Judicial Information System Committee (JISC)
Friday, February 25, 2022 (10:00 a.m. – 12:00 p.m.)

Register in advance for this meeting:

February 25th 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** a. Introductions b. Approval of Minutes	Justice Barbara Madsen, Chair	10:00 – 10:05	Tab 1
2.	**JIS Budget Update** a. 21-23 Budget Update b. 2022 Supplemental Budget Update c. Formation of JIS Funding Subcommittee	Mr. Christopher Stanley, MSD Director	10:05 – 10:20	Tab 2
3.	**Legislative Update**	Ms. Brittany Gregory, Legislative Relations Associate Director	10:20 – 10:35	Tab 3
4.	**Access to Justice Biennial Report**	Mr. Rob Eby, Architecture & Strategy Manager Mr. Terry Price, Access to Justice Board	10:35 – 10:45	Tab 4
5.	**ISD and CSD Staffing Issues/Concerns**	Ms. Vonnie Diseth, ISD Director Mr. Dirk Marler, CSD Director	10:45 – 11:10	Tab 5
6.	**JIS Priority Project #1 (ITG 102):** **Courts of Limited Jurisdiction Case Management System (CLJ-CMS)** a. Project Update b. QA Assessment Report	Mr. Garret Tanner, Project Manager Mr. Allen Mills, Bluecrane	11:10 – 11:30	Tab 6
7.	**Committee Reports** Data Dissemination Committee (DDC)	Judge John Hart, DDC Chair	11:30 – 11:45	Tab 7
8.	**Meeting Wrap Up**	Justice Barbara Madsen, Chair	11:45 – 12:00	
9.	**Informational Materials** 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 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:

2022 – Schedule

April 22, 2022

June 24, 2022

August 26, 2022

October 28, 2022

December 2, 2022

February 25ᵗʰ 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 25, 2022, 10:00 AM Pacific Time

Register in advance for this meeting:

February 25ᵗʰ 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

December 3, 2021
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
Mr. Derek Byrne
Mr. Donald Graham
Judge John Hart, Vice-Chair
Judge Kathryn Loring
Mr. Frank Maiocco
Ms. Barb Miner
Judge Robert Olson
Mr. Dave Reynolds
Judge Lisa Worswick

Members Absent:
Chief Brad Moericke
Ms. Paulette Revoir
Ms. Dawn Marie Rubio
Ms. Margaret Yetter

AOC Staff Present:
Mr. Kevin Ammons
Ms. Tammy Anderson
Mr. Spence Cearns
Ms. Vonnie Diseth
Mr. Curtis Dunn
Mr. Rob Eby
Ms. Christy Hunnefield
Mr. Dirk Marler
Ms. Anya Prozora
Ms. Cat Robinson
Mr. Christopher Stanley
Mr. Garret Tanner
Ms. Angie Wirkkala

Guests Present:
Ms. Kym Foster
Mr. Allen Mills
Ms. Heidi Percy
Mr. Terry Price
Mr. Christopher Shambro
Ms. Catherine Sloan

Call to Order & Approval of Meeting Minutes

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:04 a.m. This meeting was held virtually on Zoom.

Ms. Vonnie Diseth reported that Ms. Vicky Cullinane, the AOC Business Liaison to the JISC, left AOC in late October. A replacement has not yet been hired, but recruitment is underway. Ms. Diseth asked that if anyone has any JISC-related questions in the interim, that they please contact herself, Mr. Kevin Ammons, or Ms. Anya Prozora.

Justice Madsen asked if there were any changes or additions to be made to the October 2021 meeting minutes. Hearing none, the meeting minutes were deemed approved as written.

JIS Budget Update

Mr. Christopher Stanley gave an update on the 21-23 Budget and the 2022 Supplemental Budget. In terms of the JIS account, three packages relating to the account are receiving good feedback. A $16.8 million cash deficit has been projected at the end of the biennium. Indications are that legislators understand the problem and are willing to find a solution. Mr. Stanley noted that this package will be a one-time fix for this biennium, so AOC and the JISC will need to determine over the coming year how IT Infrastructure will be funded in the future, as the current funding source and mechanism is unsustainable. Mr. Stanley emphasized that no matter what, there will be a cash deficit at the end of the biennium. AOC is working closely with legislative staff and the Office of Financial Management to

ensure all are in alignment on the magnitude of the problem and what the solution is. There is currently a $5 million cash deficit. Because of this, Mr. Stanley announced that for the time being the external equipment replacement program is being put on hold. If the Legislature provides funding, AOC will reexamine external equipment replacement following the end of the legislative session. Mr. Stanley will be able to provide the JISC with more information on this as the legislative session progresses.

Ms. Barb Miner asked what is specifically is being delayed at this time and who is being impacted. She expressed concern as many Clerk's offices across the state are dependent on the equipment replacement program. Mr. Stanley said he would look into these details and send the information out as soon as possible. Justice Madsen reminded everyone that equipment replacement has always been last in the line of priorities, and that Mr. Ramsey Radwan had predicted in past JISC meetings that AOC would need to eventually stop equipment replacement. She emphasized that we currently have no funding, so this is a very low priority. Equipment replacement will be reexamined in the future, but the highest priority right now is finding a revenue stream to fill the deficit.

Mr. Stanley then introduced Ms. Angie Wirkkala, AOC's new Comptroller, who will be replacing Mr. Sam Knutson as he transitions to a different role prior to retirement.

Decision Point: Approval of JIS Data Standards v2.0.8

Ms. Tammy Anderson provided some background information on this decision point. The JIS 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. In December 2015, the JISC approved a process for interim updates to be made to the Standards wherein AOC was able to grant provisional approval. These interim updates are considered 'provisionally approved' and are submitted to the JISC for review and final approval at the end of each calendar year. The current JIS Data Standards (version 2.0.7) were approved by the JISC on December 4, 2020.

Following brief clarifying discussion, Justice Madsen asked for a motion to approve the JIS Data Standards.

Motion: **Mr. Donald Graham**

I move to approve the JIS Data Standards for Local Automated Court Record Systems (Data Standards) version 2.0.8 with all changes that have been provisionally approved.

Second: **Judge Robert Olson**

Voting in Favor: Judge Scott Ahlf, Ms. Mindy Breiner, Mr. Joseph Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Judge Kathryn Loring, Justice Barbara Madsen, Mr. Frank Maiocco, Ms. Barb Miner, Judge Robert Olson, Mr. Dave Reynolds, Judge Lisa Worswick

Opposed: None.

Absent: Chief Brad Moericke, Ms. Paulette Revoir, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

The motion passed.

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

CLJ-CMS Project Update

Ms. Diseth announced that Ms. Cat Robinson would be leaving the CLJ-CMS project for a new position outside of AOC. Committee members expressed their thanks to Ms. Robinson for her leadership and hard work on the project, and wished her well in her new position. Ms. Diseth then introduced Mr. Garret Tanner as Ms. Robinson's successor. Mr. Tanner has been working on the project since May 2021 as the Deputy Project Manager and is well positioned to take over as Project Manager. Recruitment for a new deputy will commence shortly.

Ms. Robinson provided an update on the CLJ-CMS project. The project team has continued to work on the technical components of the project. They are doing well and are making good progress. The team has also been working closely with Tyler Technologies to verify the data that will be converted; this too is going well. The second data conversion will finish in December 2021, and the third will start again in January 2022. The Pilot courts are on track for a fall 2022 release.

Quality Assurance Assessment Report

Mr. Allen Mills, with the project's QA vendor Bluecrane, provided an overview of the May QA Assessment Report for the CLJ-CMS project. The full report can be found in the JISC meeting packet.

Data Dissemination Committee (DDC) Report

Judge Scott Ahlf provided an update on the work of the Data Dissemination Committee, as Judge Hart was experiencing technical difficulties. Meeting details and decisions can be found in the DDC minutes on the Washington Courts website.

Meeting Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 10:49 am.

Next Meeting

The next meeting will be February 25, 2022, via Zoom from 10:00 a.m. to 12:00 p.m.
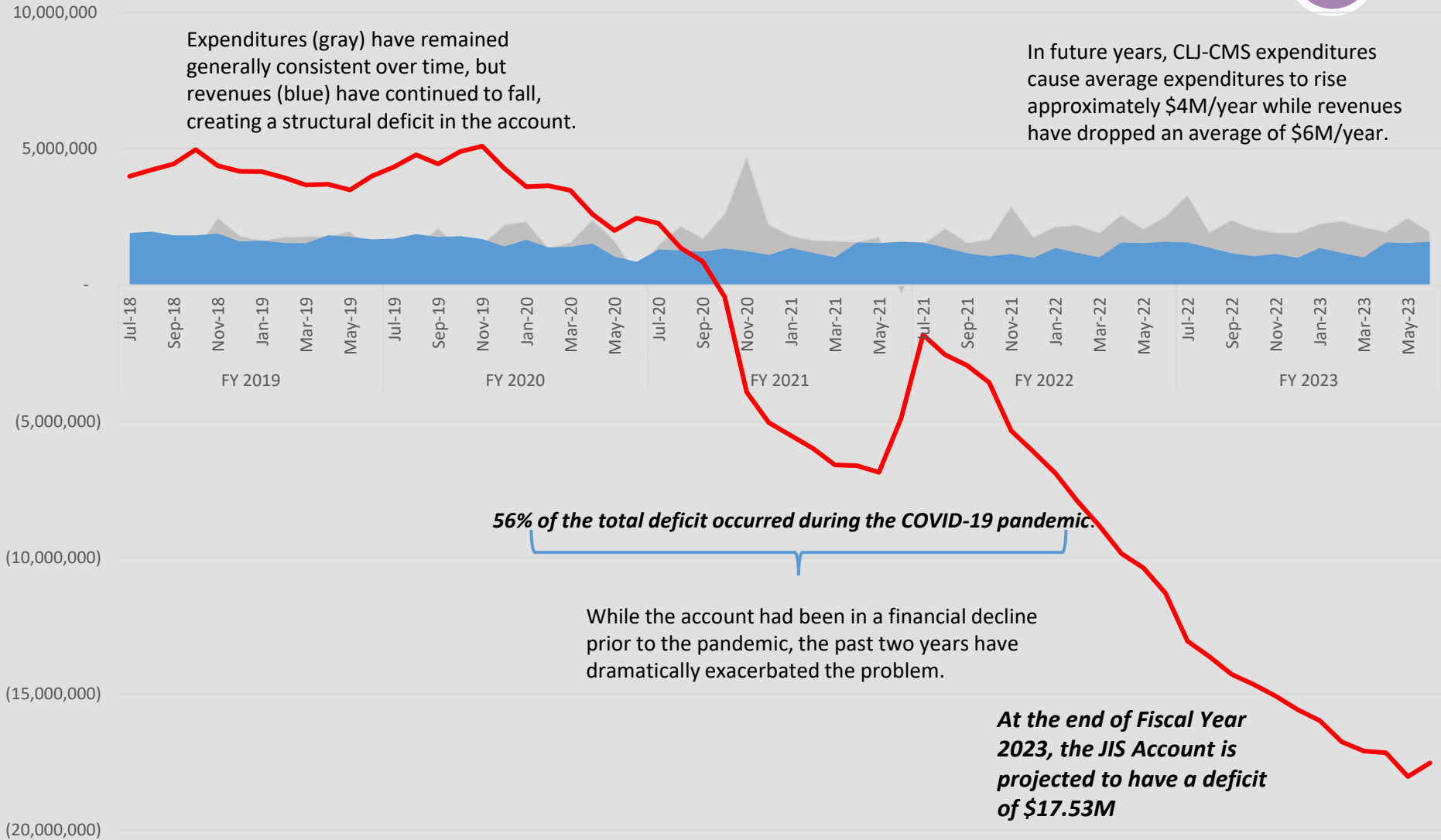
Action Items

	Action Items	Owner	Status

JISC Budget Briefing

Christopher Stanley, CGFM – Chief Financial and Management Officer, AOC
February 25, 2022

JIS Revenue: Fiscal Year 2012 through Fiscal Year 2023*

Between FY 2012 and the projected revenue levels in FY 2023, the average yearly revenue dropped from approximately $22M/year to approximately $17M/year.

