



WASHINGTON  
COURTS

**Judicial Information System Committee (JISC)**  
Friday, December 2, 2022 (10:00 a.m. – 12:00 p.m.)

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

**[December 2<sup>nd</sup> JISC Meeting Registration Link](#)**

***Once registered, you will receive a confirmation email with details on how to join the meeting. Additional Zoom tips and instructions may be found in the meeting packet.***

**AGENDA**

1.	<b>Call to Order</b> a. Introductions b. Approval of Minutes	Justice Barbara Madsen, Chair	10:00 – 10:10	Tab 1
2.	<b>JIS Budget Update</b> a. 21-23 Budget Update b. 23-25 Decision Packages Update	Mr. Chris Stanley, MSD Director	10:10 – 10:25	
3.	<b>eFiling/Courthouse News Service Litigation</b>	Mr. Dirk Marler, CSD Director	10:25 – 10:40	Tab 2
4.	<b>Protection Order Document Sharing (PODS) Project Update</b>	Mr. Sriram Jayarama, Acting ISD Enterprise Data Services Manager	10:40 – 11:00	Tab 3
5.	<b>JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS)</b> a. Project Update b. QA Assessment Report	Mr. Garret Tanner, Project Manager Mr. Allen Mills, Bluecrane	11:00 – 11:20	Tab 4
6.	<b>Committee Reports</b> Data Dissemination Committee (DDC)	Judge John Hart, DDC Chair	11:20 – 11:35	Tab 5
7.	<b>Meeting Wrap Up</b>	Justice Barbara Madsen, Chair	11:35 – 11:40	
8.	<b>Informational Materials</b> a. Board for Judicial Administration (BJA) Meeting Minutes b. ITG Status Report			Tab 6

Persons with a disability, who require accommodation, should notify Anya Prozora at [Anya.Prozora@courts.wa.gov](mailto:Anya.Prozora@courts.wa.gov) to request or discuss accommodations. While notice 5 days prior to the event is preferred, every effort will be made to provide accommodations, as requested.

## **Future Meetings:**

### **2023 – Schedule**

**February 24, 2023**

**April 28, 2023**

**June 23, 2023**

**August 25, 2023**

**October 27, 2023**

**December 1, 2023**

# December 2<sup>nd</sup> Judicial Information System Committee (JISC) Meeting

- Please note that all audio has been muted; we ask that attendees only unmute when speaking.
- As a courtesy to our speakers and presenters, we ask that all JISC Members have their video feeds turned on for the duration of the meeting.
- Likewise, non-member presenters and speakers are asked to turn on their video only when speaking; please remember to turn off your video and mute yourself when finished speaking.
- Should you have a question, please utilize the 'raise hand' function in the 'Reactions' menu. Once finished, please remember to lower your hand.

# JISC Zoom Meeting Instructions

When: December 2, 2022, 10:00 AM Pacific Time

**Register in advance for this meeting:**

**[December 2<sup>nd</sup> JISC Meeting Registration Link](#)**

**After registering, you will receive a confirmation email containing information about joining the meeting.**

- In order to attend the Judicial Information System Committee (JISC) meeting you will be **required to register in advance.**
  - After registration you will receive an email with your options to attend the meeting.
  - You can attend via a computer, cellphone, or tablet
  - **All video should be disabled** except for JISC members, presenters and any other speakers ***(please do not turn on your video feed during the meeting unless you are speaking).***
  - 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

October 28, 2022  
10:00 a.m. to 12:00 p.m.  
Online Zoom Meeting

## Minutes

### Members Present:

Justice Barbara A. Madsen, Chair  
Ms. Mindy Breiner  
Mr. Joseph Brusic  
Mr. Derek Byrne  
Mr. Donald Graham  
Judge Kathryn Loring  
Mr. Frank Maiocco  
Ms. Barb Miner  
Ms. Paulette Revoir  
Ms. Dawn Marie Rubio  
Ms. Margaret Yetter

### Members Absent:

Judge John Hart, Vice-Chair  
Judge Scott K. Ahlf  
Judge Beth Andrus  
Chief Brad Moericke  
Judge Robert Olson  
Mr. Dave Reynolds

### AOC Staff Present:

Ms. Brittanie Collinsworth  
Mr. Kevin Cottingham  
Ms. Vonnie Diseth  
Mr. Rob Eby  
Mr. Arsenio Escudero  
Mr. Sriram Jayarama  
Mr. Jamie Kambich  
Mr. Mike Keeling  
Ms. Anya Prozora  
Mr. Chris Stanley  
Mr. Garret Tanner  
Ms. Natalia Veiga Zonatto

### Guests Present:

Judge Patti Connolly Walker  
Mr. James Cronin  
Ms. Lisa Henderson  
Mr. Allen Mills  
Ms. Heidi Percy  
Mr. Christopher Shambro

## Call to Order, Approval of Meeting Minutes, Welcome to New JISC Member

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 August 2022 meeting minutes. Hearing none, the meeting minutes were approved as written.

