



WASHINGTON  
COURTS

**Judicial Information System Committee (JISC)**  
Friday, October 22, 2021 (10:00 a.m. – 12:00 p.m.)

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

**[October 22<sup>nd</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	Justice Barbara Madsen, Chair	10:00 – 10:05	Tab 1
2.	<b>Introduction of New JISC Member - Mr. Donald Graham (WSBA)</b>	Justice Barbara Madsen, Chair	10:05 – 10:10	
3.	<b>Decision Point: JIS Link Fee Schedule Proposal</b>	Mr. Phil Brady, Contracts Manager Mr. Kevin Cottingham, Data Dissemination Administrator	10:10 – 10:30	Tab 2
4.	<b>JIS Budget Update</b> a. 21-23 Budget Update b. 2022 Supplemental Budget Update	Mr. Christopher Stanley, MSD Director	10:30 – 10:45	
5.	<b>Juvenile Detention Data Guidelines</b>	Mr. Dave Reynolds	10:45 – 10:55	Tab 3
6.	<b>Enterprise Data Repository (EDR) - Operational Status Update</b>	Ms. Tammy Anderson, Enterprise Data Services Manager	10:55 – 11:20	Tab 4
7.	<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	11:20 – 11:40	Tab 5
8.	<b>Committee Reports</b> Data Dissemination Committee (DDC)	Judge John Hart, DDC Chair	11:40 – 11:55	Tab 6
9.	<b>Meeting Wrap Up</b>	Justice Barbara Madsen, Chair	11:55 – 12:00	
10.	<b>Informational Materials</b>			Tab 6

	a. Board for Judicial Administration (BJA) Meeting Minutes			
	b. ITG Status Report			

Persons with a disability, who require accommodation, should notify Anya Prozora at [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

December 3, 2021

# October 22<sup>nd</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: October 22, 2021, 10:00 AM Pacific Time

Register in advance for this meeting:

[October 22<sup>nd</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>