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Yearly Total	20,087,452	19,625,572	19,440,844	20,022,784	21,857,658	21,091,329	21,662,499	21,017,241	18,132,967	15,765,055	15,557,830	15,557,830
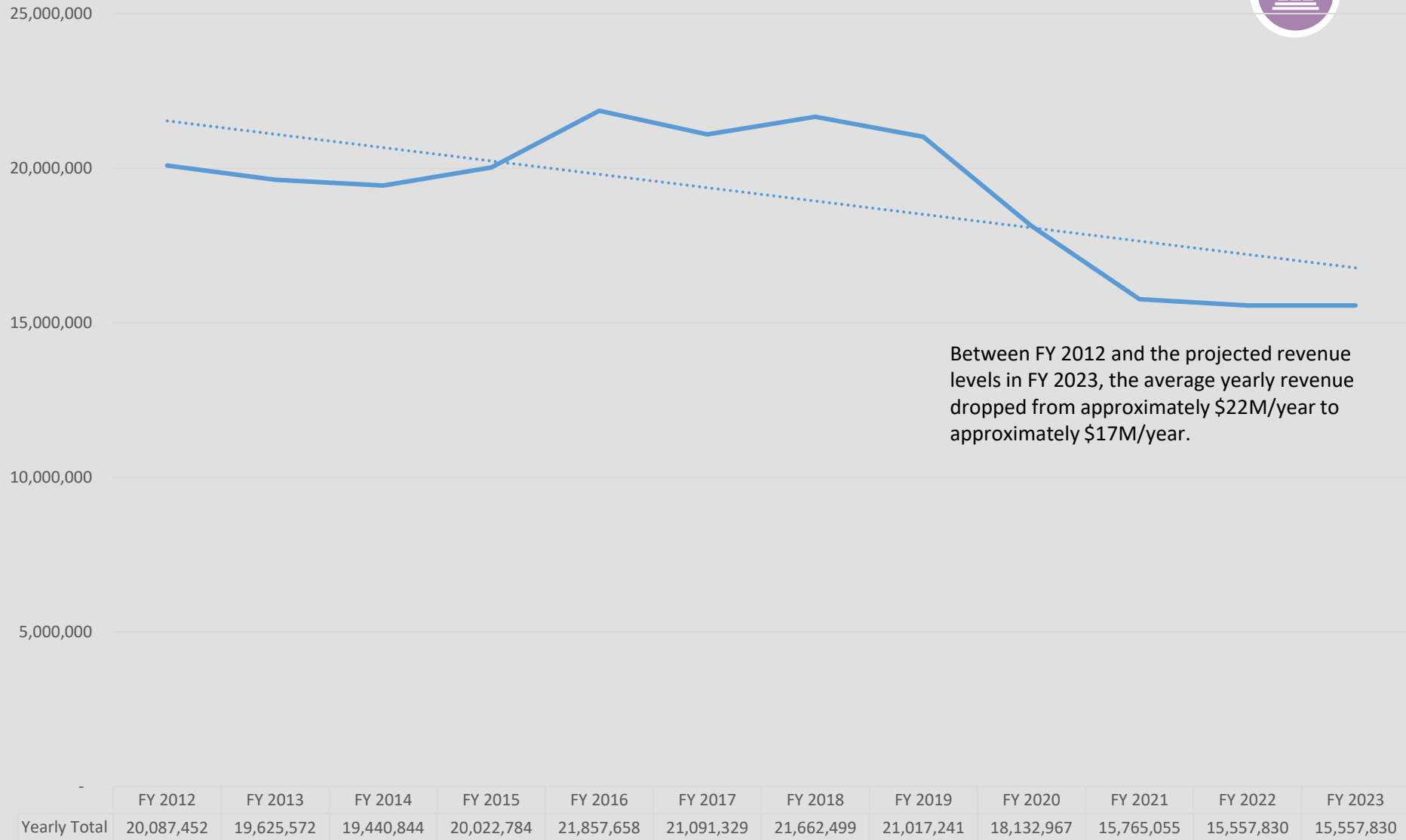
JIS Expenditures: Fiscal Year 2012 through Fiscal Year 2023*
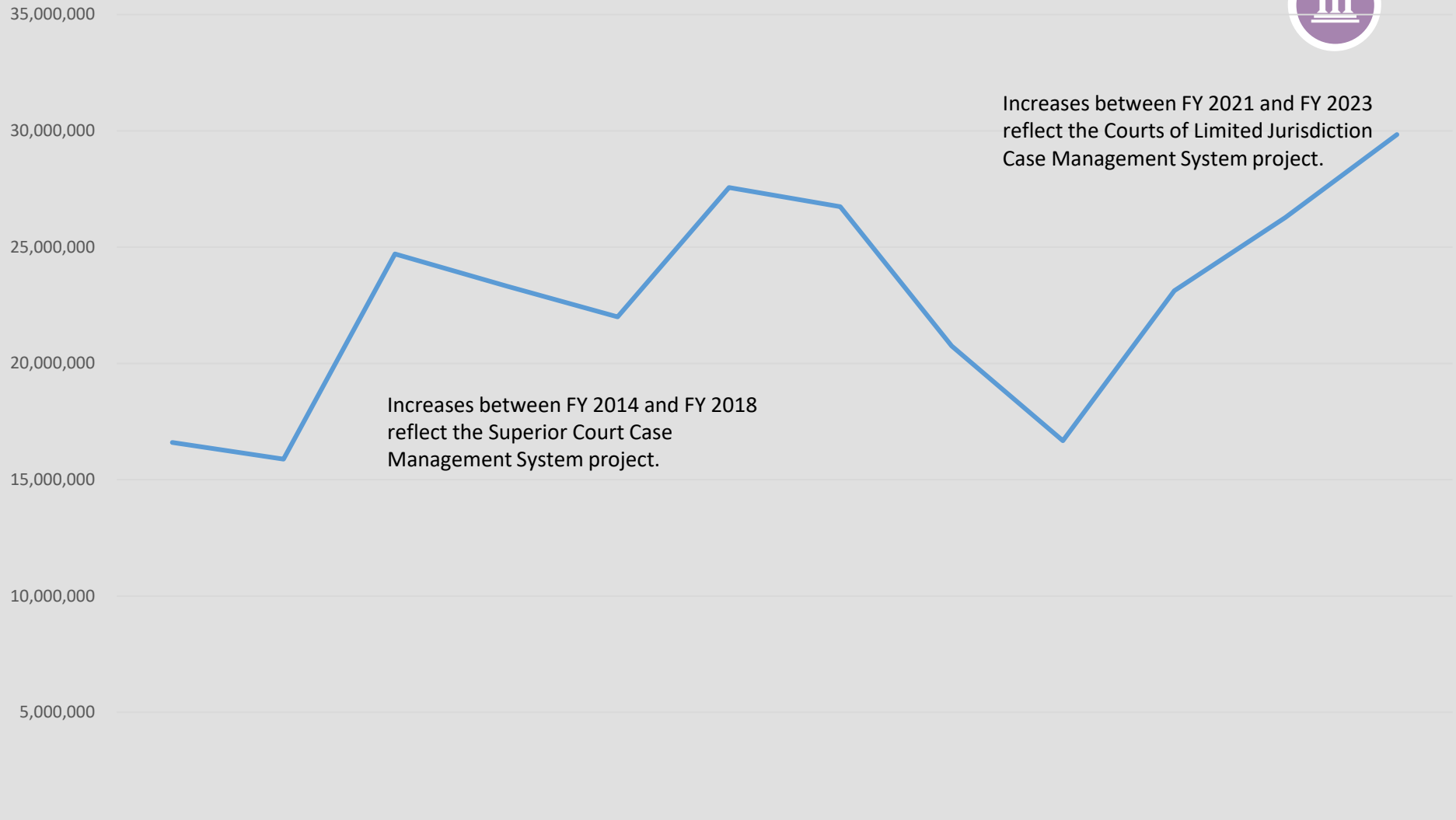
Increases between FY 2021 and FY 2023 reflect the Courts of Limited Jurisdiction Case Management System project.

Increases between FY 2014 and FY 2018 reflect the Superior Court Case Management System project.

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Yearly Total	16,596,006	15,882,370	24,709,833	23,324,289	22,000,188	27,566,690	26,733,793	20,747,701	16,676,778	23,120,918	26,279,596	29,839,009

JIS Revenue and Expenditures Combined: Fiscal Year 2012 through Fiscal Year 2023*
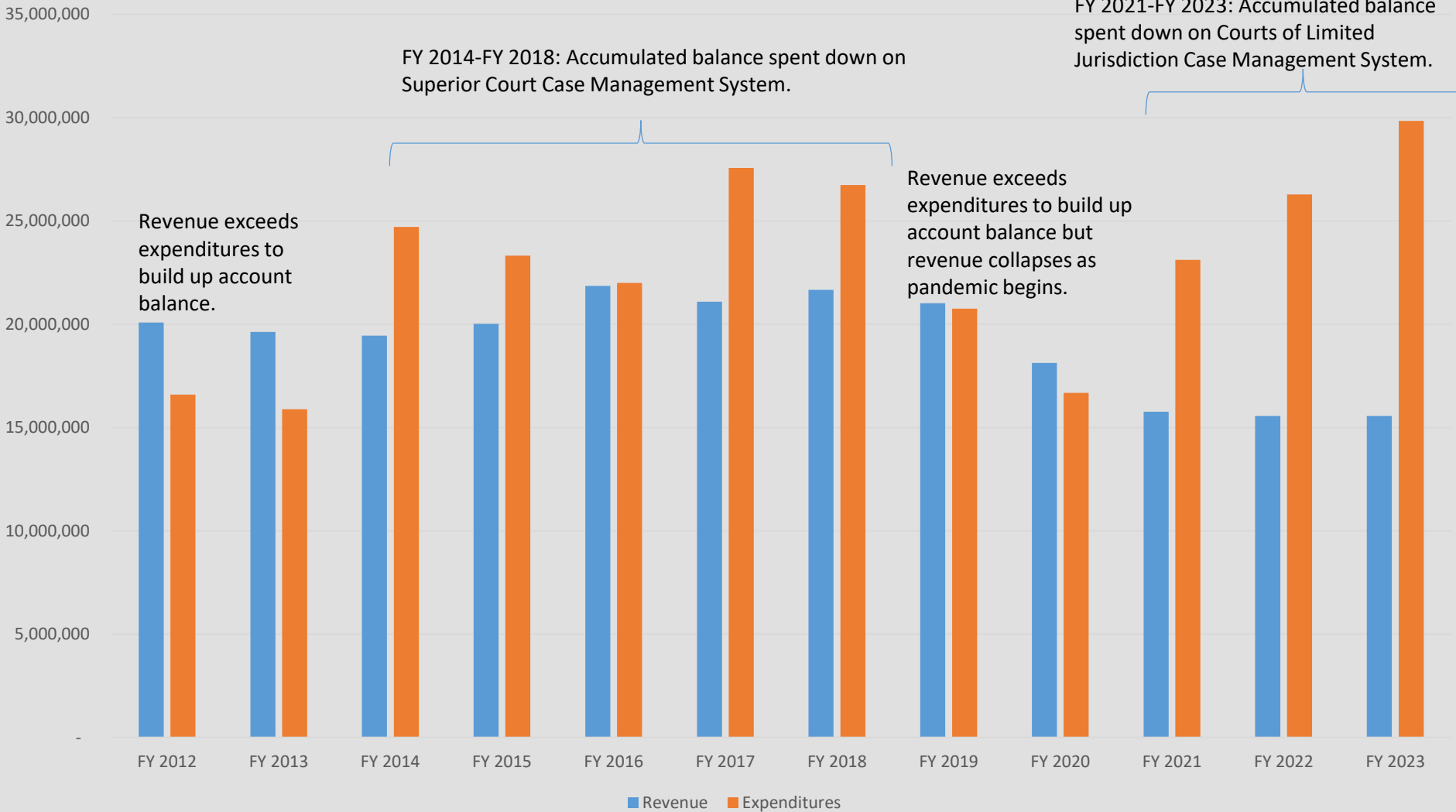
Judicial Information Systems Account

Judicial Information Systems				
AOC Total by Object *Through December 31, 2021*	**2022 Total Budgeted**	**2022 Spent To-Date**	**2022 Projected Remaining**	**2022 Variance (Bd-Sp-Pr=Var)**
Salaries	15,297,139	7,074,219	7,648,570	574,350
Benefits	4,568,271	2,086,578	2,284,136	197,558
Contracts	5,764,570	1,700,722	4,063,848	-
Goods & Services	4,388,500	512,160	3,876,340	-
Travel	60,500	6,880	53,620	-
Capital Expenses	99,500	169,661	(70,161)	-
AOC Total	**30,178,480**	**11,550,221**	**17,856,351**	**771,908**

February 25, 2022

TO:	Judicial Information System Committee
FROM:	Brittany Gregory, AOC Associate Director, Judicial and Legislative Relations
RE:	2022 Legislative Update

2022 Legislative Session

The impact of COVID-19 continues to alter the way the legislature conducts the 2022 legislative session. The House and Senate are operating remotely; however, a few legislators and staff are allowed on the House and Senate floor for the purposes of voting.

Tuesday, February 15 is the house of origin cutoff. Bills must be voted out of their chamber of origin by 5pm. Then the process starts all over again in the opposite house.

The policy committee cutoff in the opposite house is February 24, the fiscal committee cutoff is February 28, and the last day to consider a bill in the opposite house is March 4. Finally, the last day of the regular session is March 10.

The Governor has 5 days, excluding Sundays, to take action on any bill passed by the Legislature, provided adjournment does not occur within those 5 days.

2022 BJA Request Legislation

The Administrative Office of the Courts (AOC), on behalf of the Board for Judicial Administration (BJA), filed five agency request bills in the 2022 legislative session.

- **SB 5575**- SB 5575 requests two additional judge positions for Snohomish County Superior Court.
    - Prime sponsored by Senator John Lovick.
    - Passed out of the Senate Ways & Means Committee, referred to the Senate Rules Committee.

- **SB 5609**- SB 5609 eliminates fingerprinting at juvenile dispositions.
    - Prime sponsored by Senator Yasmin Trudeau.
    - Placed on the second reading calendar by Senate Rules Committee.

- **HB 1637**- HB 1637 would add mental health to the list of mitigating circumstances a judge can consider during sentencing.
    - o Prime sponsored by Representative Tarra Simmons.
    - o Passed out of the House Public Safety Committee, referred to House Rules Committee.

- **HB 1825**- HB 1825 creates a process for filling vacancies in single judge courts.
    - o Prime sponsored by Representative Mary Dye.
    - o Placed on the second reading calendar by House Rules Committee.

- **HB 1894**- HB 1894 broadens the extension for juvenile diversion agreements.
    - o Prime sponsored by Representative Kirsten Harris-Talley.
    - o Passed out of the House, referred to Senate Human Services, Reentry & Rehabilitation Committee.

Positions taken by the Board for Judicial Administration and/or Administrative Office of the Courts

AOC has taken a public position, or provided feedback, on the following bills that impact the judiciary:

- **HB 1735**- HB 1735 is a trailer bill for HB 1310, which modifies the standard for use of force by peace officers.
    - o AOC testified as "other."
    - o Bill has been amended to clarify that peace officers can use force, to the extent reasonably necessary, to execute oral commands by judicial officers in the courtroom.
    - o Passed out of the House, scheduled for a public hearing in the Senate Law and Justice Committee on 2/8.

- **HB 1817-** HB 1817 amends the eligibility and requirements for deferred prosecutions.
    - o AOC testified as "other."
    - o Only minor concerns.
    - o Passed out of the House Public Safety Committee, referred to the House Rules Committee.

