



WASHINGTON
COURTS

Judicial Information System Committee (JISC)
Friday, April 22, 2022 (10:00 a.m. – 12:00 p.m.)

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

[April 22nd 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

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|----|--|---|---------------|-------|
| 1. | Call to Order a. Introductions b. Approval of Minutes | Justice Barbara Madsen, Chair | 10:00 – 10:05 | Tab 1 |
| 2. | Introduction of New JIS Business Liaisons 1. Arsenio Escudero – JISC & Courts of Limited Jurisdiction 2. Robert (Bob) Lange – Appellate and Superior Courts | Mr. Kevin Ammons, ISD Associate Director | 10:05 – 10:10 | |
| 3. | JIS Budget Update a. 21-23 Budget Update b. JIS Funding Subcommittee Update c. JIS IT Budget Concept Papers d. Decision Point: Motion to Forward JIS Recommendations to Budget and Funding Committee | Mr. Christopher Stanley, MSD Director | 10:10 – 10:55 | Tab 2 |
| 4. | Legislative Summary | Ms. Brittany Gregory, Legislative Relations Associate Director | 10:55 – 11:05 | Tab 3 |
| 5. | Appellate Court - Public Document Web Access Portal Demonstration | Mr. Kevin Ammons, ISD Associate Director Mr. Jamie Kambich, Appellate Court Business Owner | 11:05 – 11:20 | Tab 4 |
| 6. | Decision Point: Motion to submit the proposed rule change to GR31 | Mr. Phil Brady, Contracts Manager | 11:20 – 11:30 | Tab 5 |
| 7. | 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 | 11:30 – 11:45 | Tab 6 |

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|-----|---|-------------------------------|---------------|-------|
| 8. | Committee Reports Data Dissemination Committee (DDC) | Judge John Hart, DDC Chair | 11:45 – 11:55 | Tab 7 |
| 9. | Meeting Wrap Up | Justice Barbara Madsen, Chair | 11:55 – 12:00 | |
| 10. | Informational Materials a. Board for Judicial Administration (BJA) Meeting Minutes b. ITG Status Report | | | Tab 7 |

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

June 24, 2022

August 26, 2022

October 28, 2022

December 2, 2022

April 22nd 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: April 22, 2022, 10:00 AM Pacific Time

Register in advance for this meeting:

[April 22nd 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

February 25, 2022
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
Chief Brad Moericke
Judge Robert Olson
Ms. Paulette Revoir
Ms. Dawn Marie Rubio
Judge Lisa Worswick
Ms. Margaret Yetter

Members Absent:

Mr. Dave Reynolds

AOC Staff Present:

Mr. Kevin Ammons
Mr. Phil Brady
Mr. Spence Cearns
Mr. Kevin Cottingham
Ms. Vonnie Diseth
Mr. Rob Eby
Ms. Brittany Gregory
Ms. Christy Hunnefield
Mr. Mike Keeling
Mr. Dirk Marler
Ms. Anya Prozora
Mr. Christopher Stanley
Mr. Garret Tanner

Guests Present:

Ms. Suzanne Larsen-Elsner
Mr. Allen Mills
Ms. Heidi Percy
Mr. Terry Price
Mr. Christopher Shambro
Judge Kimberley Walden
Ms. Tristen Worthen

Call to Order & Approval of Meeting Minutes

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:03 a.m. This meeting was held virtually on Zoom.

Justice Madsen asked if there were any changes or additions to be made to the December 2021 meeting minutes. Hearing none, the meeting minutes were deemed approved as written. Ms. Margaret Yetter abstained from voting as she did not attend the previous meeting.

JIS Budget Update

Mr. Christopher Stanley gave a budget briefing on the JIS account. The JIS account is projected to have a deficit of \$17.53 million at the end of the biennium. JIS account revenue has declined over a ten-year period. There has been a \$10 million/year loss due to the pandemic. Normally, a fund balance would have built up between projects, but that did not happen due to the pandemic. We are on budget, but the problem is the decrease in revenue.

Mr. Stanley reported the House of Representatives deposited \$17.5 million into the budget. The Senate has fully funded the CLJ-CMS project, \$3 million for integration costs, \$2.8 million for eFiling, and \$25.4 million to finish the project. (The \$25.4 million included the full amount to pay off the Tyler Technologies contract.)

Additionally, Mr. Stanley asked for volunteers for a subcommittee to develop a long-term solution to fund the JIS account, even past the current projects. He would like to work on solutions to present to the JISC to propose to the Legislature by July. Volunteers are needed from each court level to meet for the next eight months. Ms. Yetter and Judge Scott Ahlf volunteered.

Ms. Miner asked if this is different from the Equipment Replacement workgroup. Mr. Stanley and Justice Madsen clarified that they are different groups. The JISC may not continue to offer equipment replacement.

Legislative Update

Ms. Brittany Gregory provided an update on the 2022 Legislative Session. There are about two weeks left of the legislative session. Monday, February 28 is the last day for bills to move out of the fiscal committee, and Friday, March 4 is the House of Origin cut-off for the opposite chamber. Thursday, March 10 is the last day of the session.

The BJA had a legislative slate of five bills, three of which are still active. These include a request for two more judges in Snohomish County Superior Court (SB 5575), a request for a process for filling vacancies in single judge courts (HB 1825), and a bill that would broaden the extension of juvenile diversion agreements (HB 1894). AOC and the BJA have taken a public position on or provided feedback on several bills that impact the judiciary. Details on each of these bills can be found in the Legislative Report in the meeting materials.

Additionally, at this point, the House and Senate funded the staffing and operating budget, but only the House provided some money for security equipment. Next month, the Legislature will begin soliciting proposals for the next legislation session. There will be several interim education sessions for the Legislature about the court rules process and the forms process. They will also have a Legislature Introduction to the Courts in-person event later this year.

Access To Justice Biennial Report

Mr. Rob Eby and Mr. Terry Price apprised the Committee of the recent completion of the biennial Access To Justice (ATJ) Technology Principles Report, a joint report from the Access to Justice Board and AOC which highlights the guiding principles for access to justice for all in the state of Washington, as well as provides information on initiatives and efforts underway from both AOC and the ATJ Board. Following any suggestions from the JISC, the report will be brought to the Supreme Court for approval.

Mr. Price provided some background information on Access to Justice, and recognized Judge Don Horowitz (now deceased) for being a driving force in updating the access to justice principles from 2006-2020. Mr. Price noted that the ATJ Board is aware of the "digital divide" and that the pandemic has increased concerns about individuals having access to services online.

Justice Madsen said that judges doing remote proceedings have noticed that although some rural communities have access to equipment for remote proceedings, they do not know how to use the equipment. She asked if there would be any training for litigants on how to use the equipment. Mr. Price

said the ATJ Board is developing a workgroup to discuss what can be done to address these issues in Washington.

ISD and CSD Staffing Issues/Concerns

Ms. Vonnie Diseth alerted the JISC to the current ongoing staffing issues and concerns AOC is experiencing in both Information Services (ISD) and Court Services (CSD) divisions. The agency has had significant growth and there is funding for many new positions at AOC (approximately 42 new positions in the current biennium). AOC staff have been leaving for higher paying jobs at other agencies or companies or they are being promoted within the agency. There has also been an unprecedented demand on Human Resources with 30+ open recruitments at a time. AOC currently has approximately 46 openings between ISD and CSD (19% vacancy rate). These issues have a direct, critical impact on AOC's capability to carry out work on projects, maintenance, and services in a timely manner.

Ms. Diseth reviewed the vacancies by program and position and how they impacted the work that needs to be done. She pointed out that the work is interdependent: each work area of a project or process relies on the other areas to complete the work. When there are vacancies and staff are being utilized in multiple areas to fill in the gaps, it slows progress and causes delays. New projects could be delayed if the vacancies can't be filled.

AOC completed a salary survey in 2021 and this year has started using NeoGov to help streamline the recruitment process. AOC has also asked for additional funding to increase some salaries and also funding for new HR positions. AOC will complete another salary survey this year to cover the positions that were not included in the 2021 salary survey. The agency is also considering hiring contractors to help fill some of the vacancies temporarily, specifically vendors that could offer up candidates quickly in the areas of expertise that are needed at the time. However, this process may take several months.

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

CLJ-CMS Project Update

Mr. Garret Tanner provided an update on the CLJ-CMS project. The project team is focused on launching the Pilot Courts in October 2022. The decision was made to implement Odyssey 2022 in the Pilot Courts. The project team has continued to work on the technical components of the project. The third data review has finished in February, and the fourth data push will begin in April. The team has been working on configuration questionnaires and will be sending them out to the Pilot Courts to coincide with the first Pilot Court Kick-off meetings at the end of the month.

There was some discussion regarding the role of the Pilot Courts in assisting and providing feedback to help guide the later implementation phases of the project. Mr. Tanner stressed that the Pilot Courts' input will be taken and considered for future court implementations; they will help guide the team to make adjustments to the business processes, how information is gathered, and how meetings are held for future courts. Ms. Diseth added that one of the lessons learned from the SC-CMS project was that none of the steering committee members used Odyssey early on and so when a problem came up in using Odyssey, those people were not at the table. Ms. Yetter, Ms. Paulette Revoir, and Ms. Mindy

Breiner each noted that there are individuals from the Pilot Courts actively participating in the CLJ-CMS Court User Workgroup (CUWG) and that they are also represented on the Project Steering Committee. Ms. Yetter commented on behalf of the Project Steering Committee that needs have changed over the last ten years and that all of the members of the steering committee remain supporters of the project.

Quality Assurance Assessment Report

Mr. Allen Mills, with the project’s QA vendor Bluecrane, provided an overview of the January 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 Hart announced that as there were no new agenda items, the February Data Dissemination Committee meeting was cancelled. As such, no report was given.

