Hart thanked the Committee and then thanked Judge Leach for his mentorship.

JIS Budget Update

Mr. Ramsey Radwan announced that the Board for Judicial Administration (BJA) approved the general fund priorities on November 20th, and the budget was submitted to the Legislature for consideration at the end of the month. The budget will now be reviewed by the Senate and the House of Representatives. Mr. Radwan then provided an update of the 19-21 budget (green sheet). The CLJ-CMS Project is moving forward smoothly and on budget, with hiring for both business and technical sides in progress. The AC-ECMS is also remains on budget.

Mr. Radwan then provided a statewide revenue update. He reminded the Committee of the Economic and Revenue Counsel's June 2020 forecast which suggested that between this biennium and the next, revenue was anticipated to be down by $8.9 billion. Executive agencies implemented 15% budget cuts to help mitigate this deficit. The September forecast showed revenue was down by much less than previously forecast ($4.3 billion). The November forecast now shows the deficit was reduced even further ($3.5 billion) and the revenue is essentially stagnating. The next forecast will be in February, which the Legislature will consider in its work on the 21-23 biennial budget. Mr. Radwan stated there will likely be additional reductions in state government in the current biennium, as the Legislature and Governor's office are pushing for more reductions to help save the next biennial budget. This would include reducing the amount available in the State General Fund, which will impact expenditures across the board.

JIS Data Standards Update

Ms. Jenni Christopher provided an update on the JIS Data Standards. The Data Standards identify the crucial pieces of court case information that are shared statewide. The last version of the Data Standards was approved by the JISC in December 2019. The request before the JISC at this meeting is for formal approval of any changes to the Data Standards which have occurred since the previous approval. These changes (included in the meeting materials under Tab 4) have been provisionally approved under the authority previously granted by the JISC. Ms. Christopher summarized some of the key provisional updates, which were made as King County District Court (KCDC) integrated with

the Enterprise Data Repository (EDR) in November 2020. AOC is working with multiple courts on their future integrations with the EDR, and it is anticipated that there will be more changes to the Data Standards and these and other courts are onboarded. As such, AOC requests the JISC grant continued provisional approval authority as they work with these courts.

Ms. Christopher added that AOC would like to improve the JIS Data Standards approval process by conceptualizing a proposal for a JIS Data Standards Committee. This group would be representative of all the stakeholders (both data contributors and users) and would review and approve change requests on a more routine basis. When ready, AOC will bring this committee proposal to the JISC for review. Until that committee is established, AOC will continue with the current change review process, which includes conducting an impact analysis for any proposed change.

Ms. Barb Miner emphasized the importance that any changes should be vetted with the impacted courts and clerk's offices before they go before the JISC. Ms. Christopher agreed, stating that AOC cannot always anticipate stakeholder impacts. This feedback from stakeholders takes place while impact analyses are being conducted. Once the new JIS Data Standards Committee is established, this vetting with stakeholders would occur prior to the changes being brought before the committee. Ms. Tammy Anderson added that AOC communicates with the courts before any changes are proposed. Impact analyses are currently sent to court technical leads. However, communications will be sent out to a larger group (including Clerks) going forward.

Decision Point: Approval of JIS Data Standards v2.0.7

Justice Madsen asked if there was a motion to approve v2.0.7 of the JIS Data Standards.

Motion: Ms. Dawn Marie Rubio

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.

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, Judge Robert Olson, Mr. David Reynolds, Ms. Dawn Marie Rubio, Mr. Bob Taylor, Ms. Margaret Yetter

Opposed: None.

Absent: Ms. Paulette Revoir

The motion was passed.

Justice Madsen asked if there was a motion to allow AOC to retain provisional approval for changes to the Data Standards.

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Motion: Ms. Dawn Marie Rubio

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).

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, Judge Robert Olson, Mr. David Reynolds, Ms. Dawn Marie Rubio, Mr. Bob Taylor, Ms. Margaret Yetter

Opposed: None.

Absent: Ms. Paulette Revoir

The motion was passed.

JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction – Case Management System (CLJ-CMS)

Ms. Cat Robinson provided an update on the CLJ-CMS project. The project kick-off meeting was held in October 2020 with Tyler Technologies and AOC, and the team conducted a Washington Case Management Orientation Session with Tyler. Project managers from both teams are working on the project schedule that will include eFiling, case management systems, supervision, and any accompanying support tasks. Completion of the project schedule is targeted for the beginning of 2021. Regular touch points have been set up with the Tyler team and the AOC project team, and a survey was recently conducted with the CLJ courts requesting potential planning conflicts.

The project team has also been meeting with Tyler's eFile team to discuss eFile integration and configuration; financial institution documentation has also been submitted to the pilot courts to generate merchant ID for eFiling. Mr. Bob Taylor asked about making eFiling mandatory for litigants represented by counsel. Ms. Vicky Cullinane confirmed that it will be mandatory for litigants with attorneys to use eFile and eServe after 90 days for the pilot courts, after 30 days for all other courts. AOC is working on a model local rule with the DMCJA Rules Committee.

Ms. Robinson announced that the CLJ-CMS Project Steering Committee approved the rollout schedule for court implementation following the four pilot courts. (The rollout map can be found in Tab 5 of the meeting materials.) Eastern Washington and North Washington will be the first and second groups. Four outreach sessions were held in October 2020 with the DMCMA to discuss the various aspects of the project and implementation. Gap analysis is currently being conducted with Tyler and the Court User Work Group (CUWG), and a report will be prepared and provided by Tyler in early 2021.