- **HB 1901-** HB 1901 is a trailer bill for HB 1320, which provides technical fixes for provisions governing court jurisdiction over civil protection order proceedings.
    - o AOC has remained neutral on HB 1901.
    - o Prime sponsor has worked with judicial branch stakeholders, including AOC, to amend language in substitute bill.
    - o Placed on second reading calendar by the House Rules Committee.

- **SB 5490-** SB 5490 creates an interbranch advisory committee.
  - BJA/AOC testified as "other."
  - BJA has no further concerns with the bill language, but feels we could have the committee without the statute.
  - Passed out of the Senate, referred to the House State Government & Tribal Relations Committee.

- **SB 5550**- SB 5550 applies the PRA to all courts and offices within the judicial branch.
  - BJA testified in opposition.
  - SB 5550 was heard in the Senate State Government & Elections Committee on 1/21, but did not get scheduled for an executive session.
  - Bill will most likely return next biennium.

- **SB 5663-** SB 5663 streamlines procedures for compliance with the *State v. Blake* decision.
  - AOC testified as "other."
  - Passed out of the Senate Ways & Means Committee, referred to the Senate Rules Committee.

- **SB 5772-** SB 5772 provides post-conviction access to counsel.
  - BJA signed in to support bill.
  - SB 5772 was scheduled for a public hearing in the Senate Ways & Means Committee on 2/4, but no executive action was taken by the Senate Ways & Means Committee.

- **SB 5931-** Court of Appeals (COA) request legislation amending the appointment process for COA judges pro tempore.
  - BJA signed in to support bill.
  - Passed out of the Senate Law and Justice Committee, referred to the Senate Rules Committee.

cc: Dawn Marie Rubio, State Court Administrator
    Sondra Hahn, Court Program Analyst

Administrative Office of the Courts

2020-2022 Access to Justice Technology Principles Report to the Supreme Court

December 1, 2021

AOC Mission:

"To advance the efficient and effective operation of the Washington judicial system."

ATJ Board Mission:

"Recognizing that access to the civil justice system is a fundamental right, the Access to Justice Board works to achieve equal access for those facing economic and other significant barriers."

Administrative Office of the Courts
State of Washington
1206 Quince St. SE
P.O. Box 41170
Olympia, WA 98504-1170

Table of Contents

Introduction

Washington State Administrative Office of the Courts (AOC) and the Washington State Access to Justice Board (ATJ) Technology Committee are pleased to present the Biennial Access to Justice Technology Principles Report for the period July 2020 to June 2022.

The Washington judicial system believes in and is committed to its duty to protect individual rights, be accountable to the Constitution, defend against political interference, and to serve the public through equal, fair, and impartial access to justice. The AOC provides services that support justice and, more broadly, maintain an effective court system in Washington.

Since the Supreme Court established the ATJ Board in 1994, the ATJ has recognized that access to the civil justice system is a fundamental right and the ATJ Board works to achieve equal access for those facing economic and other significant barriers. In 2004, the Washington State Supreme Court adopted the ATJ Technology Principles that guide the use of technologies in the Washington State justice system which must protect and advance the fundamental right of equal access to and delivery of justice for all.

There are six principles, summarized as follows:

> 1. **Requirement of Access to Justice**: Use of technology must promote, and not reduce, equal access.
>
> 2. **Technology and Just Results**: The justice system must use technology to achieve the objective of a just result achieved through a just process and reject, minimize, or modify any use that impairs achieving it.
>
> 3. **Openness and Privacy**: Technology in the justice system should be designed and used to meet the dual responsibilities of being open to the public and protecting personal privacy.
>
> 4. **Assuring a Neutral Forum**: The justice system must ensure the existence of neutral, accessible, and transparent forums which are compatible with new technologies, and discourage and reduce the demand for the use of those which are not.
>
> 5. **Maximizing Public Awareness and Use**: The justice system should promote public knowledge and understanding of the tools afforded by technology to access justice.
>
> 6. **Best Practices**: Those governed by the ATJ Technology Principles must use 'best practices' to guide their use of technology so as to protect and enhance equal access to justice and fairness, including evaluation of the use of technology in doing so.

The full text of the Principles and their associated Comments may be found at www.courts.wa.gov and www.atjweb.org.

In addition, in its amended order adopting the ATJ Technology Principles, the Supreme Court also required the AOC and ATJ Board to report biennially on progress and activities related to

the Access to Justice Technology Principles. This report has been prepared in compliance with that order.

Purpose

The purpose of this report is to document the progress and efforts of the Administrative Office of the Courts and the Access to Justice Board to implement and use technologies within Washington State's justice system in a manner that furthers the goals of the ATJ Technology Principles. It provides information on the progress made towards incorporating the ATJ Technology Principles in information technology projects and practices, special initiatives, and technology governance processes.

ATJ Technology Committee members, ATJ staff, and AOC staff contributed to this report. Both Judicial Information Systems Committee (JISC) and the ATJ Board have reviewed this report before presenting it to the Washington State Supreme Court.

This report is presented in the following sections:

- AOC Initiatives supporting the ATJ Board Mission and ATJ Technology Principles
- ATJ Board and Committee Efforts Underway in Washington State
- Conclusion

AOC Initiatives Supporting the ATJ Principles

AOC, through efforts of its Court Services, Management Services, Administrative Services, and Information Services Divisions, has executed several projects and initiatives that support and further the ATJ Technology Principles. This section describes efforts that have been completed in the last biennium or were started last biennium and are currently underway at AOC.

1. Legal Advice vs. Legal Information

AOC staff, working with the Court Management Council, developed an interactive online tutorial to help court personnel understand the difference between giving legal advice and giving legal information. The Court Management Council consists of the State Court Administrator and leadership from the appellate court clerks, Washington State Association of Council Clerks, Association of Washington Superior Court Administrators, Washington Association of Juvenile Court Administrators, and the District and Municipal Court Management Association.

The tutorial is intended to explain ways court system personnel can and should assist the public. Court system personnel are sometimes wary of answering questions for fear they may be providing legal advice. The tutorial, paired with a model curriculum and materials also developed by the Court Management Council, should make court personnel better informed and more comfortable providing important information.

2. Inmate eFiling

In collaboration with the Department of Corrections (DOC) and the appellate courts, AOC successfully implemented Inmate eFiling in eight DOC facilities in the Washington State Penitentiary System. Inmate eFiling allows incarcerated persons to electronically file documents with the Supreme Court and all three divisions of the Court of Appeals. This program provides more timely access to the courts by inmates, reduces secure mail handling by staff at the institution, and is more efficient for the appellate courts.

There were a combined 1,100 successful filings in 2020 and 1,950 successful filings in 2021 to the Supreme Court and the three divisions of the Court of Appeals. DOC plans to expand the program to other institutions in the upcoming years.

Inmate eFiling serves the following Access to Justice Principles:

> Principle 1: Requirement of Access to Justice, and
>
> Principle 2: Technology and Just Results, and
>
> Principle 4: Assuring a Neutral Forum
>
> Principle 6: Best Practices

3. Online Document Assembly Capability, Part of Phase 1 of the Pro Se Plan

As part of the Pro Se Plan, AOC is an active partner with the Access to Justice Board, Northwest Justice Project, and the Office of Civil Legal Aid in the Technology Assisted Forms (TAF) Advisory Committee which is developing an online document assembly system for the users. The goal of the online document assembly system is:

> Along with plain language content and format, it is preferable that the online forms eventually be "interactive," which means that the user is "interviewed" and in fact coached in plain understandable language on necessary information in a logical format that assembles the document along the way. This interactive form technology walks the user through the process by using a graphical interface to assist in understanding and using legal terms. Users are able to preserve their information which will automatically populate the next form if the same information is called for. This interactive format could significantly benefit self-represented litigants through understandability, ease of usage, consistency of content, and time savings.

The online document assembly system aligns with the ATJ Technology Principles, in particular, Requirement of Access to Justice, in that online forms will be accessible from home, libraries, kiosks, community centers, and many other convenient places with internet access. An online

program will help people complete forms and advance access as well as participation by making it easier for individuals to provide necessary information to the courts, and enable quicker, more efficient, and more affordable court services.

4. Information Networking Hub and Enterprise Data Repository

Since 2011, the AOC has undertaken an information exchange initiative called the Information Networking Hub (INH). In June 2015, the legislature approved funds for the Expedited Data Exchange (EDE) program for implementation of the next phase of the INH project. In October 2017, the EDE Program implemented the Enterprise Data Repository (EDR) based on the statewide data sharing specified in the JIS Standard for Alternative Electronic Court Record Systems. The EDR provides a single source of data from all courts, including courts that have implemented local case management systems. The implementation of the EDR included integration with JIS.

In July 2019, the King County Clerk's Office (KCCO) became the first independent case management system to send court data to the EDR. King County District Court (KCDC) integrated its independent case management system to the EDR in November 2020. AOC processes data from KCCO and KCDC to establish links between matching person records from those systems and the JIS case management systems. AOC systems such as the Judicial Access Browser System (JABS) and the Juvenile and Corrections System (JCS) now retrieve and display data from the EDR. This enables AOC to present a complete, statewide record even when courts use different case management systems. AOC also uses data from the EDR to report statewide court data to other agencies, such as the Washington State Patrol.

AOC is currently working with Seattle Municipal Court and Kitsap County District Court as they implement independent case management systems and integrate to the EDR.

The INH EDR project serves the following Access to Justice Principles:

> Principle 1: Requirement of Access to Justice, and
> Principle 2: Technology and Just Results.

5. Superior Court Text Messaging and E-Mail Notifications

During the 2019 – 2021 Biennium, AOC began the Superior Court Text Messaging and E-Mail Notifications project.   This effort will utilize Odyssey's messaging functionality to send notifications to case participants reminding them of upcoming proceedings and other important information. The functionality features three processes: hearing notifications, hearing reminders, and payment reminders. The goal of this work is to use text messages and e-mail communications to reduce the number of missed hearings and payments by providing timely reminders to the correct case participants. This project will be implemented during the 2021-2023 biennium.

The Superior Court Text Messaging and E-Mail Notifications project incorporates all six ATJ Principles.

6. Appellate Courts Enterprise Content Management System (AC-ECMS)

AOC implemented a new content management system for the Appellate Courts and enhanced the system during the 2019-2021 biennium.

The AC-ECMS centralized document and business workflow management into a common enterprise content management system for all appellate courts to use. AC-ECMS also provides an improved electronic filing system.

The AC-ECMS system has been deployed to the Supreme Court and all three divisions of the Court of Appeals.

For the 2019 – 2021 Biennium, the enhancements focused on automating the remaining business processes; and furthering data integration between the content management system and case management system.

The AC-ECMS project incorporates all six ATJ Principles.

7. Courts of Limited Jurisdiction Case Management System (CLJ-CMS)

AOC is working on implementing a new case management system for the Courts of Limited Jurisdiction (CLJ). The project will replace the current system supporting the district and municipal courts (the District Court Information System (DISCIS)) and provide new functions and capabilities that are needed by the CLJs. When complete, the project will provide an eFiling solution, a new case management system, and a probation system to most of the state district and municipal courts.

The CLJ-CMS project began in January of 2016. AOC contracted with Tyler Technologies in September 2020 to implement the Odyssey case management system for Washington's Courts of Limited Jurisdiction. Four courts have been identified to be the pilot courts for the CLJ-CMS project. Those courts are Pierce County District Court, Tacoma Municipal Court, Gig Harbor Municipal Court, and Fircrest/Ruston Municipal Court. AOC plans to implement the CLJ-CMS application in the pilot courts in the fall of 2022. After the pilot implementations, AOC will roll out the new system to courts in geographic groups in six month cycles throughout the state.

The CLJ-CMS project team, AOC teams supporting the Court Business Office (CBO), and Enterprise Architecture Team continuously review the future state for CLJ Courts' business processes as well as the technology to ensure that they meet and support the ATJ Technology Principles. In addition, the ATJ Board has a representative on the CLJ-CMS Court Users Work Group (CUWG).

The CLJ-CMS project will incorporate all six ATJ Principles.

8. JIS-Link Modernization

AOC is required by statute to provide public access to non-confidential case and person data from all courts. AOC provides this access through a system known as JIS-Link. The implementation of independent case management systems in some jurisdictions and the

integration of those systems to AOC's EDR necessitated a modernization of the existing JIS-Link application. During the period 2017 – 2021, AOC developed and deployed the new JIS-Link application to ensure public users would be able to access all case and person data through one application. The modernized JIS-Link application was implemented and made available to the public in April 2021. AOC continues to enhance the system to provide additional data services to public users.

The JIS-Link Modernization project serves the following Access to Justice Principles:

> Principle 3: Openness and Privacy, and

> Principle 5: Maximizing Public Awareness and Use.

ATJ Board Efforts Underway in Washington State

The ATJ Board, primarily through its Technology Committee, has also been working to promote and institutionalize the ATJ Technology Principles. Some of the more significant activities and accomplishments are summarized here.

The mission of the Access to Justice Board Technology Committee is to increase and improve access to the justice system by promoting efficient and effective inter-agency technology needs assessment, planning, collaboration and evaluation. The Committee oversees the implementation of the Access to Justice Technology Principles, adopted by order of the Washington State Supreme Court. During the reporting period the Technology Committee has had two central priorities: (1) promoting and educating about the update of the ATJ Technology Principles and (2) collaborating with the Practice of Law Board about a proposed sandbox for online legal services providers.

9. ATJ Technology Principles

Our update of the Technology Principles began in September 2016 with the Justice & Technology Symposium held at the University of Washington. Following the speakers, we invited participants to separate into groups to discuss each principle and how it might be updated. We compiled the information for future meetings. In addition to updating the principles consistent with developments in technology, we strove to use plain language to make the principles more accessible. The workgroup recognized the increasingly rapid change in technology capability and capacity and did our best to make sure the principles will continue to have relevance as technology changes. We held a number of small group events to work on revising the principles in real time. In addition, we asked Diverse Voices of the University of Washington to gather feedback. Diverse Voices gathered feedback from groups outside the

Alliance who may be impacted by the results of implementation. Those groups included formerly incarcerated, geographically diverse participants, active court players, and immigrants. We incorporated the feedback from those groups.