Meeting Wrap Up & Adjournment

Justice Madsen asked that members who would like to volunteer to participate in the JIS Funding Subcommittee, to please contact Mr. Stanley, Ms. Diseth, Mr. Marler, or herself.

Justice Madsen adjourned the meeting at 11:57 am.

Next Meeting

The next meeting will be April 22, 2022, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

| | Action Items | Owner | Status |
|--|--------------|-------|--------|
| | | | |

Judicial Information System Committee Meeting

April 22, 2022

DECISION POINT – Approve the Recommended IT Related Concept Papers to Become Decision Packages.

MOTION:

I move to adopt the recommended IT related “concept papers” and move them forward to the Supreme Court Budget Committee for further action.

I. BACKGROUND

Every two years, the Judicial Branch prepares budget requests for the Legislature as part of that body’s biennial budget. The budget requests are typically referred to as “decision packages”. As part of our more inclusive approach to developing these requests, our process this year is starting with short memos we call “concept papers”. These papers present ideas that will either become decision packages over the summer or be set aside for further work.

II. DISCUSSION

Chief Financial and Management Officer Christopher Stanley will be presenting the recommendations of AOC’s Executive Team and host a discussion of the same.

III. PROPOSAL

It is proposed that the recommendations (either in full or as amended) be adopted and forwarded to the Supreme Court Budget Committee (SCBC).

IV. OUTCOME IF NOT PASSED –

If recommendations are not forwarded to the SCBC, the process as a whole will come to a standstill. The process of developing a budget request for the Legislature and obtaining authorization from the various oversight committees is time-sensitive. It does have some timing flexibility, but not enough to allow for a full delay of the recommendations until a later meeting.



April 11, 2022

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

Legislative Updates

The 2022 legislative session began on January 10. In even years the legislature meets for sixty days to develop the supplemental operating, transportation and capital budgets, and to consider prospective legislation. The House introduced approximately 550 bills, and passed 167. The Senate introduced approximately 499 bills, and passed 136. The session concluded as scheduled on March 10.

AOC staff is transitioning from legislative analysis to legislative implementation, and have produced bill summaries for legislation that impacts the judicial branch. The bill summaries will be included in the 2022 Legislative Session Summary, which will be released in April.

With ESSB 5490 signed into law, the Office of Judicial and Legislative Relations (OJLR) is helping the Chief Justice prepare for the Committee's first meeting. Letters will be sent to the leaders of the agencies, associations, and stakeholder groups listed in Section 1(8) of the bill. The letters will solicit agenda items for the first meeting, and request a recommendation for a representative to sit on the Interbranch Advisory Committee.

On April 8, a survey was sent to the judicial community to gauge what tools would be helpful in empowering judicial stakeholders to create relationships with local and state legislative authorities. The survey responses will help inform the creation of advocacy materials and trainings. If you have not done so, please take 3-5 minutes to complete the survey. The survey deadline is Friday, April 29.

2022 Legislative Session

This session the legislature focused on trailer bills to make technical fixes to the legislation passed from the 2021 legislative session. The trailer bills were focused in the areas of police accountability, protection orders, guardianship matters and COVID-19 housing protections. There was also an emphasis on legislation to respond to the *State v. Blake* decision.

There were several pieces of legislation passed by the legislature that will have an impact on the judiciary.

- **HB 1412** (Authorizing courts to waive restitution and interest on restitution if an individual is indigent or incarcerated): Signed by the Governor on March 31, 2022.
- **HB 1735** (Expands the authority for a peace officer to use physical force, subject to the requirement to exercise reasonable care, in additional specific circumstances): Signed by the Governor on March 4, 2022.
- **HB 1901** (Revises provisions governing court jurisdiction over civil protection order proceedings): Signed by the Governor on March 30, 2022.
- **SB 5490** (Creates an interbranch advisory committee): Partially vetoed by the Governor on March 31, 2022.
- **SB 5788** (Makes changes to laws related to a minor guardianship): Signed by the Governor on March 30, 2022.

2022 BJA Request Legislation

At the suggestion of the BJA Legislative Committee, the BJA proposed five request bills this session, and three of the five bills passed out of both chambers and have been signed by the Governor.

- **HB 1825** (Creating a process for filling vacancies in single judge courts): Passed out of both chambers unanimously after being amended in Senate. Signed by the Governor on March 17, 2022.
- **HB 1894** (Broadening the extension for juvenile diversion agreements): Passed out of both chambers unanimously. Signed by the Governor on March 11, 2022.
- **SB 5575** (Adding two judges to the Snohomish County Superior Court): Passed out of both chambers unanimously. Signed by the Governor on March 11, 2022.

BJA Legislative Committee Next Activities

The BJA Legislative Committee is soliciting proposals for BJA request legislation for the 2023 legislative session. Proposals and supporting documentation are due June 20. The submittal form was shared in March and will be disseminated to the court community through judicial leadership.

ITG #252 – Appellate Court Public Document Web Access Portal Demonstration

Kevin Ammons, ISD Associate Director
Jamie Kambich, Appellate Court Business Owner

April 22, 2022

Appellate Court Strategic Plan

- Current six-year strategic plan has three phases
 - ✓ Phase 1 implemented the OnBase Electronic Content Management System
 - ✓ Phase 2 enhanced and matured the system by implementing functionality for calendar support, screening, recusal management and many other functions
 - ❖ Phase 3, the final phase, moved the appellate courts to an electronic court records environment and includes expanding the system to include public access to appellate court records
- Work is underway to develop the next six-year strategic plan to continue expanding the functionality of the appellate court systems

Public Access Portal Overview

- This portal will provide public access to appellate case documents
 - ❖ Only public documents on non-confidential and non-sealed case types will be available
 - ❖ There will be no access to the trial court record
 - ❖ Only provides access to appellate cases filed after January 1, 2020
 - ❖ There is no charge for access to the documents
- Planned implementation the week of June 6, 2022



Demonstration

GR 31
ACCESS TO COURT
RECORDS

(a) Policy and Purpose. It is the policy of the courts to facilitate access to court records as provided by Article I, Section 10 of the Washington State Constitution. Access to court records is not absolute and shall be consistent with reasonable expectations of personal privacy as provided by article 1, Section 7 of the Washington State Constitution and shall not unduly burden the business of the courts.

(b) Scope. This rule applies to all court records, regardless of the physical form of the court record, the method of recording the court record or the method of storage of the court record. Administrative records are not within the scope of this rule. Court records are further governed by GR 22.

(c) Definitions.

(1) “Access” means the ability to view or obtain a copy of a court record.

(2) “Administrative record” means any record pertaining to the management, supervision or administration of the judicial branch, including any court, board, or committee appointed by or under the direction of any court or other entity within the judicial branch, or the office of any county clerk.

(3) “Bulk distribution” means distribution of all, or a significant subset, of the information in court records, as is and without modification.

(4) “Court record” includes, but is not limited to: (i) Any document, information, exhibit, or other thing that is maintained by a court in connection with a judicial proceeding, and (ii) Any index, calendar, docket, register of actions, official record of the proceedings, order, decree, judgment, minute, and any information in a case management system created or prepared by the court that is related to a judicial proceeding. Court record does not include data maintained by or for a judge pertaining to a particular case or party, such as personal notes and communications, memoranda, drafts, or other working papers; or information gathered, maintained, or stored by a government agency or other entity to which the court has access but which is not entered into the record.

(5) “Criminal justice agencies” are government agencies that perform criminal justice functions pursuant to statute or executive order and that allocate a substantial part of their annual budget to those functions.

(6) “Dissemination contract” means an agreement between a court record provider and any person or entity, except a Washington State court (Supreme Court, court of appeals, superior court, district court or municipal court), that is provided court records. The essential elements of a dissemination contract shall be promulgated by the JIS Committee.

(7) “Judicial Information System (JIS) Committee” is the committee with oversight of the statewide judicial information system. The judicial information system is the automated, centralized, statewide information system that serves the state courts.

(8) “Judge” means a judicial officer as defined in the Code of Judicial Conduct (CJC) Application of the Code of Judicial Conduct Section (A).

(9) “Public” includes an individual, partnership, joint venture, public or private corporation, association, federal, state, or local governmental entity or agency, however constituted, or any other organization or group of persons, however organized.

(10) “Public purpose agency” means governmental agencies included in the definition of “agency” in RCW 42.17.020 and other non-profit organizations whose principal function is to provide services to the public.

(d) Access.

(1) The public shall have access to all court records except as restricted by federal law, state law, court rule, court order, or case law.

(2) Information from an official juvenile offender court record shall not be displayed on a publicly accessible website. The only exception to this rule is if the website is accessed from a physical county clerk’s office location.

(3) Each court by action of a majority of the judges may from time to time make and amend local rules governing access to court records not inconsistent with this rule.

(4) A fee may not be charged to view court records at the courthouse.

(e) Personal Identifiers Omitted or Redacted from Court Records.

(1) Except as otherwise provided in GR 22, parties shall not include, and if present shall redact, the following personal identifiers from all documents filed with the court, whether filed electronically or in paper, unless necessary or otherwise ordered by the Court.

(A) Social Security Numbers. If the Social Security Number of an individual must be included in a document, only the last four digits of that number shall be used.

(B) Financial Account Numbers. If financial account numbers are relevant, only the last four digits shall be recited in the document.

(C) Driver’s License Numbers.

(D) In a juvenile offender case, the parties shall caption the case using the juvenile's

initials. The parties shall refer to the juvenile by their initials throughout all briefing and pleadings.

(2) The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Court, ~~or~~ the Clerk, and the Administrative Office of the Courts will not review each pleading for compliance with this rule. If a pleading is filed without redaction, the opposing party or identified person may move the Court to order redaction. The court may award the prevailing party reasonable expenses, including attorney fees and court costs, incurred in making or opposing the motion.