JIS Priority Project #2 (ITG 252): Appellate Courts – Enterprise Content Management System (AC-ECMS)

Mr. Martin Kravik gave an update on the AC-ECMS project. The project is nearing completion and will be finished on June 30, 2021. Three staff resources have been added to assist with testing, work in web access applications and letter generation. The workflows are nearly complete, with some modification work remaining. The project team continues work on automatic letter generation, and ten letters have now been deployed. Design of the web access functionality is almost finished. The proposal for web access has been developed and has been submitted to the AOC Architecture Review Board (ARB) for review and approval. Additionally, high-level requirements have been gathered from the courts for a document retention solution and an analysis is underway. Next steps include building the web access to court documents solution, document retention analysis, and continuing document workflow configuration and automatic letter generation.

EDR Integration Update

KCDC Nov. 2nd Go-Live Report

Ms. Tammy Anderson reported that the Enterprise Data Repository (EDR) program completed another successful go-live event with King County. Effective November 2, 2020, King County District Court (KCDC) began using their eCourt case management system from Journal Technologies. 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. Ms. Anderson related that this was the smoothest and largest EDR go-live event to date, and she lauded the excellent collaboration and coordination between both the EDR and KCDC project teams. This implementation is now going through a 90-day stabilization period, where AOC works with KCDC to track any potential issues and concerns.

JIS Priority #3 (ITG 27): Seattle Municipal Court CMS to EDR Data Exchange

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 the third quarter of 2022. 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 Washington State Patrol (WSP), Department of Licensing (DOL), and Department of Fish and Wildlife (DFW). The EDR team has been meeting regularly with SMC business and technical teams on various activities including mapping JIS Data Standards, identifying data gaps, reviewing EDR integration requirements, and coordinating data exchanges with judicial partners. Ms. Anderson highlighted Data Standards mapping as a critical, time-intensive activity. Next steps include identifying DOL data exchange data gaps with SMC, beginning communication with SMC and DOL to discuss non-JIS data exchanges, and assisting SMC with their project milestones.

Statewide Data Warehouse (SDW) Project (ITG 286)

Ms. Charlene Allen provided an update on the Statewide Data Warehouse (SDW) project. The SDW project is a multi-year, multi-phase effort that will enable statewide reporting of data from information

provided from local case management systems sending data into the EDR. Each phase will allow additional reporting capabilities for the courts, justice partners, and other stakeholders requesting data. Phase I of the project focuses on getting basic case data from the EDR to the statewide data warehouse. Release 1 of this phase relates to dependency data and was completed in November 2020. All dependency data is now available in the SDW; AOC Research is using the dependency data in the SDW to create a report that will be released in January 2021. The SDW team has now begun work on criminal and offender data, which is scheduled to be available in Release 2 in August 2021. The project team has also resolved conflicts in mapped codes from KCCO to the EDR, has implemented a new best practice for statewide entry of dependency details data for the dependency pattern form, and trained AOC staff to use the new data warehouse for reporting data from the EDR.

Mr. Bob Taylor asked if the public would have access to the data at the end of the project. Ms. Allen stated that the project is not currently targeted for public access, but rather for the courts and clerk's offices. The public will have access to caseload data, but they will not have a tool to create ad hoc reports. The AOC research department or the court can write their own reports (without separate software) to pull the data and provide it to the public if they request it. Mr. Kevin Ammons clarified that JIS Link is what provides general public access to court data. It makes all publicly available data accessible to everyone and continues to be maintained and available.

WSP Modernization – W3 (ITG 242)

Mr. Kevin Ammons provided an update on WSP's modernization project. WSP will be modernizing their Washington State Identification System (WASIS) criminal history system in order to process more records automatically, make several changes to improve functionality, and to make many process changes. The biggest difference courts and clerks will see is WSP will cease to use the 9-digit process control number (PCN) on fingerprint cards, but rather will transition to use the 18-digit transaction control number (TCN) as the primary number to track fingerprinting events to criminal cases. Clerks will need the TCN number to link fingerprints to a court case when WASIS is deployed. The project was delayed due to COVID-19 impacts but should be completed and implemented by May 11, 2021.

Mr. Ammons said that changes will need to be made to Odyssey, SCOMIS, DISCIS, Case Replication (SCDX), JABS, and the Electronic Ticket Process to allow for the 18-digit number (and/or the current 9-digit number). These changes will be implemented by January 18, 2021. Release Notes will be sent out as they are updated. This means all of the systems will be updated before the WSP system goes live, and AOC will be ready to handle the changes. Both AOC and WSP will be sending out information on the changes and which number (PCN or TCN) people should use. On the same day of WSP's implementation or the day following, AOC will be implementing a new WSP Disposition data exchange.

2021 eFiling Plan for the Odyssey Superior Courts

Mr. Keith Curry provided an overview of the eFiling plan for Odyssey Superior Courts. 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. The plan is to 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. The timeline for Odyssey DMS counties will span nine months and be completed by November 2021. Plans are still being made on how to implement third-party DMS courts.

Mr. Curry stated the courts would like to see eFiling quickly, so some issues have not yet been addressed. Some judges are still asking for paper files (even with eFiling), but this issue will need to be addressed in the future. Self-represented litigants (SRLs) can access eFiling if they would like to do so, but it is not required. It is optional in many counties but varies across the state. Mr. Curry said eFiling will be set up with an envelope fee that the filer pays. There may be an option to add on fees for counties, but discussions will need to continue. No one wants to delay the process, so the fees can be implemented at a later date.

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 11.

Meeting Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 11:47 am.

Next Meeting

The next meeting will be February 26, 2021, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status
10/23/2020	Formalize Equipment Replacement Workgroup and develop a charter.	AOC/Ramsey Radwan	**Pending**
10/23/2020	Update ITG delegation matrix dollar approval levels.	AOC/Vicky Cullinane, Curtis Dunn	**In progress**

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