The revised principles were first forwarded to the Supreme Court in August 2018. Based on comments from AOC and others, the ATJ Board rescinded its request that the principles be adopted as rules. In addition, the Technology Committee proceeded to seek additional feedback from affected stakeholders. We engaged in conversation with AOC and the Judicial Information Systems Committee to address their concerns. We hosted a webinar on January 25, 2019, to allow any interested parties to call in, ask questions, and make comments. The final product was presented to the Supreme Court for adoption as principles on July 30, 2019. The ATJ Tech Principles were approved by the Supreme Court shortly thereafter. In the years since the ATJ Tech Committee met with various court organizations to discuss the ATJ Tech Principles, their use, and implementation. The ATJ Tech Committee also worked with WSBA to put on a free CLE discussing the ATC Tech Principles.

10. COVID-19 it's effect and the aftermath

As the COVID-19 pandemic swept our country and forced courts to reimagine the way justice is delivered the ATJ Tech Committee monitored programs and offered counsel to organizations through our liaisons. Members of the ATJ Tech Committee also published for the WSBA on advice for practitioners in adjusting to technologies made essential by the pandemic.

11. Liaisons to Judicial Information Systems Committee and Court–User Work Groups

The ATJ Board and the Technology Committee members continue to serve as liaisons to the SC-CMS CUWG, CLJ-CMS CUWG, JISC, and the Data Dissemination Committee. The Technology Committee has commented on the need to sign up through a separate system to access records for each court, including having a separate log in. This requirement impacts legal service organizations that provide representation to low income people. It also limits access for unrepresented parties to their own court records. We also expressed concern to the county clerks about the cost of access to court electronic court records. These issues are not easily resolved and conversations are continuing.

12. Proposed Legal Sandbox

As the Practice of Law Board has moved away from amending GR24 and toward the creation of a regulatory sandbox to manage online legal service providers the ATJ Tech Committee has continued to work alongside the POLB. The POLB has now created a draft proposal for a

regulatory sandbox that would allow alternative legal service providers to operate safely in Washington while maintaining oversight by the Supreme Court. After meeting with and seeking feedback from numerous stakeholders the proposal is in its final stages before being submitted to the Supreme Court for review.

Conclusion

This has been strange time for the ATJ Board, ATJ Technology Committee, and AOC in advancing the ATJ Technology Principles and managing a global pandemic that forced a spotlight onto the impact of technology on justice. AOC and the ATJ Board continue to make significant progress in driving the implementation and usage of the technology principles through a variety of projects, programs and many new initiatives that continue to support access to and delivery of justice for all.

ISD and CSD Staffing Issues/Concerns

Vonnie Diseth, AOC ISD Director/CIO
Dirk Marler, AOC CSD Director/Chief Legal Counsel
February 25, 2002

What We Are Experiencing

Agency Growth: New AOC positions

Staff leaving for higher paying jobs

Recruitments open for months at a time

Unprecedented demand on HR

46 Current Vacancies (19% Vacancy Rate)

WASHINGTON
COURTS

Current Vacancies by Program

Program	Impacted Projects	ISD Positions	CSD Positions
Appellate Court	Public Web Access Portal OnBase Version Upgrade Supreme Court Opinion Tracking System	Senior Developers (3)	
Superior Court	Odyssey Portal Support Text Messaging and Notifications SCDX Maintenance/Support HB1320 Legislative Changes New 2022 Legislative Changes	System Support Analyst (1)	Business Analyst (1)

WASHINGTON COURTS

Current Vacancies by Program (cont.)

Program	Impacted Projects	ISD Positions	CSD Positions
Courts of Limited Jurisdiction	CLJ-CMS Project ESSB-5226 Legislative Changes HB1320 Legislative Changes New 2022 Legislative Changes	Deputy Project Manager (1) EDR Integrator (1) Production Support (4) Tester (1) Deployment Specialist (1)	Business Analyst (2+) Customer Services (2)
Juvenile Court	Juvenile Court Assessment Tool (JCAT) JCS Platform Migration HB1320 Legislative Changes New 2022 Legislative Changes	Senior Developer (2) Senior Support Analyst (1) Tester (1)	Business Analyst (1)

Current Vacancies by Program (cont.)

Program	ISD Positions	CSD Positions
JIS Enterprise Support (JABS, JIS-Link, EDR, JISC, Infrastructure, Architecture, etc.)	**IT Business Liaisons (2)** **Senior Server Admin. (1)** **Enterprise Architect (1)** **Admin Secretary (1)** **PMO & QA Manager (1)** **Data Quality Coordinator (1)** **System Integrator (1)** **Senior Developers (2)**	**Business Analyst EDR (1)**
Grant Funding – Washington Traffic Safety Commission	**Integrators (2)**	**Business Analyst (1)**

WASHINGTON COURTS

Current Vacancies by Program (cont.)

Program	ISD Positions	CSD Positions
Firearms Program		Business Analyst (1) Administrative Secretary (1)
JIS Training		Technology Educators (2)
Legal Services		Principal Legal Analyst (1) Legal Services Sr. Analyst (1) Court Program Analyst (1) Administrative Assistant (3)
Court Services Division		CBO Manager (1)
TOTAL VACANCIES	28 Vacancies (19%)	18 Vacancies (19%)

WASHINGTON COURTS

Impact on JIS Projects and Maintenance

More time to resolve issues

Project schedules may be delayed

New requests may have delayed starts

Focus: Highest priorities and "keeping the lights on"

Training and documentation not current

We are Interdependent

Planning — 1 — Analysis — 2 — Design — 3 — Development & Implementation — 4 — Testing — 5 — Maintenance — 6
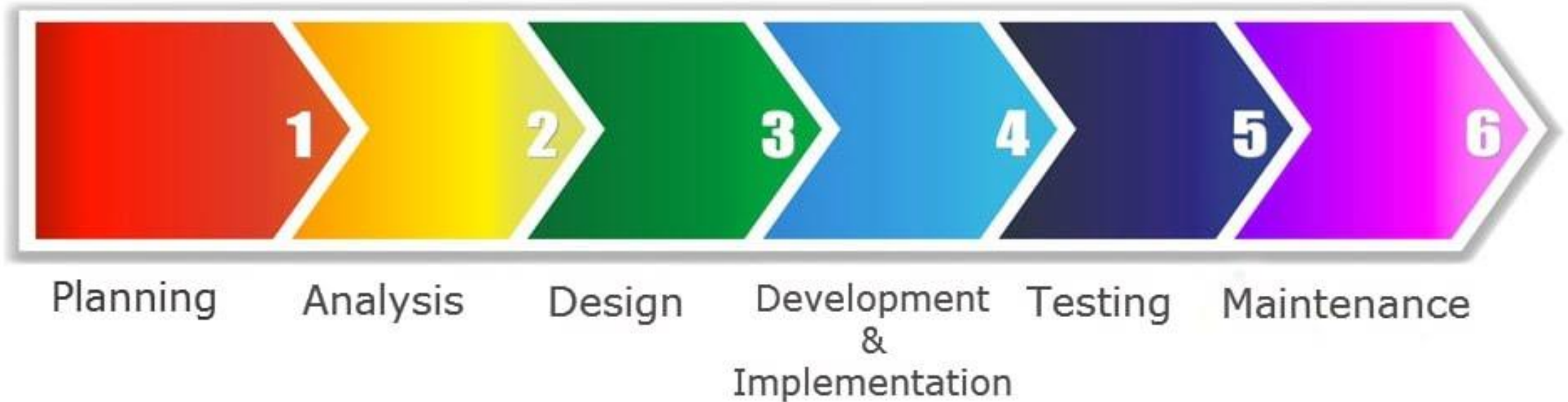
What Are We Doing About It?

Completed 2021 Compensation Study (The Segal Group)

Submitted supplemental budget request

Exploring contracting options

3.25% salary increase for all state employees is pending – effective July 1, 2022

Planning 2022 Compensation Study (Part 2)

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

Project Update

Garret Tanner
CLJ-CMS Project Manager

February 25, 2022

Project Scope

Three components:

- eFiling - Odyssey File and Serve (OFS)
- Odyssey Case Management System (CMS)
- Tyler Supervision (TSUP)

Project Timeline
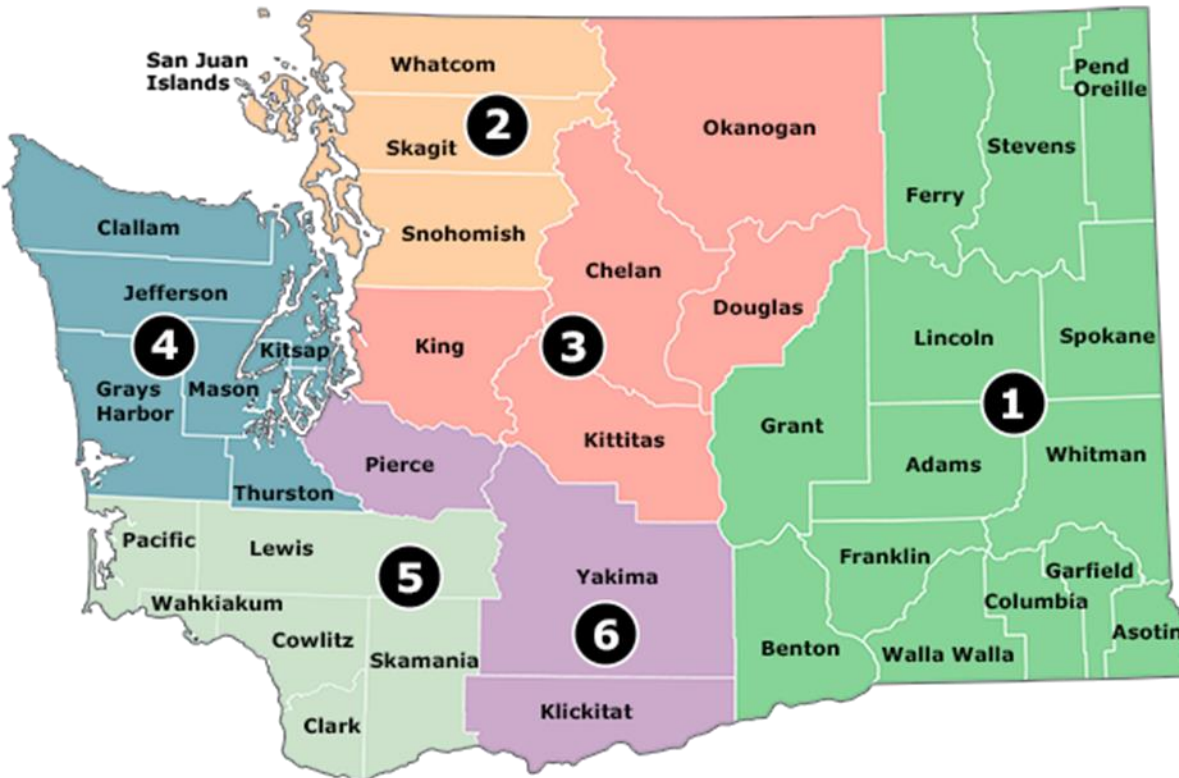
Pilot Courts: October 2022
Pierce District, Tacoma Municipal,
Gig Harbor Municipal, Fircrest/Ruston Municipal

Phase 1: September 2023
Eastern Washington - Adams, Asotin, Benton, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman

Phase 2: April 2024
North Washington - Island, San Juan, Skagit, Snohomish, and Whatcom

Phase 3: September 2024
North Central Washington - Chelan, Douglas, King Municipals, Kittitas, and Okanogan

Phase 4: March 2025
Western Washington - Clallam, Grays Harbor, Jefferson, Kitsap, Mason, and Thurston

Phase 5: August 2025
Southwest Washington - Clark, Cowlitz, Lewis, Pacific, Skamania, and Wahkiakum

Phase 6: January 2026
South Central Washington - Klickitat, remainder of Pierce Municipals, and Yakima