Comment

This rule does not require any party, attorney, clerk, or judicial officer to redact information from a court record that was filed prior to the adoption of this rule.

(f) Distribution of Court Records Not Publicly Accessible.

(1) A public purpose agency may request court records not publicly accessible for scholarly, governmental, or research purposes where the identification of specific individuals is ancillary to the purpose of the inquiry. In order to grant such requests, the court or the Administrator for the Courts must:

(A) Consider: (i) the extent to which access will result in efficiencies in the operation of the judiciary; (ii) the extent to which access will fulfill a legislative mandate; (iii) the extent to which access will result in efficiencies in other parts of the justice system; and (iv) the risks created by permitting the access.

(B) Determine, in its discretion, that filling the request will not violate this rule.

(C) Determine the minimum access to restricted court records necessary for the purpose is provided to the requestor.

(D) Assure that prior to the release of court records under section (f) (1), the requestor has executed a dissemination contract that includes terms and conditions which: (i) require the requester to specify provisions for the secure protection of any data that is confidential; (ii) prohibit the disclosure of data in any form which identifies an individual; (iii) prohibit the copying, duplication, or dissemination of information or data provided other than for the stated purpose; and (iv) maintain a log of any distribution of court records which will be open and available for audit by the court or the Administrator of the Courts. Any audit should verify that the court records are being appropriately used and in a manner consistent with this rule.

(2) Courts, court employees, clerks and clerk employees, and the Commission on Judicial Conduct may access and use court records only for the purpose of conducting official court business.

(3) Criminal justice agencies may request court records not publicly accessible.

(A) The provider of court records shall approve the access level and permitted use for classes of criminal justice agencies including, but not limited to, law enforcement, prosecutors, and corrections. An agency that is not included in a class may request access.

(B) Agencies requesting access under this section of the rule shall identify the court records requested and the proposed use for the court records.

(C) Access by criminal justice agencies shall be governed by a dissemination contract. The contract shall: (i) specify the data to which access is granted, (ii) specify the uses which the agency will make of the data, and (iii) include the agency's agreement that its employees will access the data only for the uses specified.

(g) Bulk Distribution of Court Records.

(1) A dissemination contract and disclaimer approved by the JIS Committee for JIS records or a dissemination contract and disclaimer approved by the court clerk for local records must accompany all bulk distribution of court records.

(2) A request for bulk distribution of court records may be denied if providing the information will create an undue burden on court or court clerk operations because of the amount of equipment, materials, staff time, computer time or other resources required to satisfy the request.

(3) The use of court records, distributed in bulk form, for the purpose of commercial solicitation of individuals named in the court records is prohibited.

(4) The Administrator for the Courts is not responsible for the content of any court documents published through the JIS as part of projects approved by the JIS Committee.

(h) Appeals. Appeals of denials of access to JIS records maintained at state level shall be governed by the rules and policies established by the JIS Committee.

(i) Notice. The Administrator for the Courts shall develop a method to notify the public of access to court records and the restrictions on access.

(j) Access to Juror Information. Individual juror information, other than name, is presumed to be private. After the conclusion of a jury trial, the attorney for a party, or party pro se, or member of the public, may petition the trial court for access to individual juror information under the control of court. Upon a showing of good cause, the court may permit the petitioner to have access to relevant information. The court may require that juror information not be disclosed to other persons.

(k) Access to Master Jury Source List. Master jury source list information, other than name and address, is presumed to be private. Upon a showing of good cause, the court may permit a petitioner to have access to relevant information from the list. The court may require that the information not be disclosed to other persons.

To: Justice Madsen and Judge Hart, JISC Chairs
JISC Committee Members

From: Phil Brady, AOC Contracts, Public Records, and Data Dissemination Manager

CC: Clerks of the Court of Appeals and the Supreme Court

Date: March 31, 2022

Re: Proposed Change to General Rule 31

I. Executive Summary

The AC-ECMS public viewer project will result in publication of a broad array of documents on the internet in a manner widely accessible to the public. Some of these documents may contain information that is sensitive, confidential, special-handling required, or otherwise potentially offensive to either litigants or third parties. The existing General Rule 31 explicitly states that neither the Appellate Clerks nor the Courts have any obligation to review or redact any information from such documents; AOC is requesting the same protection regarding these documents.

II. Background

In April of 2018, JISC approved the development of a public access viewer for appellate court records filed electronically with the Courts of Appeals and the Supreme Court.¹ AOC staff from the Court Services Division and Information Services Division worked with the appellate clerks to develop detailed requirements for the system. This work resulted in the creation of draft Public Access Parameters Documentation in September of 2020. The draft requirements would require publication of 24 categories of documents for the Court of Appeals and 24 categories of documents for the Supreme Court. Many of these documents contain information that may be considered sensitive, confidential, or special-handling required.²

This is the first time AOC has been asked to maintain a portal that will broadly expose court records (other than briefs and opinions) to the public, but this issue is likely to also arise in the trial court context in the near future as eFiling is implemented across the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) and Superior Court Case Management System (SC-CMS).

¹ JISC also approved creation of a viewer for case participants for appellate cases.

² Based on an AOC review of a subset of 251 randomly selected documents across the document types, 27% contained elements considered sensitive, confidential, or special-handling required. This included, but was not limited to, health care and diagnosis information; juvenile data and records including names, addresses, relationships, and dates of birth; information about victims of domestic violence including names, addresses, and dates of birth; and banking information.

III. Analysis

GR31 was last updated in 2006³, and a lot has changed both with technology generally and specifically with the role the JIS plays within the court systems. The rule predates AC-ECMS and Odyssey's Document Management System; at the time its current revision was promulgated, there was no centralized repository of court documents anywhere in the state. Circumstances are likely to change substantially more in the next several years, as trial courts begin adopting eFiling systems, either through OFS or other solutions, and there will be increasing pressure on courts to provide easier electronic access to records. It may be appropriate for the Supreme Court to update and modernize GR31 to reflect these new realities.

Existing GR 31 (e)(2) states:

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. **The Court or the Clerk will not review each pleading for compliance with this rule.** If a pleading is filed without redaction, the opposing party or identified person may move the Court to order redaction. The court may award the prevailing party reasonable expenses, including attorney fees and court costs, incurred in making or opposing the motion.

[Emphasis added]. AOC asks the JISC to recommend to the Supreme Court an amendment to this provision to clarify that "The Court, the Clerk, and AOC will not review each pleading for compliance with this rule." The clause would now read:

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Court, the Clerk, and the Administrative Office of the Courts will not review each pleading for compliance with this rule. If a pleading is filed without redaction, the opposing party or identified person may move the Court to order redaction. The court may award the prevailing party reasonable expenses, including attorney fees and court costs, incurred in making or opposing the motion.

Further, AOC asks the JISC to support that a new subsection (4) be added to subsection (g), to read:

(4) The Administrator for the Courts is not responsible for the content of any court documents published through the JIS as part of projects approved by the JIS Committee.

³ After the drafting of this memo, an amendment to GR 31 was approved by the Washington Supreme Court. It made changes related to juvenile records, but did not affect the issues presented herein.

IV. Conclusion

AOC asks the JISC to recommend to the Supreme Court the above changes to GR 31 (e)(2) and (g).

V. Authority/Appendices

Attached

Judicial Information System Committee Meeting

April 22, 2022

DECISION POINT – Proposed Amendment to GR 31.

MOTION:

I move that the JISC propose two amendments to GR 31 to the Supreme Court for their review and potential adoption. The proposed amendments to GR 31 would have two effects:

- Clarify that AOC has no duty to review or redact court documents filed in systems connected to the JIS.
- Clarify that the AOC is not responsible for the content of any court documents filed in systems connected to the JIS as part of projects reviewed and approved by the JISC.

I. BACKGROUND

In April of 2018, JISC approved the development of a public access viewer for appellate court records filed electronically with the Court of Appeals and the Supreme Court. AOC staff from the Court Services Division and Information Services Division worked with the appellate clerks to develop detailed requirements for the system. This work resulted in the creation of draft Public Access Parameters Documentation in September of 2020. The draft requirements would require publication of 24 categories of documents for the Court of Appeals and 24 categories of documents for the Supreme Court. Many of these documents contain information that may be considered sensitive, confidential, or special-handling required.

II. DISCUSSION

This is the first time AOC has been asked to maintain a portal that will broadly expose court records (other than briefs and opinions) to the public, but this issue is likely to also arise in the trial court context in the near future as eFiling is implemented across the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) and Superior Court Case Management System (SC-CMS). The AOC regularly receives communications and threats of litigation from members of the public unhappy with information that is published by existing systems or posted on the courts.wa.gov domain, and the frequency of these communications is likely to grow proportionately when the amount of information and documents is substantially increased as AC-ECMS and other document systems go live.

AOC does not have authority to review or remove any documents published through systems like the AC-ECMS, but also does not have an explicit disclaimer of liability for these documents and the information contained therein.

III. PROPOSAL

AOC is asking the JISC to propose two amendments to GR 31 to the Supreme Court for their review and potential adoption. The proposed amendments to GR 31 would have two effects:

- Clarify that AOC has no duty to review or redact court documents filed in systems connected to the JIS.
- Clarify that the AOC is not responsible for the content of any court documents filed in systems connected to the JIS as part of projects reviewed and approved by the JISC.

IV. OUTCOME IF NOT PASSED –

If the bylaw amendments are not passed, AOC may be subject to challenge based on the content of documents contained within the AC-ECMS or future eFiling repositories.



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

Project Update

Garret Tanner
CLJ-CMS Project Manager

April 22, 2022

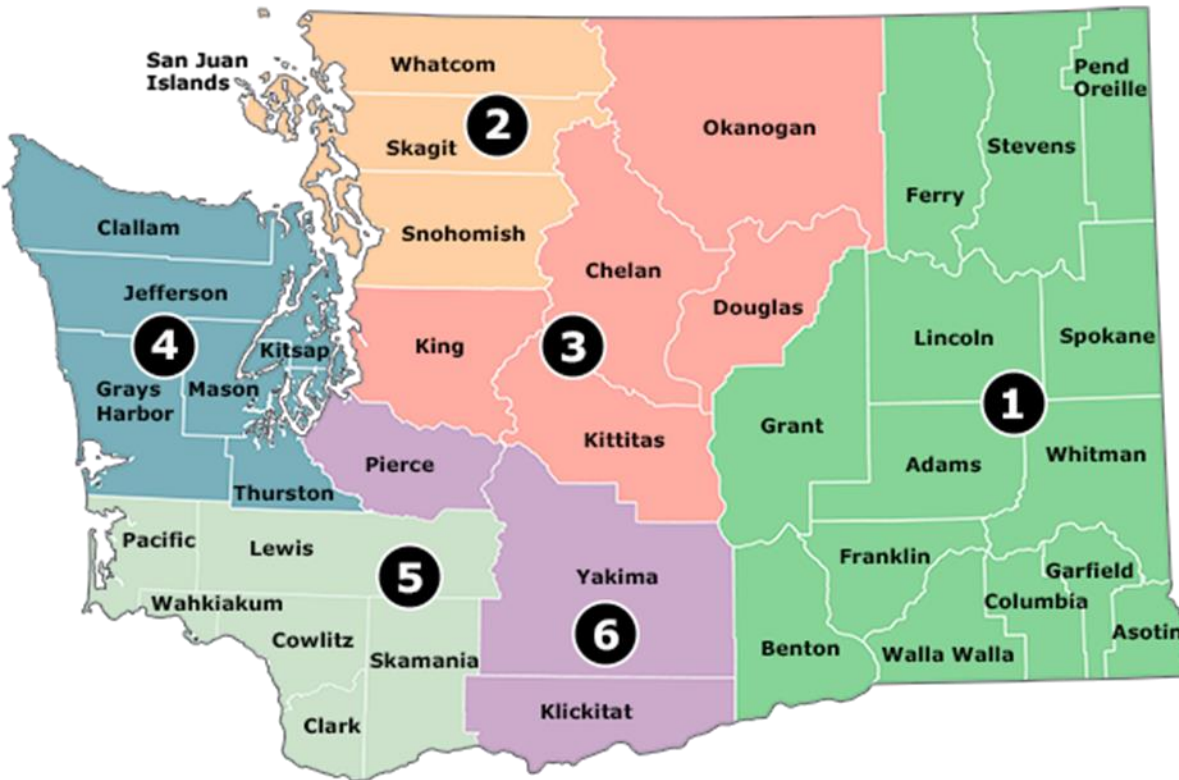


Project Scope

Three components:

- eFile & Serve (Odyssey File & Serve)
- Enterprise Justice (Odyssey)
- Enterprise Supervision (Tyler Supervision)

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

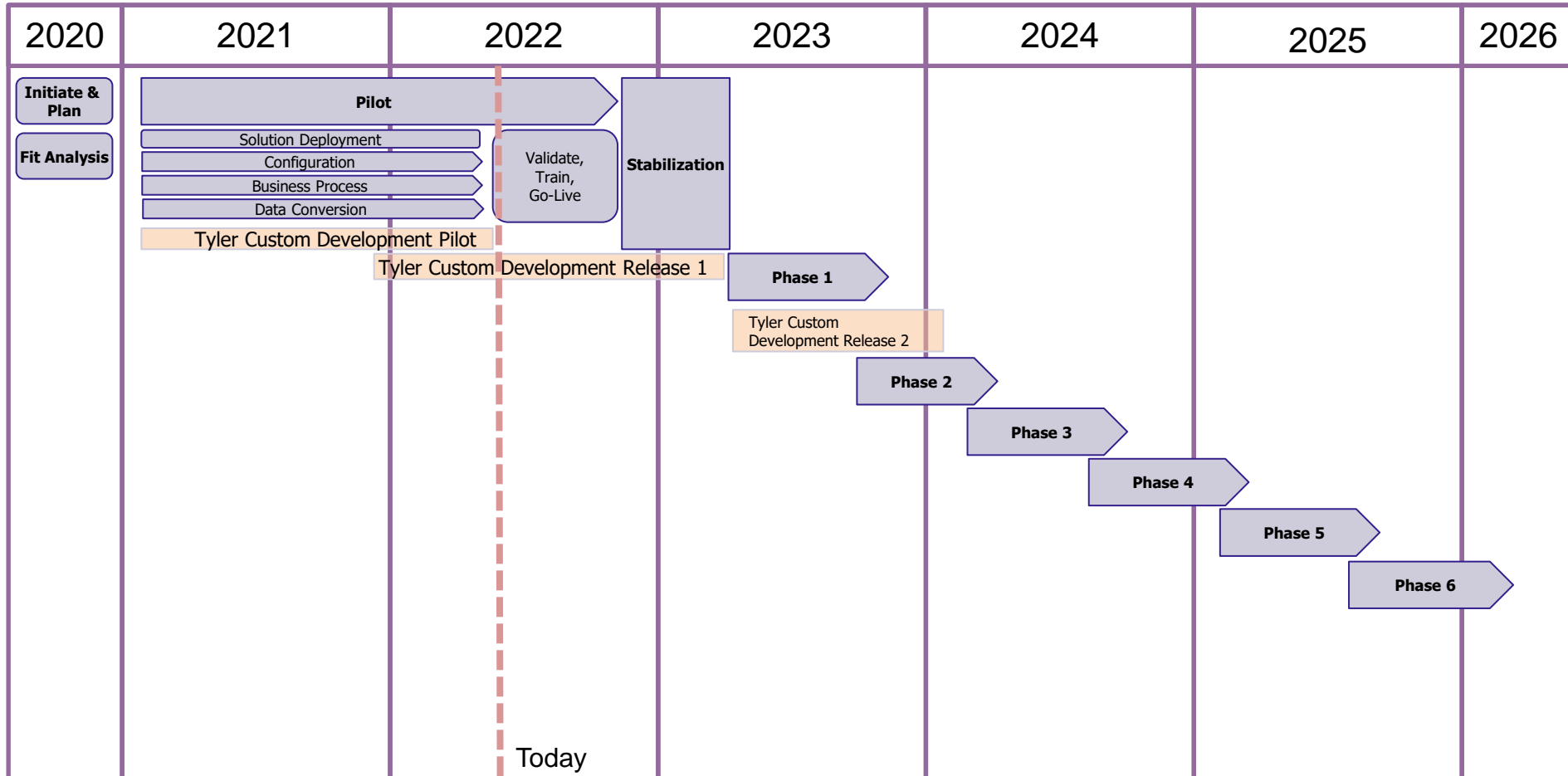
Phase 3: September 2024
North Central Washington - Chelan, Douglas, King Municipals, Kittitas, and Okanogan

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 eFiling Project Activity

- ✓ eFiling was fully funded in the legislative budget as “ongoing”
 - AOC is working with Tyler Technologies to amend the contract based on this. eFiling will be rolled out to courts based on their phased implementation.



Recent CMS Project Activity

- ✓ Enterprise Justice 2022.1 upgrade applied to all environments
- ✓ Data Push 4 (of 5) completed
 - ❖ Data Review est. complete May 2
- Local configuration questionnaires expected back from pilot courts by April 30