Project Timeline
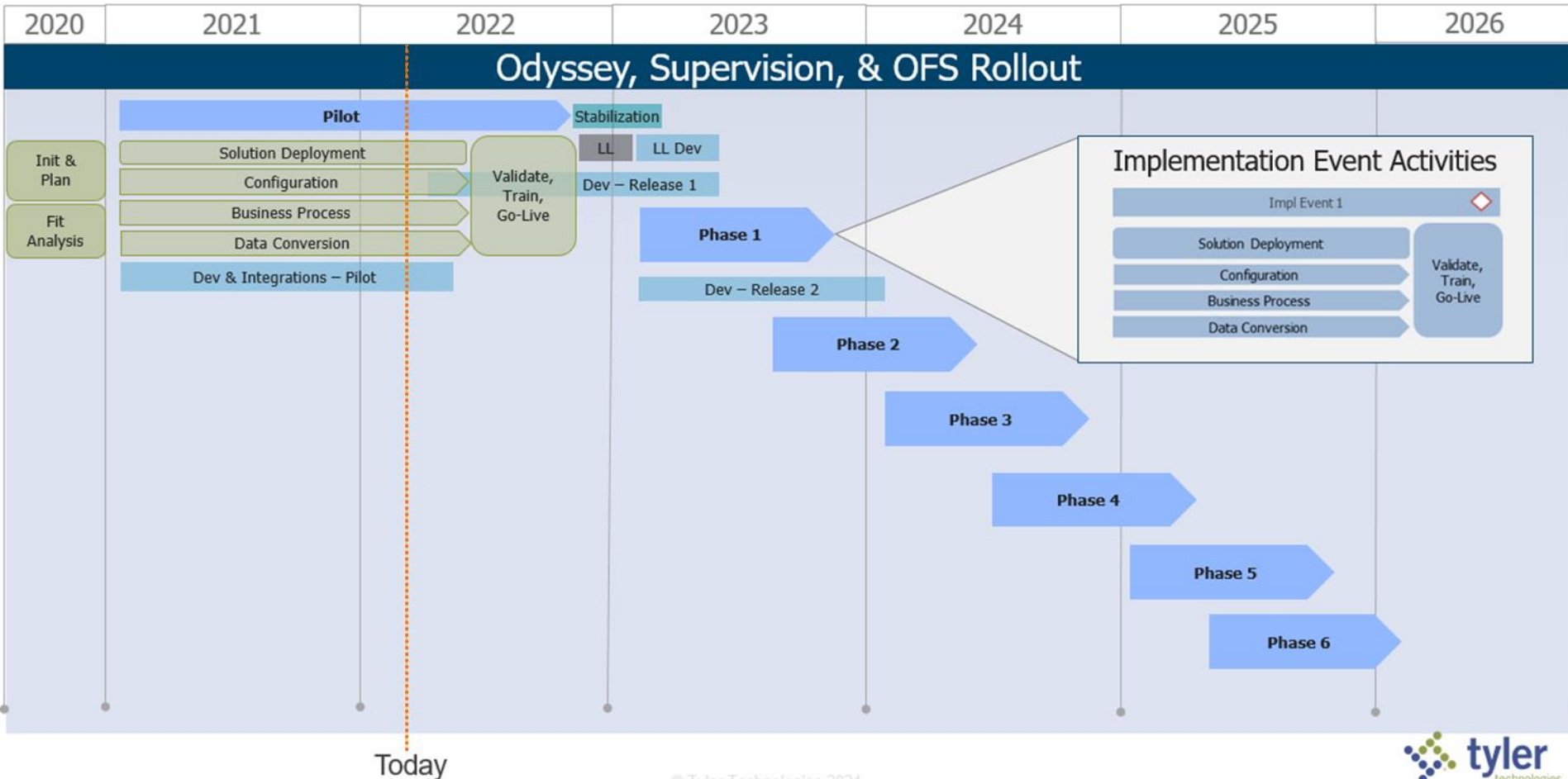
Recent <u>eFiling</u> Project Activity

AOC submitted a change request to delay eFiling

- Tyler and AOC agreed to wait until after the result of the 2022 legislative budget request to engage in further negotiations

Recent <u>CMS</u> Project Activity

- ✓ Odyssey 2022.1 upgrade applied to Dev
  - ❖ First round testing est. complete March 4
- ✓ Data Push 3 (of 5) completed
  - ❖ Data Review est. complete February 25
- ✓ Configuration questionnaires ready for distribution to Pilot Courts during Kick-off

<u>Project</u> Outreach

✓ Monthly newsletter on regular cadence

  ❖ Focus on Court Business Processes & Organizational Readiness

  ❖ Introducing IT / Infrastructure Readiness

✓ Pilot Court Kick-off meetings scheduled starting February 28

Work in Progress

- Technical Sprint 10 continues

- Data validation for pilot release number 3 (of 5) in progress

- Configuration & Testing of Odyssey 2022.1 ongoing

Active Project Risks – February 2022

Total Project Risks			
Low Risk	Medium Risk	High Risk	Closed
2	3	7	16

High Risks Status		
Risk	Probability/Impact	Mitigation
IT Constraints – When users experience technical difficulties IT support is not as readily available as if the user was working in the office.	Moderate/Moderate	(September 22, 2020) 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.
Equipment Funding – Additional funds may be needed to assist some courts with the local equipment purchases.	Moderate/Moderate	(September 22, 2020) 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.

Active Project Risks – February 2022

Active Risks Status	
Risk	Mitigation
Local Rule – In order for eFiling to be mandatory courts need to enact a local rule. Some courts could choose not to enact the rule or make eFiling mandatory.	(September 30, 2021) The DMCMA/DMCJA are encouraging their associations to enact the rule. This will be dependent on how eFiling is funded.
Legality of charging for filings on cases – A question was posed if it was legal to charge for filings on cases.	(September 30, 2021) The PSC made a decision to make eFiling on criminal cases optional with a fee charged if used. AOC is working with the AG to gain clarification on questions raised. If the funding model for eFiling is adjusted, then this issue will be mitigated by the change as there will be no fees for filings.
Odyssey version to be used – In November 2021, Tyler determined that Odyssey 2019 would not be compatible with some of the mandatory requirements.	(February 1, 2022) In January the vendor formally recommend Odyssey version 2022.1 be used for Pilot Court Go-Live, followed by an upgrade to version 2023.x ahead of Phase 1. Version 2022.1 has been installed on our Development environment and is currently being reviewed by our Quality Assurance and Business Analyst teams.

Active Project Risks – February 2022

High Risks Status		
Risk	Probability/Impact	Mitigation
Tyler Supervision – Tyler has not done a statewide implementation of their new Supervision module. Previous implementations have always been with individual probation departments.	Likely/Major	(February 17, 2021) AOC PM and Tyler PM are working closely to best align the process for a statewide implementation vs. an individual one.
Tyler Supervision/Odyssey Integrations – The two products are not yet seamlessly integrated.	Likely/Moderate	(February 17, 2021) AOC PM and Tyler PM meeting regularly to discuss what is necessary for integrations.
Local Integrations – Some courts have local systems that they would like integrated with Odyssey.	High/High	(January 18, 2022) The Project Steering Committee held an Executive Session to discuss Local Integration needs. The PSC agreed for AOC to complete analysis by end of Q1, 2022 before taking further action.

Active Project Risks – February 2022

High Risks Status		
Risk	Probability/Impact	Mitigation
Performance Issues – It is possible that users will feel that Odyssey works less efficiently than the legacy system due to changing processes and procedures.	Moderate/Moderate	(September 22, 2019) 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
Staffing / Hiring – CLJ-CMS has been unable to fill several key positions. As of February 2022, CLJ-CMS has 11 project positions open. If these positions are not filled there may be impacts to the schedule.	Certain/Moderate	(February 25, 2022) Probability changed from likely to certain. Possible solutions are being addressed by AOC.

Next Steps

Milestone	Date
Approve data conversion push 3 of 5 (Pilot courts)	Est. complete February 25, 2022
Kick-off for Pilot courts	Est. start February 28, 2022
Technical Sprint 10	Est. complete February 28, 2022
Odyssey 2022.1 First Round Testing	Est. complete March 4, 2022
Odyssey 2022.1 Upgrade to Conv / Prod	Est. complete March 7, 2022
Technical Sprint 11	Est. complete March 14, 2022
Technical Sprint 12	Est. complete March 28, 2022
Go-live Pilot courts	October 2022

Independent Quality Assurance Update

Mr. Allen Mills
Bluecrane, Inc.
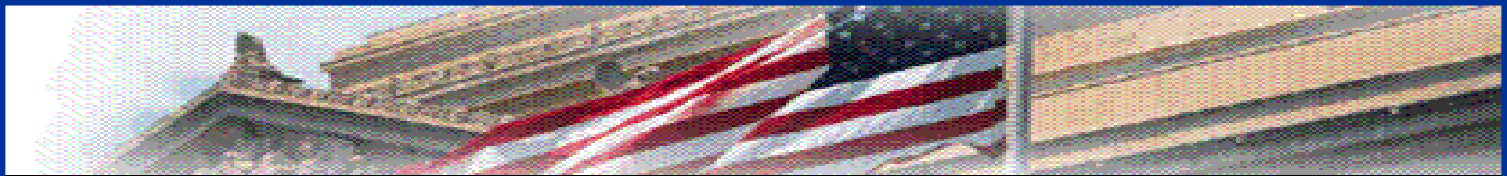
bluecrane

Management Consulting

for

State and Local

Governments

Quality Assurance

Executive Advisement

Project Oversight

Project Management

Independent Verification and Validation (IV&V)

Risk Reduction

Quality Assurance Assessment

for the

State of Washington

Administrative Office of the Courts (AOC)

CLJ-CMS Project

January 2022

Prepared by

Bluecrane, Inc.

bluecrane

January 31, 2022

Honorable Barbara Madsen, Justice
Washington Supreme Court

Ms. Dawn Marie Rubio
Administrator, Administrative Office of the Courts

Dear Justice Madsen and Ms. Rubio:

bluecrane has completed its Quality Assurance Assessment of the CLJ-CMS Project for the month of January 2022.

This document is structured as follows:

1. Executive Summary and Assessment Dashboard.

2. A detailed report of our CLJ-CMS assessment for the current reporting period.

3. An explanation of our approach for those readers that have not seen one of our assessments previously.

Please contact me with any questions or comments.

Sincerely,

Allen Mills

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Introductory Note on Project Structure

The Courts of Limited Jurisdiction – Case Management System (CLJ-CMS) Project consists of three primary areas of activity, namely:

➢ eFiling

➢ Supervision

➢ Case Management

These three high-level "workstreams" or "sub-projects" ultimately combine to deliver an integrated solution for participating district and municipal courts (and some other entities such as violations bureaus). However, work in each sub-project is being planned and conducted as a separate activity with a keen awareness of interdependencies and the interrelationships that will eventually come into play. For these reasons, much of our risk analysis will assess the three sub-projects individually. For consistency in terminology, we will reserve the term "CLJ-CMS" to refer to the three combined sub-projects and use the terms "eFiling," "Supervision," and "Case Management" to refer to the individual efforts.

1.   Executive Summary

1.1   Executive Overview

The CLJ-CMS Project continued to make good progress in January under the leadership of the new Project Manager, Garret Tanner. Noteworthy accomplishments include:

- Initiation of Deputy PM recruitment activity (Garret's former position) with posting expected shortly

- Successful completion of Data Conversion "Push 2"
    - 61 issues were encountered, 9 have been fixed and closed, and 32 are ready for re-testing in "Push 3"
    - Of the 100 issues encountered in "Push 1," 57 were fixed and closed

- Initiation of more effective Tyler Supervision weekly meetings with the new Tyler Project Manager for Supervision

- Provision of feedback to Tyler on development activities for re-work in some areas

- Continuation of Go-Live rollout planning

- Completion of Sprint 6 in early January

- Distribution of a new edition of the CLJ-CMS Project Newsletter

Odyssey Upgrade

In addition to the project work noted above, a decision was made in January regarding the version of Odyssey to be implemented for the CLJ-CMS solution. Odyssey version 2022.1 will be utilized for the pilot courts. Garret and the project team have already developed a work plan for upgrading Odyssey to 2022.1 *prior* to the pilot court rollout.

There will be another upgrade *after* the pilot courts are implemented (and before Phase 1 of the CLJ courts is implemented) that will be the version of Odyssey (2023.xx) that will be used for the duration of the CLJ-CMS Project. The 2023.xx version is planned to include GR15 functionality. Tyler Technologies has assured AOC that the transition from version 2022.1 to 2023.xx will not be a significant effort. Note that there may be a need to do some re-training of pilot court staff as a part of implementing version 2023.xx.

Our primary areas of concern at the time of the writing of this report are the same ones as reported in December (with the exception of the Odyssey Upgrade decision that was pending at that time), namely:

- **Local Court Integrations**

- **eFiling**

- **Staffing**

Our current perspective on the risks in these areas is outlined below.

Local Court Integrations

On January 18, a facilitated Executive Session of the CLJ-CMS Project Steering Committee (PSC) was conducted. *bluecrane* provided facilitation services. The attendees at the Executive Session reviewed:

- Status of the executed contract with Tyler Technologies and the project that is well-underway at AOC

- The CLJ-CMS Project's approved governance structure and the thresholds that trigger reviews of proposed changes for escalation to higher-level decision bodies within the governance structure

- Roles and responsibilities of the PSC

- Best practices for modernization projects dealing with scope change

- The purpose and likely outcomes of the integration analysis being conducted by the Associate Director of AOC's Court Services Division (CSD)

- Changes in court operations since the beginning of the COVID-19 pandemic

- Financial, political, and practical constraints within which the CLJ-CMS Project continues to operate

After a healthy discussion of the above topics, the attendees discussed next steps for the integrations analysis and how best to move forward. Next steps include:

1. Completion of the integration analysis by the Associate Director of CSD by the end of March

   o The analysis will provide a high-level description of the work that will be required to integrate a local court system (OCourt will be the "test case") by:

      ▪ AOC, including:

         • Design and development of an "integration platform" (i.e., the underlying "infrastructure" required for all CLJ-CMS integrations) that does not currently exist and will be essential to support all integrations

         • Integration work specific to the OCourt integration

         • Ongoing maintenance and operations of the integration platform and each integration that is implemented

      ▪ Tyler Technologies

      ▪ Omiga (vendor of OCourt)

   o The analysis will provide ***high-level*** cost estimations for all of the above work

   o The analysis will document assumptions, constraints, and risks for the integration work

2. PSC decision on whether to submit a proposal through the approved governance structure for an integrations project based on the data documented in the integrations analysis; any proposal is expected to:

   o Request a separate project for the integrations work with its own charter, funding, and staff (in order to avoid a renegotiation of the CLJ-CMS Project contract with Tyler Technologies and the need to justify a change order for the increased costs to AOC and an extension of the six-year CLJ-CMS Project timeline)

   o Consideration of the additional costs to the CLJ-CMS Project which will be incurred due to anticipated changes needed in the previously-approved Deployment Plan (such as moving courts that use the integration to "the back of the line") and a likely extension to the six-year CLJ-CMS Project timeline *even if the integrations project is a separate project*; note also that if there is an extension to the six-year timeline, then current CLJ systems (i.e., "legacy systems") may need to be supported during the extension

3. Given the anticipated size of the integration project, presentation of the proposed project to the Judicial Information Systems Committee (JISC) for approval

eFiling

The risks associated with eFiling remain. These risks have been well-documented over the past few months and will not be repeated here. Until a funding approach is determined and court interest in participating is clearer, the risks remain.

Staffing

As we have noted numerous times in past reports, recruiting and retaining talent in today's competitive labor market has already been a challenge for the CLJ-CMS Project. The current effort to recruit a new Deputy Project Manager highlights the hurdles to recruiting in the current environment.

This is a risk area that we are concerned may increase rapidly in 2022. There are a number of projects in Olympia and Seattle with which we are deeply involved that are delaying planned deliverable dates and stretching schedules due to the inability to staff-up as initially anticipated. At present, there is no sign that the hiring situation is improving. This risk has the potential to impact the CLJ dates for pilot courts and other rollouts. For now, we assess staffing as "blue," given that AOC is doing everything *within its control* to address the risks. Unfortunately, there is much that is beyond AOC's control. We will re-assess this risk in January.

1.2 Executive "At-a-Glance" QA Dashboard

The following table provides a summary of our risk assessment ratings for this month and the previous two months. Detailed findings, risk explanations, and recommendations for risk response are provided in Section 2 of this report. As a reminder to the reader, "blue" items indicate areas of ongoing risk; however, the mitigation and other response activities of the Program for blue items are assessed as adequate for the current review period.

Table 1. Summary Dashboard of QA Assessment Results

Project Management and Sponsorship			
Assessment Area	**January 2022**	**December 2021**	**November 2021**
Project Staffing	Risk Being Addressed	Risk Being Addressed	Risk
Scope: eFiling	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Scope: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Scope: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Schedule: eFiling	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Schedule: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Schedule: Supervision	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Budget: Funding	No Risk Identified	No Risk Identified	No Risk Identified
Budget: Management of Spending	No Risk Identified	No Risk Identified	No Risk Identified
Governance	No Risk Identified	No Risk Identified	No Risk Identified
Contracts and Deliverables Management	No Risk Identified	No Risk Identified	No Risk Identified

Project Management and Sponsorship

Assessment Area	January 2022	December 2021	November 2021
PMO Processes	No Risk Identified	No Risk Identified	No Risk Identified

People

Assessment Area	January 2022	December 2021	November 2021
Stakeholder Engagement	No Risk Identified	No Risk Identified	No Risk Identified
OCM: eFiling	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
OCM: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
OCM: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Communications	No Risk Identified	No Risk Identified	No Risk Identified
Court Preparation and Training	No Risk Identified	No Risk Identified	No Risk Identified

Solution

Assessment Area	January 2022	December 2021	November 2021
Business Process: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Business Process: Case Management	No Risk Identified	No Risk Identified	No Risk Identified

Solution			
Assessment Area	**January 2022**	**December 2021**	**November 2021**
Business Process: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Integrations: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Integrations: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Reports: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Reports: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Testing: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Testing: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Testing: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Deployment: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Deployment: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Deployment: Supervision	No Risk Identified	No Risk Identified	No Risk Identified

Data

Assessment Area	January 2022	December 2021	November 2021
Data Preparation: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Data Conversion: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Data Conversion: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Data Security	No Risk Identified	No Risk Identified	No Risk Identified

Infrastructure

Assessment Area	January 2022	December 2021	November 2021
Infrastructure for Remote Work	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Statewide Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Local Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Security Functionality	No Risk Identified	No Risk Identified	No Risk Identified
Access	No Risk Identified	No Risk Identified	No Risk Identified
Environments	No Risk Identified	No Risk Identified	No Risk Identified
Post-Implementation Support	No Risk Identified	No Risk Identified	No Risk Identified

2.   Detailed Assessment Report

2.1   Project Management and Sponsorship

2.1.1   Project Staffing

Project Management and Sponsorship			
		Three-Month Rolling Risk Levels	
Project Staffing	**Jan. 2022**	**Dec. 2021**	**Nov. 2021**
	Risk Being Addressed	**Risk Being Addressed**	**Risk**

Findings

The CLJ-CMS Project continued to make good progress in January under the leadership of the new Project Manager, Garret Tanner. Deputy PM recruitment activity began and posting of the open position (Garret's former position) is expected shortly.

Staffing is a risk area that we are concerned may increase rapidly in 2022. There are a number of projects in Olympia and Seattle with which we are deeply involved that are delaying planned deliverable dates and stretching schedules due to the inability to staff-up as initially anticipated. At present, there is no sign that the hiring situation is improving. This risk has the potential to impact the CLJ dates for pilot courts and other rollouts. For now, we assess staffing as "blue," given that AOC is doing everything *within its control* to address the risks. Unfortunately, there is much that is beyond AOC's control. We will re-assess this risk in January.

Risks and Issues

If the recruitment and hiring of a new CLJ Deputy Project Manager becomes a prolonged effort, the project's timeline may be at risk.

***Bluecrane* Acknowledgement of Current Mitigation Activities**

The project team should continue to manage through the recruiting and hiring challenges.

***Bluecrane* Recommendation**

If specific positions pose hurdles, escalate the need to utilize contractors for those positions (at least temporarily) to AOC management as early as practical—and before the staff openings jeopardize the project's timeline.

2.1.2 Scope: eFiling

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
Scope: eFiling	**Jan. 2022**	**Dec. 2021**	**Nov. 2021**
	Risk Being Addressed	**Risk Being Addressed**	**Risk Being Addressed**

Findings

As previously reported, the CLJ-CMS Project Steering Committee made a unanimous decision in July 2021 to delay implementation of eFiling in order to provide time to address the various issues that have arisen.

While this decision will necessarily require some re-planning and re-scheduling of the project's eFiling activities, it does not prevent the project team from moving forward with CMS and Supervision tasks. In addition, the work done to-date for eFiling (such as the single integration and its certification by Tyler in September 2021) will position the project well to resume eFiling-specific tasks when appropriate.

Risks and Issues

The scope of the eFiling activity is defined in the Tyler Statement of Work (SOW) and anticipates that eFiling will be implemented in all CLJ courts within calendar year 2021, prior to the roll-out of supervision and case management.

With the recent decision to delay eFiling implementation, there will be a need to amend the Tyler contract. AOC has already submitted a change request to delay eFiling. At this time, Tyler and AOC have agreed to delay further negotiations until after the results of the 2022 legislative budget process are known.

Bluecrane Acknowledgement of Current Mitigation Activities

We continue to encourage everyone involved to take advantage of the additional time provided by the delay and continue to work on the issues with a sense of urgency and to strive to achieve resolution of the most critical issues prior to eFiling implementation work resuming.

2.1.3 Scope: Case Management

Project Management and Sponsorship			
Scope: Case Management	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The scope of the CLJ-CMS Project is established in the deliverables defined in the SOW in the Tyler contract. The AOC, Court User Working Group (CUWG), and Tyler continue to validate requirements and to identify any requirements that require custom development by Tyler. Scope will be managed through a Requirements Traceability Matrix (RTM), system vendor contract deliverables, and the Project Change Management process. The project team delivered an RTM to Tyler in August 2021.

2.1.4 Scope: Supervision

Project Management and Sponsorship			
Scope: Supervision	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The scope of the supervision activity is defined in the Tyler SOW. A fit-gap analysis was conducted in early January 2021 by AOC, the CUWG, and Tyler to validate requirements and to identify any requirements that require custom development by Tyler. Scope will be managed through the RTM, system vendor contract deliverables, and the Project Change Management process.

2.1.5 Schedule: eFiling

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
Schedule: eFiling	**Risk Being Addressed**	**Risk Being Addressed**	**Risk Being Addressed**

Findings

The CLJ-CMS Project Steering Committee made a unanimous decision in July 2021 to delay implementation of eFiling in order to provide time to address the various issues that have arisen.

Risks and Issues

As noted above under "Scope: eFiling," the Tyler SOW anticipates that eFiling will be implemented in all CLJ courts within calendar year 2021, prior to the roll-out of supervision and case management.

With the recent decision to delay eFiling implementation, there will be a need to amend the Tyler contract. AOC has already submitted a change request to delay eFiling. At this time, Tyler and AOC have agreed to delay further negotiations until after the results of the 2022 legislative budget process are known.

Bluecrane Acknowledgement of Current Mitigation Activities

We support the Steering Committee's decision to delay eFiling and address outstanding policy issues prior to implementation.

2.1.6 Schedule: Case Management

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
Schedule: Case Management	**Risk Being Addressed**	**Risk Being Addressed**	**Risk Being Addressed**

Findings

In early December 2021, AOC signed an amendment with Tyler that incorporates new dates from the integrated project schedule. The project is now tracking to these new dates.

Previous concerns with the project schedule have been largely addressed. However, when the revised timing of the eFiling implementation is determined, the integrated project schedule will need to be "re-baselined."

2.1.7 Schedule: Supervision

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	Jan. 2022	Dec. 2021	Nov. 2021
Schedule: Supervision	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

Tyler's Project Manager for Supervision was replaced in December. The new Supervision PM is known to the AOC CLJ Project team and is working with them in his new leadership role.

Supervision activities are tracking to the new dates in the recently-signed contract amendment.

2.1.8 Budget: Funding

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	Jan. 2022	Dec. 2021	Nov. 2021
Budget: Funding	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Funding allocated to the project is consistent with the approved plan.

2.1.9 Budget: Management of Spending

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	Jan. 2022	Dec. 2021	Nov. 2021
Budget: Management of Spending	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The project is being managed within the approved budget.

2.1.10 Governance

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
Governance	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The implementation of the CLJ-CMS project involves and impacts many stakeholders at the courts, AOC, and other state agencies. The complexity of the diverse stakeholder community is a challenge to the efficient and effective decision-making that will be needed to keep the project progressing successfully through the implementation.

Project governance is defined in the Project Charter and is being executed effectively by the Project Leadership, Executive Sponsors, Steering Committee, and JISC.

Business functionality governance is achieved through the CUWG.

2.1.11 Contracts and Deliverables Management

Project Management and Sponsorship			
	Three-Month Rolling Risk Levels		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
Contracts and Deliverables Management	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The "process" of deliverables management by the AOC contracts staff is appropriate and sufficient. The AOC staff are doing a diligent job of managing the Tyler contract. In addition, the project team is reviewing the contents of deliverables for compliance and quality.

2.1.12 PMO Processes

Project Management and Sponsorship			
PMO Processes	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The project team is establishing processes, consistent with industry "best practices," to manage and track the project. Project communications are occurring at regularly scheduled project team, sponsor, and steering committee meetings.

2.2 People

2.2.1 Stakeholder Engagement

People			
Stakeholder Engagement	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The Organizational Change Management (OCM) and Communications Lead for the CLJ-CMS Project and AOC leadership team are doing an admirable and diligent job of reaching out to and engaging with the diverse CLJ stakeholder community.

There is a need for continuing communications with stakeholders regarding the eFiling implementation delay in order to ensure the court community has accurate information about the issues that need to be resolved.

2.2.2 OCM: eFiling

People			
OCM: eFiling	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	Risk Being Addressed	**Risk Being Addressed**	**Risk Being Addressed**

Findings

The OCM program is vital to ensuring that the court community is informed with accurate information about the eFiling delay and the issues that need to be addressed.

Risks and Issues

In the absence of an informed stakeholder community, rumors and inaccurate information may fill the void.

Bluecrane Acknowledgement of Current Mitigation Activities

We are supportive not only of the work being done by the project's OCM Lead and others but also of the outreach being performed by the Executive Sponsors, Sponsors, and the Project Steering Committee, all of whom are critical elements of a comprehensive OCM program.

2.2.3 OCM: Case Management

People			
OCM: Case Management	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The OCM activities in this area are numerous, professional, and clear.

2.2.4 OCM: Supervision

People			
OCM: Supervision	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The OCM activities in this area are numerous, professional, and clear.

2.2.5 Communications

People			
Communications	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The OCM and Communications Lead for the CLJ-CMS Project, CLJ-CMS Business Liaison, and AOC leadership team are doing an admirable and diligent job of reaching out to and engaging with the diverse CLJ stakeholder community. Communications is an area of particular focus for the project Steering Committee, especially in sharing accurate information regarding the eFiling delay. Project newsletters have been distributed monthly since September 2021, and a new project website was launched in October 2021.

2.2.6 Court Preparation and Training

People			
Court Preparation and Training	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The project team has worked with courts to systematically wrap up eFiling activities and implementation tasks begun with pilot courts and Regions 1 through 5. The goal continues to be to

ensure that work can resume from the point at which it was halted, minimizing the need for any re-work.

2.3   Solution

2.3.1 Business Process: eFiling

Solution			
Business Process: eFiling	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The business processes for eFiling are minimal and relatively procedural in nature.

2.3.2 Business Process: Case Management

Solution			
Business Process: Case Management	**Jan. 2022**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The business processes for case management are documented. The project is making any changes that are needed as a result of the CUWG's ongoing review of requirements.

2.3.3 Business Process: Supervision

Solution			
Business Process: Supervision	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The business processes for supervision are documented. The project is making any changes that are needed as a result of the CUWG's ongoing review of requirements.

2.3.4 Requirements, Design, and Configuration: eFiling

Solution			
Requirements, Design, and Configuration: eFiling	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

Requirements for eFiling are minimal and relatively procedural in nature.

2.3.5 Requirements, Design, and Configuration: Case Management

Solution			
Requirements, Design, and Configuration: Case Management	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

Based on the ongoing excellent work by the CUWG, the project was able to send an RTM to Tyler in August 2021.

2.3.6 Requirements, Design, and Configuration: Supervision

Solution			
Requirements, Design, and Configuration: Supervision	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

Supervision requirements are included in the requirements reviews being conducted over time by the CUWG.

2.3.7 Integrations: eFiling

Solution			
Integrations: eFiling	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

Tyler certified the single integration required for eFiling in September 2021. Regardless of the delay in eFiling, the integration will be needed eventually. The goal will be to leverage the work already done as well as the completed certification.