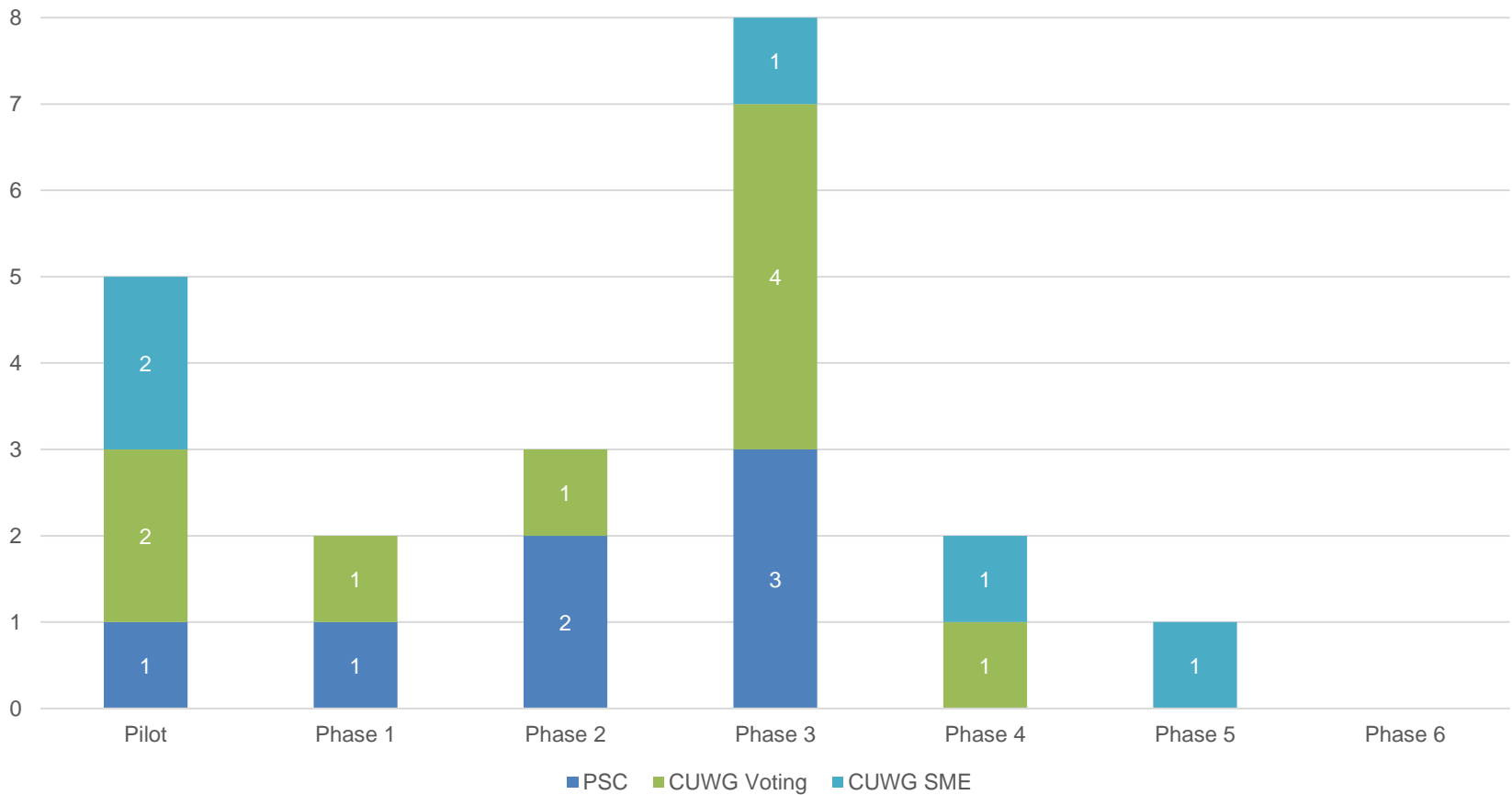


Project Outreach

- ✓ Communications plan for Q2 & Q3 drafted
 - ❖ Working with pilot courts on staff readiness
 - ❖ Sharing pilot court progress & lessons learned

Project Outreach

Stakeholder Representation by Phase





Work in Progress

- Technical Sprint 15 continues
- Data validation for pilot release number 4 (of 5) in progress
- Testing Business Processes
- Preparing for Solution Validation

Active Project Risks – April 2022

| Total Project Risks | | | |
|---|--------------------|---|--------|
| Low Risk | Medium Risk | High Risk | Closed |
| 2 | 3 | 4 | 17 |
| 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 – April 2022

| Active Risks Status | |
|--|--|
| Risk | Mitigation |
| <p>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.</p> | <p>(April 5, 2022) DMCJA is championing a Statewide rule for mandatory eFiling. Pilot Courts will need to enact a local rule in the meantime.</p> |
| <p>Legality of charging for filings on cases – A question was posed if it was legal to charge for filings on cases.</p> | <p>(March 31, 2022) eFiling was fully funded during legislative session. This risk is Closed and will be removed.</p> |
| <p>Enterprise Justice version to be used – In November 2021, Tyler determined that Enterprise Justice 2019 would not be compatible with some of the mandatory requirements.</p> | <p>(February 1, 2022) In January the vendor formally recommend Enterprise Justice 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.</p> |

Active Project Risks – April 2022

| High Risks Status | | |
|---|--------------------|---|
| Risk | Probability/Impact | Mitigation |
| Enterprise 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. |
| Enterprise Supervision/Enterprise Justice Integrations – The two products are not yet seamlessly integrated. | Likely/Moderate | (March 25, 2022) Tyler has delivered the first deliverable of the “Alliance” project. This is currently being tested by AOC. |
| Third Party Integrations – Some courts have local systems that they would like integrated with Enterprise Justice. | High/High | (April 19, 2022) The Project Steering Committee held a session to discuss on the Integrations Feasibility Study on 4/19. |

Active Project Risks – April 2022

| High Risks Status | | |
|--|--------------------|---|
| Risk | Probability/Impact | Mitigation |
| <p>Performance Issues – It is possible that users will feel that Enterprise Justice works less efficiently than the legacy system due to changing processes and procedures.</p> | Moderate/Moderate | (March 21, 2022) Performance of version 2022.1.x is improved over 2019.x. Concerns that the system will be slower than Legacy systems are still present and will be addressed with training and change management activities. |
| <p>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.</p> | Certain/Moderate | (April 22, 2022) 2 new hires and one internal transfer on CLJ-CMS since February. 6 jobs open for active recruitment. |

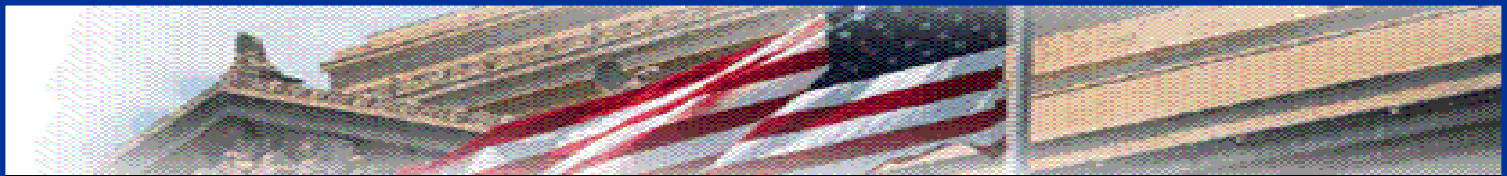
Next Steps

| Milestone | Date |
|--|----------------------------|
| Approve data conversion push 4 of 5 (Pilot courts) | Est. complete May 6, 2022 |
| Technical Sprint 15 | Est. complete May 9, 2022 |
| Complete Business Process Documents | April 2022 |
| Technical Sprint 16 | Est. complete May 23, 2022 |
| Approve data conversion push 5 of 5 (Pilot courts) | June 24, 2022 |
| Complete development of Statewide forms | July 2022 |
| Technical Sprint 17 | Est. complete June 6, 2022 |
| Begin Solution Validation | July 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

March 2022

Prepared by

Bluecrane, Inc.



bluecrane ®



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310-793-0000

March 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 March 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
- Case Management
- Supervision

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 March. Noteworthy accomplishments include:

- Kick-off meetings were conducted with the four CLJ-CMS “Pilot” Courts:
 - Fircrest Municipal Court
 - Gig Harbor Municipal Court
 - Pierce County District Court
 - Tacoma Municipal Court
- Tyler Technologies Organizational Readiness assessment was completed with positive initial results; the CLJ-CMS Project Team is awaiting a final report
- Training on Clerk Edition Minute Order processing was completed on March 9; this set of capabilities provides court clerks with a quick method for entering certain orders
- Testing of the upgrade to Enterprise Justice 2022.1 (formerly known as “Odyssey 2022.1”) continued with no significant issues
- Preparations for Data Push 4, the fourth of five data conversion “trial” runs, began
- Progress continued on work related to the Enterprise Data Repository (EDR) and the ability to transfer CLJ-CMS data between Enterprise Justice and EDR

The “countdown clock” for the implementation of the four Pilot Courts has started, with implementation 200 calendar days away as of March 31 (which includes 61 weekend days and holidays!). The pilot courts have completed initial questionnaires that include inquiries to determine preparedness for implementation. The CLJ-CMS Project team will utilize the information from the questionnaires and other implementation readiness checklists and tools to tailor work over the next six and one-half months.

Our primary areas of concern at the time of the writing of this report are in the areas of:

- **Staffing**
- **eFiling**
- **Local Court Integrations**

Our current perspectives on the risks in these areas are outlined below.



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.

For the CLJ-CMS Project, current major staffing gaps are:

- Customer Service (3 additional hires planned by pilot)
- Production Support (4 additional hires planned by pilot)
- Deployment (1 additional hire planned by pilot)
- System Test Analyst / QA (1 additional hire planned by pilot)
- Senior Integrator (1 additional hire planned by Pilot)
- Senior System Support Analyst / Conversion (1 additional hire planned by pilot)
- Deputy PM (backfill for Garret needed as soon as practical)

Because of the current vacancies, market conditions for recruiting and hiring, and backlog of recruitments pending at AOC, we are increasing our assessment of the risk in this area to "yellow." In fact, the risks in this area are rapidly approaching a "red," all-hands-on-deck level, but, for now, we simply note that the risks are increasing and serious. Also, the potential to "burn out" current staff due to so many open positions is a very real risk and should not be minimized.

As we have said before, there is nothing that AOC can do about the market conditions. At the same time, we applaud AOC management's efforts to take actions on aspects of the problem that are within their control. AOC has submitted a supplemental budget request, is exploring contracting options, and is planning a 2022 compensation study that is a follow-up to a 2021 study. There is also a 3.25 percent salary increase for state employees that will take effect July 1, 2022, pending the passage of the state budget for FY2023. The salary increase should be helpful, although it will apply to higher paying positions in Executive Branch agencies as well.

eFiling

The approved state budget for FY2023 includes ongoing funding for eFiling that will subsidize the service with no need to charge user fees. Thus, the CLJ-CMS Project will move forward with including eFiling as part of each local court's implementation. The Project is well-positioned to include eFiling since much work (including testing) was done before eFiling was put "on hold," pending resolution of funding.

Local Court Integrations

At the present time, next steps regarding local court integrations remain the following:

1. Report on the integration analysis by the Associate Director of CSD to the PSC on April 19, 2022.



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

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 | March 2022 | February 2022 | January 2022 |
| Project Staffing | Risk <i>(Risk Increasing)</i> | Risk | Risk Being Addressed |
| 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 |



Project Management and Sponsorship

| Assessment Area | March 2022 | February 2022 | January 2022 |
|---------------------------------------|--------------------|----------------------|---------------------|
| Governance | No Risk Identified | No Risk Identified | No Risk Identified |
| Contracts and Deliverables Management | No Risk Identified | No Risk Identified | No Risk Identified |
| PMO Processes | No Risk Identified | No Risk Identified | No Risk Identified |

People

| Assessment Area | March 2022 | February 2022 | January 2022 |
|--------------------------------|----------------------|----------------------|----------------------|
| 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 | March 2022 | February 2022 | January 2022 |
| 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 |
| 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 |



| Solution | | | |
|-----------------------------|--------------------|----------------------|---------------------|
| Assessment Area | March 2022 | February 2022 | January 2022 |
| 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 | March 2022 | February 2022 | January 2022 |
| 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 | March 2022 | February 2022 | January 2022 |
| 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 |



Infrastructure

| Assessment Area | March 2022 | February 2022 | January 2022 |
|------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 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 | | | |
|------------------------------------|---|-------------|-----------------------------|
| Project Staffing | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | Risk <i>(Risk Increasing)</i> | Risk | Risk Being Addressed |

Findings

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.