2.3.8 Integrations: Case Management

Solution			
Integrations: Case Management	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	Risk Being Addressed	**Risk Being Addressed**	**Risk Being Addressed**

Findings

On January 18, a facilitated Executive Session of the CLJ-CMS Project Steering Committee (PSC) was conducted. *bluecrane* provided facilitation services. The attendees at the Executive Session reviewed:

- Status of the executed contract with Tyler Technologies and the project that is well-underway at AOC

- The CLJ-CMS Project's approved governance structure and the thresholds that trigger reviews of proposed changes for escalation to higher-level decision bodies within the governance structure

- Roles and responsibilities of the PSC

- Best practices for modernization projects dealing with scope change

- The purpose and likely outcomes of the integration analysis being conducted by the Associate Director of AOC's Court Services Division (CSD)

- Changes in court operations since the beginning of the COVID-19 pandemic

- Financial, political, and practical constraints within which the CLJ-CMS Project continues to operate

After a healthy discussion of the above topics, the attendees discussed next steps for the integrations analysis and how best to move forward. Next steps include:

1. Completion of the integration analysis by the Associate Director of CSD by the end of March

   o The analysis will provide a high-level description of the work that will be required to integrate a local court system (OCourt will be the "test case") by:

      ▪ AOC, including build-out of an "integration platform," integration work specific to the OCourt integration, and ongoing maintenance and operations of the integration

      ▪ Tyler Technologies

      ▪ Omiga (vendor of OCourt)

   o The analysis will provide cost estimations for all of the above work

   o The analysis will document assumptions, constraints, and risks for the integration work

2. PSC decision on whether to submit a proposal through the approved governance structure for an integrations project based on the data documented in the integrations analysis; any proposal is expected to:

   o Request a separate project for the integrations work with its own charter, funding, and staff (in order to avoid a renegotiation of the CLJ-CMS Project contract with Tyler Technologies and the need to justify a change order for the increased costs to AOC and an extension of the six-year CLJ-CMS Project timeline)

   o Consideration of the additional costs to the CLJ-CMS Project which will be incurred due to anticipated changes needed in the previously-approved Deployment Plan (such as moving courts that use the integration to "the back of the line") and a likely extension to the six-year CLJ-CMS Project timeline *even if the integrations project is a separate project*

3. Given the anticipated size of the integration project, presentation of the proposed project to the JISC for approval

Risks and Issues

1. If integrations of local court applications to Odyssey ***are not*** allowed in the CLJ solution, then courts that perceive any functionality gaps between Odyssey's features and the applications they have been using locally will need time to prepare alternative business processes or other "workarounds" for addressing the gaps.

2. If integrations of local court applications to Odyssey ***are*** allowed in the CLJ solution, then AOC will need additional technical resources which have not been budgeted. In this case, there will need to be adequate time and resources to (a) develop estimates of interfaces that will be

developed, (b) estimate staff resources required, and (c) prepare budget requests and approvals to support integration projects.

bluecrane Recommendation

AOC and the Project Steering Committee should determine (1) whether or not integrations of local court applications will be allowed and, (2) if so, to what degree AOC will be able to provide support to those efforts.

2.3.9 Reports: Case Management

Solution			
	Three-Month Rolling Risk Levels		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
Reports: Case Management	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

Findings

Case management reports are defined in the CLJ-CMS requirements.

2.3.10 Reports: Supervision

Solution			
	Three-Month Rolling Risk Levels		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
Reports: Supervision	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

Findings

Supervision reports are defined in the CLJ-CMS requirements.

2.3.11 Testing: eFiling

Solution			
Testing: eFiling	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

Planning for eFiling testing is underway.

2.3.12 Testing: Case Management

Solution			
Testing: Case Management	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

Planning for Case Management testing is underway.

2.3.13 Testing: Supervision

Solution			
Testing: Supervision	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

Planning for Supervision testing is underway.

2.3.14 Deployment: eFiling

Solution			
Deployment: eFiling	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

eFiling deployment will be a critical subject of the re-planning that is taking place in response to the Project Steering Committee's decision to delay eFiling.

2.3.15 Deployment: Case Management

Solution			
Deployment: Case Management	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The CLJ-CMS Steering Committee has approved a regional rollout plan for CMS and Supervision.

If one or more integration projects are approved through the governance structure, they may impact the Deployment schedule. For example, even assuming the integrations work is a project that is funded and performed separately and distinctly from CLJ-CMS, the composition and order of the approved court groupings for deployment may change (e.g., moving courts that will use an integration to "the back of the line"). At this time, we are not documenting a risk. However, we will monitor the ongoing integrations analysis and discussions at the PSC and will "open" a risk if and when warranted.

2.3.16 Deployment: Supervision

Solution			
Deployment: Supervision	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The CLJ-CMS Steering Committee has approved a regional rollout plan for CMS and Supervision.

2.4 Data

2.4.1 Data Preparation: Case Management

Data			
Data Preparation: Case Management	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

Business Analysts (BAs) on the CLJ-CMS Project team are sending reports to courts on a fairly regular basis, with requests that the courts review their data and clean it up as they are able. When the project's actual ("production") conversion begins, project technical staff will review data that is being converted and do additional clean-up at that time.

2.4.2 Data Conversion: Case Management

Data			
Data Conversion: Case Management	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

"Practice" data conversions continue with a high level of success in validating the process. Achieving successful "practice" conversions early will position the project well for a smoother implementation effort when the time arrives for the final, "production" conversion.

2.4.3 Data Conversion: Supervision

Data			
Data Conversion: Supervision	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

Thirteen courts are currently on the CaseLoad Pro probation system, 39 courts have "homegrown" solutions, and some number of courts are on Tyler's supervision solution already. The data conversion plan for supervision is to *not* convert data from non-Tyler solutions. For the courts using Tyler's supervision solution currently, their data is already housed at Tyler and will be transferred to the new CLJ-CMS supervision solution.

2.4.4 Data Security

Data			
Data Security	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

The CLJ-CMS Project Technical Lead is meeting with AOC security staff on a monthly basis and validating the CLJ-CMS solution's security. In addition, he is currently working on a "Threat Model" which will be reviewed by AOC for approval prior to go-live.

2.5   Infrastructure

2.5.1 Infrastructure for Remote Work

Infrastructure			
Infrastructure for Remote Work	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	Risk Being Addressed	**Risk Being Addressed**	**Risk Being Addressed**

Findings

The CLJ-CMS Project has adapted well to the remote work environment implemented in response to the COVID-19 pandemic. While there are intermittent issues with bandwidth to/from certain geographic areas, the team has managed to move forward with project activities.

2.5.2 Statewide Infrastructure

Infrastructure			
Statewide Infrastructure	**Three-Month Rolling Risk Levels**		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
	No Risk Identified	**No Risk Identified**	**No Risk Identified**

Findings

Because eFiling and supervision will be delivered via a "Software-as-a-Service" (SaaS) approach, those applications will be accessible through an internet browser, requiring little technical infrastructure. The case management solution will require personal computers (desktops and laptops) and networking bandwidth adequate to support the application.

2.5.3 Local Infrastructure

Infrastructure			
	Three-Month Rolling Risk Levels		
	Jan. 2022	Dec. 2021	Nov. 2021
Local Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified

Findings

As noted above, the case management solution will require personal computers (desktops and laptops) and networking bandwidth adequate to support the application. The CLJ-CMS Project Manager has a list of technical infrastructure requirements that he will be sending out to the court community. In addition, he is starting conversations with AOC leadership regarding courts that have limited resources.

2.5.4 Security Functionality

Infrastructure			
	Three-Month Rolling Risk Levels		
	Jan. 2022	Dec. 2021	Nov. 2021
Security Functionality	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The security functionality of Odyssey has been approved previously by AOC for the Superior Court–Case Management System (SC-CMS).

As noted above under Data Security, the CLJ-CMS Project Technical Lead is meeting with AOC security staff on a monthly basis and validating the CLJ-CMS solution's security. In addition, he is currently working on a "Threat Model" which will be reviewed by AOC for approval prior to go-live.

2.5.5 Access

Infrastructure			
	Three-Month Rolling Risk Levels		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
Access	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

Findings

eFiling and supervision access will be via browser. A "local application" will be required for access to the case management solution.

2.5.6 Environments

Infrastructure			
	Three-Month Rolling Risk Levels		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
Environments	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

Findings

All environments have been implemented.

2.5.7 Post-Implementation Support

Infrastructure			
	Three-Month Rolling Risk Levels		
	Jan. 2022	**Dec. 2021**	**Nov. 2021**
Post-Implementation Support	**No Risk Identified**	**No Risk Identified**	**No Risk Identified**

Findings

Based on **"Lessons Learned"** from the Superior Court–Case Management System (SC-CMS) Project, the CLJ-CMS Project staffing plan includes having four Business Analysts on board before going live with pilot courts. These BAs will be able to develop expertise with the new solution that will be essential to post-go-live support.

Appendix: Overview of *bluecrane* Risk Assessment Approach

To determine the areas of highest priority risks for leadership as well as to identify risks that should be addressed at lower levels of the project, we have focused on over 40 areas of assessment as depicted in Figure 1. We have grouped the areas into our familiar categories of:

- **Project Management and Sponsorship**

- **People**

- **Solution**

- **Data**

- **Infrastructure**

In keeping with our dislike of "cookie cutter" approaches, we tailored the specific areas of assessment for relevance and importance to CLJ-CMS *at this stage of its program lifecycle*. Some of the areas noted in the diagram have been assessed at a relatively detailed level, while others are so early in their lifecycle that a more thorough assessment will come later.

Project Management and Sponsorship

- Budget: Funding
- Budget: Management of Spending
- Scope: e-Filing
- Scope: Supervision
- Scope: Case Management
- Schedule: e-Filing
- Schedule: Supervision
- Schedule: Case Management
- Governance
- Contract and Deliverables Management
- Program Staffing
- PMO Processes

Solution

- Business Process: e-Filing
- Business Process: Supervision
- Business Process: Case Management
- Requirements, Design, and Configuration: e-Filing
- Requirements, Design, and Configuration: Supervision
- Requirements, Design, and Configuration: Case Management
- Integrations: e-Filing
- Integrations: Case Management
- Reports: Supervision
- Reports: Case Management
- Testing: e-Filing
- Testing: Supervision
- Testing: Case Management
- Deployment: e-Filing
- Deployment: Supervision
- Deployment: Case Management

People

- Stakeholder Engagement
- OCM: e-Filing
- OCM: Supervision
- OCM: Case Management
- Communications
- Court Preparation and Training

Data

- Data Preparation: Case Management
- Data Conversion: Supervision
- Data Conversion: Case Management
- Data Security

Infrastructure

- Infrastructure for Remote Work
- Statewide Infrastructure
- Local Infrastructure
- Security Functionality
- Access
- Environments
- Post-Implementation Support

Figure 1. Areas of CLJ-CMS Project Assessed for Risks

Our risk ratings are summarized in Table 2 below.

Table 2. *bluecrane's* Risk Assessment Categorization

Assessed Risk Status	Meaning
No Risk Identified	Program activities in the area assessed are not encountering any risks
Risk Being Addressed	A risk that is being adequately mitigated. The risk may be ongoing with the expectation it will remain blue for an extended period of time, or it may be sufficiently addressed so that it becomes green as the results of the corrective actions are realized
Risk	A risk that is significant enough to merit management attention but not one that is deemed a "show-stopper"
High Risk	A risk that project management must address or the entire planning effort is at risk of failure; these risks are "show-stoppers"
Not Started	This particular activity has not yet started or is not yet assessed
Completed or Not Applicable	This particular item has been completed or has been deemed "not applicable" but remains a part of the assessment for traceability purposes

<table>
<tr><td></td><td>**Board for Judicial Administration (BJA) Meeting**
Friday, October 15, 2021, 9:00 a.m. – 12:00 p.m.
Videoconference</td></tr>
<tr><td colspan="2" align="center">**MEETING MINUTES**</td></tr>
</table>

BJA Members Present:
Chief Justice Steven González, Chair
Judge Tam Bui, Member Chair
Judge Jennifer Forbes
Judge Rebecca Glasgow
Judge Marilyn Haan
Judge Dan Johnson
Judge Mary Logan
Judge David Mann
Terra Nevitt
Commissioner Rick Leo
Justice Raquel Montoya-Lewis
Judge Rebecca Pennell
Judge Rebecca Robertson
Dawn Marie Rubio
Brian Tollefson
Judge Michael Scott
Judge Charles Short
Judge Paul Thompson

Guests Present:
Kim Allen
Jim Bamberger
Esperanza Borboa
Audra Ferguson-Allen
Chris Gaddis
Rob Gauss
Eric Johnson
Melissa Johnson
Lindsay Knowles
Robert Mead
David Reynolds
Judge Kevin Ringus
Juliana Roe
Kris Thompson
Justice Mary Yu

Administrative Office of the Courts (AOC) Staff Present:
Nicole Ack
Crissy Anderson
Judith Anderson
Phil Brady
Jeanne Englert
Heidi Green
Brittany Gregory
Patty Lally
Kyle Landry
Penny Larsen
Dirk Marler
Stephanie Oyler
Christopher Stanley
Caroline Tawes

Call to Order
Chief Justice González called the meeting to order at 9:01 a.m.

Call to Order
Chief Justice González welcomed the participants and introduced new BJA member, Washington State Bar Association President Brian Tollefson. Chief Justice González also introduced the new AOC Court Security Resource Coordinator Kyle Landry.

Interbranch Coordination and Communications
Chief Justice González, Dawn Marie Rubio, Brittany Gregory and staff from Governor Inslee's office held their quarterly meeting with Governor Inslee. Chief Justice González and others are following up with the Department of Health regarding how judges and other staff in trial courts will be prioritized for the COVID-19 vaccine booster shots. The executive branch has been updated on judicial branch budget requests and the challenges of backlogs in courts. We are keeping communications open. Senator Pedersen developed a bill proposal to codify meetings among the branches. Chief Justice González has provided feedback to Senator Pedersen that we can have open communication without a statute.

Presentation: BJA Public Trust and Confidence (PTC)
Justice Yu thanked Heather Ligtenberg and Nicole Ack for their support of the PTC, acknowledged a great partnership with TVW, and thanked Rob Mead for his assistance in coordinating the Legislative Scholars program, where participation has increased.