The staffing challenges AOC-wide were described in a presentation to the JISC on Friday, February 25, 2022. At the time of the presentation, there were 28 vacancies in ISD and 18 vacancies in CSD of AOC. The vacancies are due to agency growth, staff leaving for higher paying jobs (many at Executive Branch agencies), and recruitments taking months to fill. The situation has created an unprecedented demand on AOC’s Human Resources.

For the CLJ-CMS Project, current major staffing gaps are:

- Customer Service (3 additional hires planned by pilot)
- Production Support (4 additional hires planned by pilot)
- Deployment (1 additional hire planned by pilot)
- System Test Analyst / QA (1 additional hire planned by pilot)
- Senior Integrator (1 additional hire planned by Pilot)
- Senior System Support Analyst / Conversion (1 additional hire planned by pilot)
- Deputy PM (backfill for Garret needed as soon as practical)

Because of the current vacancies, market conditions for recruiting and hiring, and backlog of recruitments pending at AOC, we are increasing our assessment of the risk in this area to “yellow.” In fact, the risks in this area are rapidly approaching a “red,” all-hands-on-deck level, but, for now, we simply note that the risks are increasing and serious. Also, the potential to “burn out” current staff due to so many open positions is a very real risk and should not be minimized.



Of course, there is nothing that AOC can do about the market conditions. At the same time, we applaud AOC management’s efforts to take actions on aspects of the problem that are within their control. AOC has submitted a supplemental budget request, is exploring contracting options, and is planning a 2022 compensation study that is a follow-up to a 2021 study. There is also a 3.25 percent salary increase for state employees that will take effect July 1, 2022, pending the passage of the state budget for FY2023. The salary increase should be helpful, although it will apply to higher paying positions in Executive Branch agencies as well.

Risks and Issues

If the filling of CLJ Project positions becomes a prolonged effort, the project’s timeline may be at risk.

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 | | | |
|------------------------------------|---------------------------------|----------------------|----------------------|
| Scope: eFiling | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | Risk Being Addressed | Risk Being Addressed | Risk Being Addressed |

Findings

The approved state budget for FY2023 includes ongoing funding for eFiling that will subsidize the service with no need to charge user fees. Thus, the CLJ-CMS Project will move forward with including eFiling as part of each local court’s implementation.

The work done to-date for eFiling (such as the single integration and its certification by Tyler in September 2021) has positioned the project well to resume eFiling-specific tasks which were put “on hold,” in July 2021 pending resolution of funding.

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 July 2021 decision to delay eFiling implementation, AOC and the PSC anticipated a need to amend the Tyler contract. The AOC had already submitted a change request to delay eFiling. However, Tyler and AOC agreed to delay negotiations until after the results of the 2022 legislative budget process were announced. Now that the budget is final and



includes funding for eFiling, we anticipate that negotiations will resume with a revised approach of implementing eFiling concurrent with Enterprise Justice in each local court.

2.1.3 Scope: Case Management

| Project Management and Sponsorship | | | |
|------------------------------------|---------------------------------|--------------------|--------------------|
| Scope: Case Management | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | | |
|------------------------------------|---------------------------------|----------------------|----------------------|
| Schedule: eFiling | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | Risk Being Addressed | Risk Being Addressed | Risk Being Addressed |

Findings

As noted above, the approved state budget for FY2023 includes ongoing funding for eFiling that will subsidize the service with no need to charge user fees. Thus, the CLJ-CMS Project will move forward with including eFiling as part of each local court’s implementation.

The work done to-date for eFiling (such as the single integration and its certification by Tyler in September 2021) has positioned the project well to resume eFiling-specific tasks which were put “on hold,” in July 2021 pending resolution of funding.

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 July 2021 decision to delay eFiling implementation, AOC and the PSC anticipated a need to amend the Tyler contract. The AOC had already submitted a change request to delay eFiling. However, Tyler and AOC agreed to delay negotiations until after the results of the 2022 legislative budget process were announced. Now that the budget is final and includes funding for eFiling, we anticipate that negotiations will resume with a revised approach of implementing eFiling concurrent with Enterprise Justice in each local court.

2.1.6 Schedule: Case Management

| Project Management and Sponsorship | | | |
|------------------------------------|---------------------------------|----------------------|----------------------|
| Schedule: Case Management | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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.



Risks and Issues

The risks noted above under “Staffing” have the potential to impact the CLJ Project’s ability to remain on-schedule. We will monitor this carefully for delays that might impact the Pilot Courts deployment schedule.

2.1.7 Schedule: Supervision

| Project Management and Sponsorship | | | |
|------------------------------------|---------------------------------|----------------------|----------------------|
| Schedule: Supervision | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | Risk Being Addressed | Risk Being Addressed | Risk Being Addressed |

Findings

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

Risks and Issues

The risks noted above under “Staffing” have the potential to impact the CLJ Project’s ability to remain on-schedule. We will monitor this carefully for delays that might impact the Pilot Courts deployment schedule.

2.1.8 Budget: Funding

| Project Management and Sponsorship | | | |
|------------------------------------|---------------------------------|--------------------|--------------------|
| Budget: Funding | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | No Risk Identified | No Risk Identified | No Risk Identified |

Findings

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

In addition, the recently approved state budget for FY2023 continues funding for the CLJ-CMS Project and funds eFiling on an ongoing basis, eliminating the need to charge user fees.



2.1.9 Budget: Management of Spending

| Project Management and Sponsorship | | | |
|------------------------------------|---------------------------------|--------------------|--------------------|
| Budget: Management of Spending | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | | |
|------------------------------------|---------------------------------|--------------------|--------------------|
| Governance | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | | |
|---------------------------------------|---------------------------------|--------------------|--------------------|
| Contracts and Deliverables Management | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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.

Kick-off meetings with the four Pilot Courts were held in March. Interactions with the Pilot Courts are increasing as their implementation dates are six and one-half months away as of March 31.

2.2.2 OCM: eFiling

| People | | | |
|--------------|---------------------------------|----------------------|----------------------|
| OCM: eFiling | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | Risk Being Addressed | Risk Being Addressed | Risk Being Addressed |

Findings

Given that the recently-approved state budget for FY2023 includes initial and ongoing funding for eFiling, OCM activities focused on the Pilot Courts and subsequent deployments will include ensuring that the court community is informed about the deployment approach for eFiling as well as Enterprise Justice.

Risks and Issues

In the absence of an informed stakeholder community, rumors and inaccurate information may impede the successful rollout of eFiling.

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 PSC, 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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. 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | No Risk Identified | No Risk Identified | No Risk Identified |

Findings

Preparation activities are well-underway for the four Pilot Courts. In light of the recently approved state budget, preparation activities include those necessary to rollout eFiling.

2.3 Solution

2.3.1 Business Process: eFiling

| Solution | | | |
|---------------------------|---------------------------------|--------------------|--------------------|
| Business Process: eFiling | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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. At this time, the project is making any changes that are needed as a result of the CUWG's ongoing review of requirements.



2.3.6 Requirements, Design, and Configuration: Supervision

| Solution | | | |
|--|---------------------------------|--------------------|--------------------|
| Requirements, Design, and Configuration: Supervision | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | No Risk Identified | No Risk Identified | No Risk Identified |

Findings

Tyler certified the single integration required for eFiling in September 2021. Now that the eFiling funding issue has been resolved, the project will be able 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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. Report on the integration analysis by the Associate Director of CSD to the PSC on April 19
 - 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
 - Omega (vendor of OCourt)
 - The analysis will provide cost estimations for all of the above work
 - The analysis will document assumptions, constraints, and risks for the integration work
2. The 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:
 - 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)
 - 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

The PSC discussions of an approach for local court integrations continued in early February.

Risks and Issues

1. If integrations of local court applications to Enterprise Justice **are not** allowed in the CLJ solution, then courts that perceive any functionality gaps between Enterprise Justice’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 Enterprise Justice **are** allowed in the CLJ solution, then AOC will need additional technical resources. 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 governance budget requests and approvals to support integration projects.

bluecrane Recommendation

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

2.3.9 Reports: Case Management

| Solution | | | |
|--------------------------|---------------------------------|--------------------|--------------------|
| Reports: Case Management | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | | |
|----------------------|---------------------------------|--------------------|--------------------|
| Reports: Supervision | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | No Risk Identified | No Risk Identified | No Risk Identified |

Findings

The approved state budget for FY2023 includes ongoing funding for eFiling that will subsidize the service with no need to charge user fees. Thus, the CLJ-CMS Project will move forward with including eFiling as part of each local court’s implementation. The Project is well-positioned to include eFiling since much work (including testing) was done before eFiling was put “on hold,” pending resolution of funding.

2.3.15 Deployment: Case Management

| Solution | | | |
|-----------------------------|---------------------------------|--------------------|--------------------|
| Deployment: Case Management | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | No Risk Identified | No Risk Identified | No Risk Identified |

Findings

“Practice” data conversions continue with a high level of success in validating the process. In March, preparations for Data Push 4, the fourth of five data conversion “trial” runs, began. 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | | |
|----------------------|---------------------------------|--------------------|--------------------|
| Local Infrastructure | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | | |
|------------------------|---------------------------------|--------------------|--------------------|
| Security Functionality | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | No Risk Identified | No Risk Identified | No Risk Identified |

Findings

The security functionality of Enterprise Justice 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 | | | |
|----------------|---------------------------------|--------------------|--------------------|
| Access | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 | | | |
|----------------|---------------------------------|--------------------|--------------------|
| Environments | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | No Risk Identified | No Risk Identified | No Risk Identified |

Findings

All environments have been implemented.

2.5.7 Post-Implementation Support

| Infrastructure | | | |
|-----------------------------|---------------------------------|--------------------|--------------------|
| Post-Implementation Support | Three-Month Rolling Risk Levels | | |
| | Mar. 2022 | Feb. 2022 | Jan. 2022 |
| | 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 specifically for Post-Implementation (or “Production”) 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.

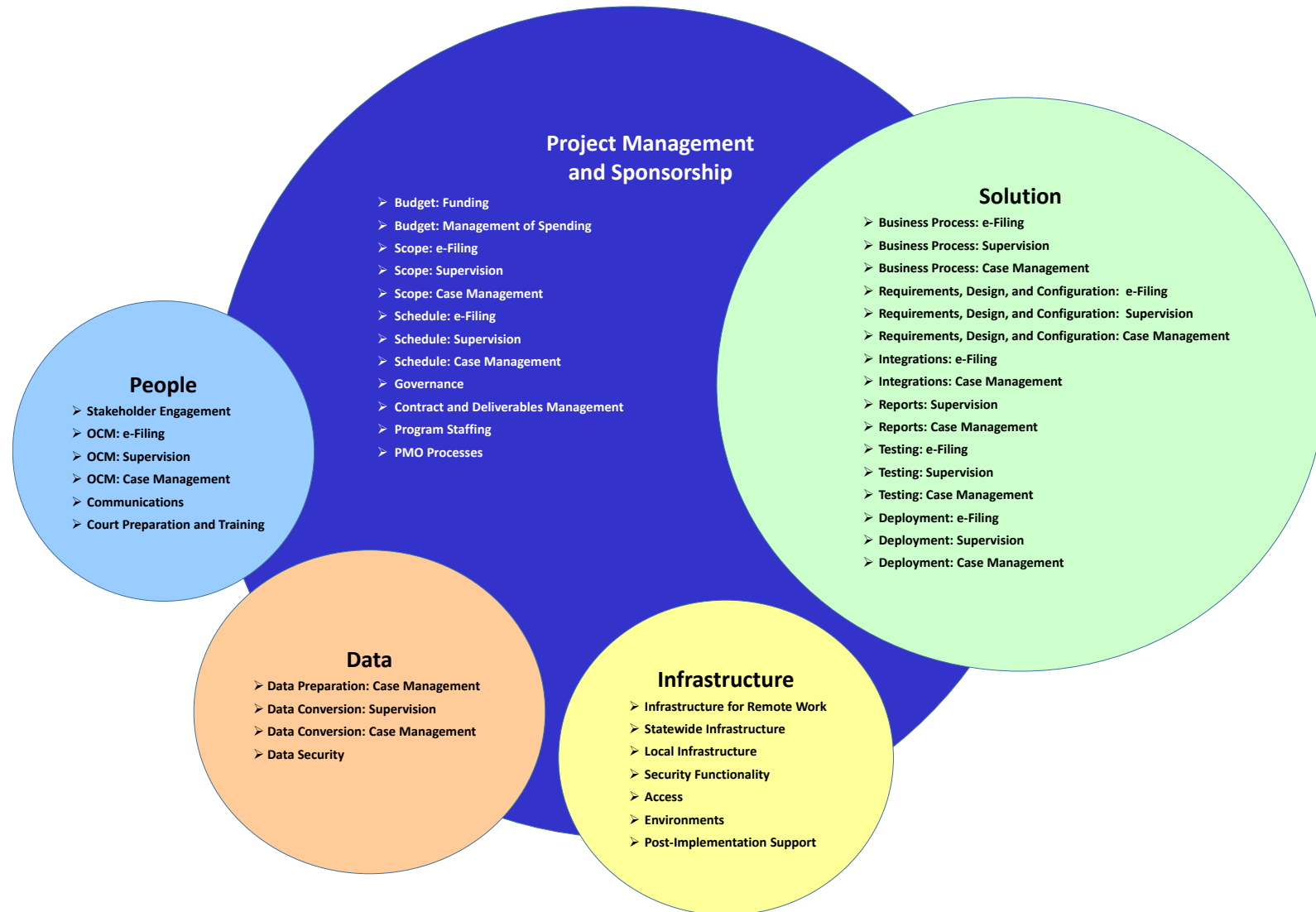


Figure 1. Areas of CLJ-CMS Project Assessed for Risks



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 |



JISC DATA DISSEMINATION COMMITTEE
Friday, April 22, 2022, 8:00 a.m. – 9:55 a.m.
Zoom Teleconference
URL: provided via invite

AGENDA

| | | |
|----------------------|-----------------|---|
| Call to Order | Judge John Hart | Agenda Items with documents are indicated with an * |
|----------------------|-----------------|---|

ACTION ITEMS

| | | |
|--|---|---|
| 1. December 3, 2021, Meeting Minutes Action: Motion to approve the minutes | Judge Hart - All | * |
| 2. Request from Allison Osborne for JABS access Action: Vote on requested access | Ms. Allison Osborne Mr. Kevin Cottingham | * |
| 3. Update regarding JABS & JUVIS number | Mr. Kevin Cottingham | |
| 4. GR 31 Changes & Their Effects Action: Vote on amended DD Policy & application configuration | Mr. Kevin Cottingham | * |
| 5. Other Business | Judge Hart | |



Board for Judicial Administration (BJA) Meeting
Friday, February 18, 2022, 9:00 a.m. – 12:00 p.m.
Videoconference

MEETING MINUTES

BJA Members Present:

Chief Justice Steven González, Chair
Judge Rachelle Anderson
Judge Jennifer Forbes
Judge Rebecca Glasgow
Judge Dan Johnson
Judge Mary Logan
Judge David Mann
Terra Nevitt
Judge Rebecca Pennell
Judge Rebecca Robertson
Dawn Marie Rubio
Judge Charles Short
Brian Tollefson

Guests Present:

Ellen Attebery
Esperanza Borboa
Derek Byrne
Judge John Chun
Linda Myhre Enlow
LaTricia Kinlow
Robert Mead

**Administrative Office of the Courts
(AOC) Staff Present:**

Nicole Ack
Crissy Anderson
Judith Anderson
Tessa Clements
Cynthia Delostrinos
Jeanne Englert
Heidi Green
Brittany Gregory
Kyle Landry
Penny Larsen
Heather Lichtenberg
Dirk Marler
Carl McCurley
Stephanie Oyler
Cherif Sidiali
Christopher Stanley
Caroline Tawes

Call to Order

Chief Justice González called the meeting to order at 9:01 and welcomed the participants.

Interbranch Advisory Committee

A bill creating an Interbranch Advisory Committee was introduced by Senator Pedersen. The bill would create a formal committee with members from all three government branches to discuss mutual concerns. The Judicial Branch would staff the committee,

and issue a report after two years on whether the committee should continue. The bill is likely to pass.

Court Management Council (CMC) Model Court Administrator Job Description

With direction from the BJA, the CMC approved a Model Court Administrator Job Description in 2003. The role of court administrators has changed substantially since 2003. The District and Municipal Court Management Association (DMCMA) recognized a need to edit the Model Job Description, and brought a draft to the CMC to develop a final proposal. The Model Job Description is intended to be used as starting document to hire a qualified court administrator. The Model Job Description aligns with the National Association for Court Management (NACM) core competencies.

It was moved by Judge Mann and seconded by Chief Justice González to approve the new Model Court Administrator Job Description as provided in the meeting materials. The motion carried unanimously.

Policy and Planning Committee Adequate Funding Survey

Judge Robertson thanked Penny Larsen for her work on the Adequate Funding Survey. Penny Larsen reviewed the survey results included in the meeting materials. The survey report will be posted on Inside Courts, and Penny Larsen will send notification when the report is posted.

Small Group Discussion

Participants were divided into small groups and asked to consider one or more of the following questions:

1. In the survey findings presented today, the top three ranked program funding priorities were Therapeutic Courts, Interpreters, and Court Facilitators.
 - What other program(s) would your group prioritize next for funding?
 - Would you recommend funding requests be directed to the state or local level?
2. One of the 2022 BJA goals is advocacy for consistent, adequate funding that is not fee based.
 - What funding sources or strategies could be explored to replace fee-based funding?
3. Members of the BJA and the court community often note that Washington Courts are chronically underfunded. List the most glaring examples of inadequate court funding and if possible, the measures your group would suggest to resolve the inadequacies.

The groups summarized their discussions.

Group 1: This group discussed how to fund court resources such as technology. Funding from the state general fund would be easier than local funding. Why aren't courts receiving local funding? Local funding sources need more education on why funding is needed. One solution might be a local interbranch advisory committee to

discuss common goals. Other examples of inadequate funding include personnel for security, disparity among pretrial services across state, and technology. The group suggested creative funding ideas, like reaching out to companies like Microsoft for donations.

Group 2: This group discussed therapeutic courts and rural courts that don't have the volume to support therapeutic courts. One idea was to create a regional court funding requirement. There needs to be a technical fix for information in JABS coming from courts that are not part of the statewide case management systems. The Legislature should be convinced that state funding is needed for security. There is a significant need for education around state funding for courts and why it is necessary. This group also discussed why there was a low response rate to the survey from rural courts. More responses are needed from rural courts so we can address their needs. There might need to be a rural courts committee on DMCJA.