It has been difficult getting teachers wanting to engage at this point in the Judges in the Classroom program. She thanked Rob Mead for his work supplementing lesson plans. Justice Yu asked BJA members to help spread the word on PTC resources including inviting judges into classrooms to speak. The PTC is drafting a charter that will go to BJA for approval.

Information on the PTC is on the website, https://www.courts.wa.gov/education/. Justice Yu thanked Commissioner Leo for his work on the PTC.

Racial Justice Consortium
The Racial Justice Consortium has been tasked to undertake a yearlong, statewide conversation on how we might possibly undo or change our beliefs and practices that contribute to racism.

Patty Lally, Senior Court Program Analyst and Racial Justice Consortium Racial Equity Practitioner at AOC, gave an update on the Consortium. The goal is to look for practical strategies to reach out to stakeholders and do the work required to build racial equity. The working mission for the Consortium is "ensuring fairness, equity, and justice in every instance, in every courthouse." The Consortium hopes to have a clear action plan by winter 2022. Patty Lally shared a video, and the link to the video will be distributed by Jeanne Englert.

Justice Yu said the Consortium needs the support and backing of judges to be behind initiatives and culture changes for the changes to be successful.

Chief Justice González thanked Justice Yu and Patty Lally for their work.

BJA Task Forces

Court Recovery Task Force (CRTF)
The link to the *Midterm Highlights Report September 2021* is in the materials. Jeanne Englert gave an update on the work of the CRTF committees. Work is focusing on the Court Rules project, and which orders will be going away and which ones will continue post-pandemic. This will be discussed at the CRTF meeting on Monday, October 18, 2021.

Court Security Task Force
The Task Force is in the process of developing an advocacy campaign for the 2022 budget request of $4.6 million for court security screeners and equipment. They are working on talking points and a fact sheet that will be shared with BJA members. Judge Robertson and Task Force members are meeting with legislators to ask for their support for the budget package.

Presentation: Coordinating *Blake* Funding Efforts
Chris Stanley is helping to coordinate the *Blake* information and messages throughout the state. He asked BJA members to help reach out to associations to advocate for additional *Blake* funds.

Eric Johnson, Executive Director, and Juliana Roe, Policy Director, of the Washington State Association of Counties expressed their commitment to work with the Legislature to make sure resources are available to courts for *Blake* implementation. The costs of vacating, resentencing, and reimbursement will be higher than initially anticipated. They are working with partners on supplement budget requests to make sure there is a comprehensive request. Eric Johnson thanked Chris Stanley for his work and is looking forward to working with the associations.

AOC update
AOC currently has 290 staff. With new programs funded during the last legislative session, there will be an increase of about 40 staff, many of whom are part of AOC's response in assisting courts' work to improve access to justice. Cynthia Delostrinos has been hired as the new manager of the Office of Court Innovation (OCI). The OCI will expand to include an equity researcher, a behavioral health team, and an equity and access team to focus on and support courts work with unrepresented litigants. The family and youth justice programs have been expanded. HB 1320, reform of protection orders, will require increased education staff and staff to modify JIS. Funding was provided to expand the Web Services staff support, expand legal services for the trial courts, and to continue the implementation of the Courts of Limited Jurisdiction Case Management System. Additional funding will be needed to support AOC infrastructure.

Judicial Retirement Plan

Phil Brady, Contracts Manager at AOC, reported on updates and changes to the judicial retirement plan. Updates were necessary to maintain federal compliance with tax implications. Most changes will not affect benefits.

> **It was moved by Chief Justice González and seconded by Justice Montoya-Lewis to approve the amendment and restatement of the Judicial Retirement Plan as proposed by the AOC. The motion carried unanimously.**

Standing Committee Report

Policy and Planning Committee (PPC):

The PPC is working on the adequate funding plan update. There will be a report on the survey findings in November. They are also working on recruiting an at-large committee member and are asking for applications. The Committee continues to work on the 2021–22 work plan for key policies and funding and the next round of strategic initiatives proposals.

Budget and Funding Committee (BFC):

Judge Logan discussed the unusually large supplemental budget requests submitted by AOC.

Chris Stanley provided an update on the state of the economy. Chris Stanley, Dawn Marie Rubio, and Brittany Gregory will meet with the chairs of the Senate Ways and Means Committee and the House Appropriations Committee to provide an overview of the Supplemental Budget Request.

A link to the budget request document was shared.

Court Education Committee (CEC):

The CEC report was included in the meeting materials. The Annual Judicial Conference was held virtually in September. Over 200 judicial officers attended, and all programing was recorded and is available on Inside Courts. The evaluations were positive.

Judge Bui discussed recent and upcoming webinars. CEC will review the June 2017 education strategic plan at the next CEC meeting on October 29.

The CEC received a question about whether individuals appointed for a limited time to serve as pro tem judges or commissioners are required to attend Judicial College. The CEC Executive Committee considered the training, experience, logistics, and political implications of the request and recommended that individuals should have a hardship waiver with the caveat that if appointments are retained past December 2022 they would have to attend the 2023 Judicial College. The CEC will send a letter to Supreme Court regarding waiving the attendance at the 2022 Judicial College for the term-limited pro tems and term-limited commissioners.

After a discussion, the BJA members were asked to comment.

Legislative Committee:
Brittany Gregory summarized the new legislative proposals for the 2022 legislative session. The proposals were provided in the meeting materials.

> **It was moved by Chief Justice González and seconded by Judge Scott to approve the legislative agenda. The motion carried unanimously.**

Feedback and comments may be sent to Brittany Gregory.

Small Group Discussions
The members were divided into small groups to review and discuss collaboration on the Gender and Justice Commission recommendations included in the meeting packet to identify priorities.

The following questions were discussed:

1)   What two recommendations should BJA prioritize first?

2)   What can BJA do to move these recommendations forward?

3)   What can courts do?

The groups varied in their priorities. Chief Justice González asked the note takers in each group to send their notes to Jeanne Englert.

September 17, 2021 Meeting Minutes

> **It was moved by Chief Justice González and seconded by Judge Bui to approve the September 17, 2021 Meeting Minutes. The motion carried unanimously.**

Information Sharing
Judge Bui mentioned the class at the National Judicial College on mindfulness and encouraged everyone to take care of themselves during challenging times so that everyone can continue to do the great work that you all are doing.

Judge Pennell said the Court of Appeals retreat last week went well. They discussed race equity, how to motivate each other, and how to deal with difficult conversations.

Chief Justice González mentioned a presentation from the Washington State Bar Association (WSBA) regarding ongoing litigation nationwide and its impact on the

WSBA. He would like the WSBA to create its own report on appropriate changes for the WSBA.

Brian Tollefson discussed the impact on bar associations and first amendment challenges.

Other

There being no further business, the meeting was adjourned at 12:00 p.m.

Recap of Motions from the October 15, 2021 Meeting

Motion Summary	Status
Approve the amendment and restatement of the Judicial Retirement Plan as proposed by the AOC.	Passed
Approve the legislative agenda.	Passed
Approve the September 17, 2021 Meeting Minutes.	Passed

Action Items from the October 15, 2021 Meeting

Action Item	Status
The PTC is drafting a charter that will go to BJA for approval.	
The CEC will send a letter to Supreme Court regarding waiving the attendance at the 2022 Judicial College for the term-limited pro tems and term-limited commissioners.	Done
September 17, 2021, BJA Meeting Minutes • Post the minutes online • Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.	Done Done

Strategic

Technology

Stakeholders

Priorities

Status

IT Governance

*"IT Governance is the framework by which
IT investment decisions are made, communicated and overseen"*

Summary of Changes Since Last Report

Draft: None
New Requests: None
Endorsements: None

Analysis Completed:
275 - Odyssey to EDR (Required AOC maintenance)
1332 - JCS Screen Modernization (Required AOC maintenance)
1333 - SharePoint Upgrade (Required AOC maintenance)
1334 - Exchange 2019 Migration (Required AOC maintenance)
1335 - Office Upgrade (Required AOC maintenance)

Endorsement Confirmations:
275 (AOC)
1332 (AOC)
1333 (AOC)
1334 (AOC)
1335 (AOC)

Summary of Changes Since Last Report

CLUG Decision: 275 - Odyssey to EDR (Non-JIS)
1332 - JCS Screen Modernization (Non-JIS)
1333 - SharePoint Upgrade (Non-JIS)
1334 - Exchange 2019 Migration (Non-JIS)
1335 - Office Upgrade (Non-JIS)

Authorized: 275 (AOC CIO)
1332 (AOC CIO)
1333 (AOC CIO)
1334 (AOC CIO)
1335 (AOC CIO)

In Progress: None
Completed: None
Closed: 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	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	CLJ
3	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

JISC Authorized		Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22
ITG 102	2011*													
ITG 027	2011*													
ITG 270	2020*													

* Year ITG authorized

Authorized   In Progress   Completed   Withdrawn or Closed

WASHINGTON COURTS

ITG Status Year in Review

AOC Admin/CIO Authorized

ITG	Year	Jan-20	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22
ITG 241	2021*						Authorized	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	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 256	2021*								Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 269	2020*	Authorized	Authorized	Authorized	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 274	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 275	2022*													Authorized
ITG 276	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	In Progress
ITG 277	2020*	Authorized	Authorized	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	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	In Progress	In Progress
ITG 283	2021*		Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 284	2021*	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 286	2021*			Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 287	2021*		Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 1296	2021*		Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1306	2021*					Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1309	2021*				Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1313	2021*								Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 1316	2021*					Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1317	2021*						Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1318	2021*								Authorized	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1319	2021*									Authorized	Authorized	In Progress	In Progress	In Progress
ITG 1332	2022*													Authorized
ITG 1333	2022*													Authorized
ITG 1334	2022*													Authorized
ITG 1335	2022*													Authorized

Legend: ■ Authorized ■ In Progress ■ Completed ■ Withdrawn or Closed

* Year ITG authorized

WASHINGTON COURTS

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Appellate CLUG					
1	1313	Supreme Court Opinion Routing/Tracking System	Authorized	CIO	High
Superior CLUG					
1	248	Washington State Juvenile Court Assessment (JCAT)	In Progress	Administrator	High
2	270	Allow MH-JDAT data to be accessed through BIT from the Data Warehouse	Authorized	JISC	High
3	274	EFC Extended Foster Care-Dependency - Modify Required Party of PAR Parent	In-Progress	CIO	Medium
4	283	Modify Odyssey Supervision Probation Category to Support Non-Criminal Cases	In-Progress	Administrator	Medium
5	277	TRU Truancy - Modify Required Party of PAR Parent	In-Progress	CIO	Medium
6	284	Criminal cases w/HNO & DVP case types allow DV Y/N	Authorized	CIO	Medium
7	269	Installation of Clerks Edition for Franklin County Superior Court Clerks Office	Authorized	CIO	Low
Courts of Limited Jurisdiction CLUG					
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
3	256	Spokane Municipal Court CMS to EDR Data Exchange	Authorized	Administrator	High

Authorized   In Progress   Completed   Withdrawn or Closed

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Non-JIS CLUG					
N/A	241	JIS Person - Business Indicator	In Progress	CIO	Unspecified
N/A	275	Odyssey to EDR	Authorized	CIO	
N/A	276	Parking Tickets issued in SECTOR - Interim resolution	In Progress	Administrator	Unspecified
N/A	279	JIS Name Field Upgrade	In Progress	Administrator	Unspecified
N/A	286	Statewide Reporting	In Progress	Administrator	Unspecified
N/A	287*	OnBase Product Upgrade to v20.3	Authorized	CIO	Unspecified
N/A	1296	Superior Court Text Messaging and E-mail Notifications	In Progress	CIO	Unspecified
N/A	1306	RightNow Replacement	In Progress	CIO	Unspecified
N/A	1309	SQL Server Upgrade 2019 Upgrade	In Progress	CIO	Unspecified
N/A	1316	ColdFusion 2021 Upgrade	In Progress	CIO	Unspecified
N/A	1317	BizTalk 2020 Upgrade	In Progress	CIO	Unspecified
N/A	1318	Business Object Upgrade	In Progress	CIO	Unspecified
N/A	1319	Implementation of NeoGov for AOC Employment Recruitment	In Progress	CIO	Unspecified
N/A	1332	JCS Platform Migration	Authorized	CIO	Unspecified
N/A	1333	SharePoint Upgrade	Authorized	CIO	Unspecified
N/A	1334	Exchange 2019 Migration	Authorized	CIO	Unspecified
N/A	1335	Office Upgrade	Authorized	CIO	Unspecified

Authorized   In Progress   Completed   Withdrawn or Closed

* On Hold

ITG Request Progress

Awaiting Endorsement	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting CLUG Recommendation	Awaiting Authorization	Awaiting Scheduling
None	**220**** Supplemental Race/Ethnicity Request **1297*** Self-Represented Litigants (SRL) Access to SC & CLJ Courts **1307**** Law Data Project **1308**** Integrated eFiling for Odyssey DMS Superior Courts **1320*** Public Case Search Modernization **1321**** Send JCAT data to the Data Warehouse to Facilitate Reporting **1323*** County Code Information **1324*** Appellate Court Electronic Record Retention **1325*** Appellate Court Online Credit Card Payment Portal **1326**** Online Interpreter Scheduling **1327**** SCOMIS and JRS Retirement **1328**** Risk Assessments Sustainability **1331*** Judicial Contract Tracking System (JCTS)	None	**265** Kitsap District Court CMS to EDR Data Exchange	None	**256**** Spokane Municipal Court CMS to EDR Data Exchange **269**** Installation Of Clerks Edition For Franklin County Superior Court Clerks Office **270**** Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse **275** Odyssey to EDR **284** Criminal cases with HNO and DVP case types allow DV Y/N **287**** OnBase Product Upgrade to v20.3 **1313** Supreme Court Opinion Routing/Tracking System **1332** JCS Platform Migration **1333** SharePoint Upgrade **1334** Exchange 2019 Migration **1335** Office Upgrade

* Analysis Underway   ** On Hold