Group 3: This group discussed stable funding. Federal courts don't charge fees because the federal government funds those courts. The courts could be compared, and local courts could model those courts that aren't fee-based. They discussed local versus state funding and suggested looking at justice by geography and services offered. The interbranch advisory committee could be used to discuss state and local funding.

Group 4: This group discussed a self-help and portal program that should be state funded. Security should be state funded, at least in the beginning. Funding sources were discussed. It is important to get the message out to the state about prioritizing funding. Are there unsuccessful programs that are currently being funded? Court staff and court reporters are underfunded.

Group 5: Discussion included court security and personnel; a rise in *pro se* litigants and how courts should support them; support to judges such as law clerks and a judge team for support; and meeting an increase in requirements for court administrators with appropriate salaries.

BJA Task Forces

Court Recovery (CRTF)

Five CRTF committees have met their goals and concluded their activities. Several rule proposals have been submitted to the Supreme Court Rules Committee. The CRTF charter goes through June 2022. Members will identify items that still need to be addressed and continue to work toward a final report.

Court Security Task Force

This Task Force is continuing to work. They have updated their stakeholder contact list and legislative toolkit. Security Task Force staff have developed a one-page list of court security incidents and have met with 15 legislators. Victim advocates have agreed to testify before the legislature on security needs.

Standing Committee Reports

Budget and Funding Committee (BFC)

The judicial branch approach to the biennial budget request is broader this year. Included in the meeting materials was a schedule for the 2023–25 Biennial Budget process. Also included was a template for a concept paper for Judicial Branch budget requests.

The Legislative budgets are expected to be published on February 21, and Christopher Stanley will send an e-mail with budget information.

Court Education Committee (CEC)

Over 70 new judicial officers attended the Judicial College in January, including a judge from Japan and several tribal judges. A new court education professional was hired at the AOC to focus on self-administered, online programs for judicial officers and programs related to protection orders. The CEC sponsored the *Situational Awareness and Personal Safety* webinar, with over 300 attendees. The webinar is now posted on Inside Courts.

Most spring conferences will be virtual. The CEC will meet to discuss in-person trainings.

Legislative Committee (LC)

The LC report was included in the meeting materials.

Legislative Session Update

There are three weeks remaining in the Legislative session. Brittany Gregory gave an update on the status of BJA request legislation. Additional information was included in the meeting materials. Brittany Gregory received a lot of positive feedback on BJA bills, and gave an update on several trailer bills from last year's legislation. Brittany Gregory will be soliciting proposals for next year's Legislative session in late March.

Policy and Planning Committee (PPC)

The next PPC meeting is today, and members will review the feedback from the small group discussions. Members plan to discuss funding projects, create a work plan, and review the PPC charter. A report was included in the meeting materials.

WSCCR Presentation: Why Courts Should Adopt Learning Organization Practices

Dr. Carl McCurley of AOC's Washington State Center for Court Research shared information on how courts can use data for local court improvement. Improved access to data will help courts answer questions about who is coming to the courts and how the courts can respond. Dr. McCurley asked meeting participants to respond to three questions about this project: What topic areas should be the top priority for implementation; if you were before the court, what would be your priority for data for

justice; and aside from funding, what is the biggest challenge to data for justice effectiveness?

Statewide Updates:

Court emergency orders and court rules

A list of emergency orders and rules was included in the meeting materials. Chief Justice González wants to review the terms of each and whether expiration dates are included in the order or rule. The language on ending date varies with each order, and Chief Justice González will look closely at each order. He encouraged participants to contact him if an order pertains to their work, and courts should consult with their local health department. Courts are not bound by Governor Inslee's March 21 mandate.

Department of Health (DOH) Guidance Updates

Due to a favorable trend in health metrics from the DOH, Governor Inslee announced moving toward a less restrictive mask mandate on March 21. Local governments are still allowed to enact their own mask requirements. More guidance will be circulated to courts when AOC receives it. Dawn Marie Rubio said there is a difference between isolation and quarantine depending on whether someone has received a booster vaccination. Courts should keep this in mind when considering when to bring back employees.

The Washington State Bar Association (WSBA) Board of Governors passed a vaccination policy for members of the Board and volunteers in July of 2021. The policy has not been updated and will be revisited at their March meeting. Policy decisions for employees and people taking the bar exam will be made by the WSBA Executive Director.

November 19, 2021 Meeting Minutes

It was moved by Chief Justice González and seconded by Judge Glasgow to approve the minutes of the November 19, 2021 Meeting. The motion carried unanimously.

Information Sharing

A list of new judicial officers was included in the meeting materials. Chief Justice González welcomed the new judicial officers and encouraged others to welcome new judges, especially those in their county.

New AOC staff Cherif Sidiali, Kyle Landry, and Tessa Clements introduced themselves.

The Court of Appeals Division I is going through a strategic practices review. Judge Appelwick is retiring at the end of March, and Judge Chun has been nominated to the United States District Court.

Judge Glasgow welcomed Judge Price to the Court of Appeals Division II. They are working with the other Court of Appeals divisions on strategic planning.

The Superior Court Judges' Association (SCJA) is focused on the legislative session and planning ahead for next year. There will be a long range planning session in May or June, and the SCJA is also preparing to work with the Washington Citizens' Commission on Salaries for Elected Officials. Judge Forbes will be the new SCJA president beginning in May.

The District and Municipal Court Judges' Association (DMCJA) spring conference will be held remotely June 6–10. The DMCJA is also busy with the legislative session. Priorities include security funding as well as funding for therapeutic courts, a DMCJA policy analyst, and eFiling. The DMCJA is working with the AOC's Office of Court Innovation on an analysis of several courts looking at equity and domestic violence issues.

The Access to Justice Board is in the process of recruiting three new board members. An application will be published next week.

The Minority and Justice Commission released its *Judges of Color Directory*. The [Directory](#) link will be sent to the BJA listserv.

Other

The next BJA meeting will be March 18. There being no further business, the meeting was adjourned at 11:47 a.m.

Recap of Motions from the February 18, 2022 Meeting

| Motion Summary | Status |
|---|---------------|
| Approve the new Model Court Administrator Job Description as provided in the meeting materials. | Passed |
| Approve the minutes of the November 19, 2021 Meeting. | Passed |

Action Items from the February 18, 2022 Meeting

| Action Item | Status |
|--|---------------|
| The link to the Minority and Justice Commission <i>Judges of Color Directory</i> will be sent to the BJA listserv. | |
| <u>November 19,2021 BJA Meeting Minutes</u> <ul style="list-style-type: none"> • Post the minutes online • Send minutes to the Supreme Court for inclusion in the En Banc meeting materials. | Done Done |



IT Governance

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

Summary of Changes Since Last Report

Draft: None

New Requests: None

Endorsements: None

Analysis

Completed: 1327 - SCOMIS and JRS Retirement (AOC)
1328 - Risk Assessments Sustainability (AOC)

Endorsement

Confirmations: 1327 (AOC)
1328 (AOC)

CLUG Decision: 1327 (Non-JIS)
1328 (Non-JIS)

Authorized: 1327 (CIO)
1328 (CIO)

Summary of Changes Since Last Report

| | |
|---------------------|--|
| In Progress: | 284* - Criminal cases with HNO and DVP case types allow DV Y/N (AOC) |
| | 1333 - SharePoint Upgrade (AOC) |
| | 1334 - Exchange 2019 Migration (AOC) |
| | 1335** - Office Upgrade (AOC) |
| 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 |

ITG Status Year in Review

JISC Authorized

| | | | | | | | | | | | | | | |
|---------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ITG 102 | 2011* | | | | | | | | | | | | | |
| ITG 027 | 2011* | | | | | | | | | | | | | |
| ITG 270 | 2020* | | | | | | | | | | | | | |
| | | 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 |

Authorized
 In Progress
 Completed
 Withdrawn or Closed

* Year ITG authorized

ITG Status Year in Review

AOC Admin/CIO Authorized

| ITG # | Year | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 |
|----------|-------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| ITG 241 | 2021* | | | | | Authorized | 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 | Authorized |
| ITG 269 | 2020* | Authorized | Authorized | Authorized | Authorized | Authorized | Authorized | Authorized | Authorized | Authorized | Authorized | Authorized | Authorized | Authorized |
| 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 | 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 | In Progress | 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* | 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 284 | 2021* | | | | | | | 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 | In Progress |
| ITG 287 | 2021* | Authorized | 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 | In Progress |
| ITG 1306 | 2021* | | | | Authorized | In Progress | 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 | In Progress |
| ITG 1313 | 2021* | | | | | | Authorized | Authorized | Authorized | Authorized | Authorized | Authorized | Authorized | Authorized |
| ITG 1316 | 2021* | | | | Authorized | 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 | In Progress |
| ITG 1318 | 2021* | | | | | | Authorized | In Progress | In Progress | In Progress | In Progress | In Progress | In Progress | In Progress |
| ITG 1319 | 2021* | | | | | | | Authorized | In Progress | In Progress | In Progress | In Progress | In Progress | In Progress |
| ITG 1327 | 2022* | | | | | | | | | | | | | Authorized |
| ITG 1328 | 2022* | | | | | | | | | | | | | Authorized |
| ITG 1332 | 2022* | | | | | | | | | | | | Authorized | In Progress |
| ITG 1333 | 2022* | | | | | | | | | | | | Authorized | In Progress |
| ITG 1334 | 2022* | | | | | | | | | | | | Authorized | In Progress |
| ITG 1335 | 2022* | | | | | | | | | | | | Authorized | In Progress |

* Year ITG authorized

| | | | |
|--|--|---|---|
| ■ Authorized | ■ In Progress | ■ Completed | ■ Withdrawn or Closed |
|--|--|---|---|

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