## JIS Budget & JIS 23-25 IT Decision Packages Update

Mr. Chris Stanley provided a brief 21-23 budget and JIS 23-25 decision packages update. Currently, the JIS account is still negative; for the state fiscal year 2023, AOC is requesting \$6.7 million as a one-time bailout for the account in order to bring the balance back to zero. On an ongoing basis starting with the next biennium (fiscal year 2024), AOC will be requesting \$11.8 million per year in the 'fully fund JIS' package. Mr. Stanley has not received many questions relating to the decision packages at this point. However, the budget was released on October 14<sup>th</sup> to the Legislature and staff have begun to review the materials.

As far as the overall budget outlook is concerned, it is possible we could continue to see revenue losses in future forecasts. There are two more forecasts before the budget is finalized (November 2022 and February 2023). Given the state of the economy, it is possible we could continue to see revenue slide. Half a billion dollars was lost in September, bring the total available balance down to \$4 billion; if that

total drops further, it could be problematic for AOC's budget requests. For perspective, of the \$4 billion at the Legislature's disposal, state employee compensation and negotiated vendor rate contracts are estimated to cost approximately \$3 billion. This leaves \$1 billion available for budget requests.

### **Reminder: Governance of IT Projects & the Role of the JISC**

Ms. Vonnie Diseth gave a refresher presentation on how AOC's IT projects are governed and the JISC's role in the governance process. Ms. Diseth reminded the Committee of the ITG Delegation Matrix, in which projects over \$1 million are brought to the JISC for approval and authorization. JIS IT project governance has multiple levels of management and oversight: control of scope, schedule and budget (JISC), high-level guidance and direction (executive sponsors), day-to-day guidance and direction (AOC project sponsors), high-level oversight and decisions (steering committee), planning and execution (AOC project manager, project team, and court user work group), and independent quality assurance from an external QA vendor.

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

#### **CLJ-CMS Project Update**

Mr. Garret Tanner introduced the CLJ-CMS project's new deputy project manager, Brittanie Collinsworth, who joined the project team in September. Mr. Tanner then provided an update on the CLJ-CMS project; he reminded the Committee of the Pilot Courts Go Live delay and the project team's next steps going forward. These include completing Solution Validation (end-to-end testing) to ensure the system meets the needs of the CLJs, completing Data Exchanges with Justice Partners, and reviewing Go Live tasks and assumptions to identify a new date for Pilot Court Go Live. Mr. Tanner then gave details on Solution Validation status, recent eFiling and CMS activities, project outreach, and work in progress; he then highlighted updates to the Project Issues and Risks.

#### **Quality Assurance Assessment Report**

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

### **HB 1320-1901: Protection Order Document Sharing (PODS) for Judicial Officers (ITG 1344) Project Update**

Mr. Sriram Jayarama gave a presentation on the Protection Order Document Sharing (PODS) for Judicial Officers project. As part of House Bill 1320/1901, the Legislature mandated a mechanism for all judicial officers statewide to be able to electronically view Protection Order (PO) documents. There are two deadlines: January 1, 2023 for PO documents from the 39 superior courts, and January 1, 2026 for PO documents from the courts of limited jurisdiction. JABS will be the statewide viewer for PO documents; only public PO will be available, and these documents will be viewable by any judicial officer if their JABS profile already allows them to access such information across courts. Because POs are stored in multiple Document Management Systems (DMS) across the state, AOC will build a "proxy" mechanism to go between JABS and the various DMS to "fetch" the document images for JABS display. PO documents will not be stored by AOC. Mr. Jayarama then gave an overview on recent project

activities, risks, and next steps. The first phase implementation (superior courts) is scheduled to go live on December 30, 2022.

### Data Dissemination Committee (DDC) Report

The Data Dissemination Committee did not meet this month, as there were no new agenda items.

### Meeting Wrap Up & Adjournment

Justice Madsen asked Committee members for their thoughts on whether the JISC should continue to hold its meetings virtually or transition back to in-person meetings. Mr. Arsenio Escudero will be reaching out to members for feedback on this matter.

Justice Madsen adjourned the meeting at 11:10 a.m.

### Next Meeting

The next meeting will be December 2, 2022, via Zoom from 10:00 a.m. to 12:00 p.m.

### Action Items

	Action Items	Owner	Status



A close-up photograph of a stone balustrade, likely made of granite or marble, with a purple text overlay. The balustrade features a series of rounded, tiered balusters. The background is blurred, showing more of the balustrade and possibly a window or doorway. The text is centered and reads:

**Courthouse News Service Litigation**

**December 2, 2022**

**Dirk A. Marler, Court Services Division Director**



***Courthouse News Service [CNS]*** is a news service primarily focusing on civil litigation. Its core audience is lawyers and law firms, who subscribe to the service;

*From Wikipedia, the free encyclopedia*

# Overview

- CNS wants unfiltered and prompt access to new non-confidential civil case filings
- ...and they sue in federal court under 42 U.S.C. 1983 alleging violations of First Amendment rights when they don't get it

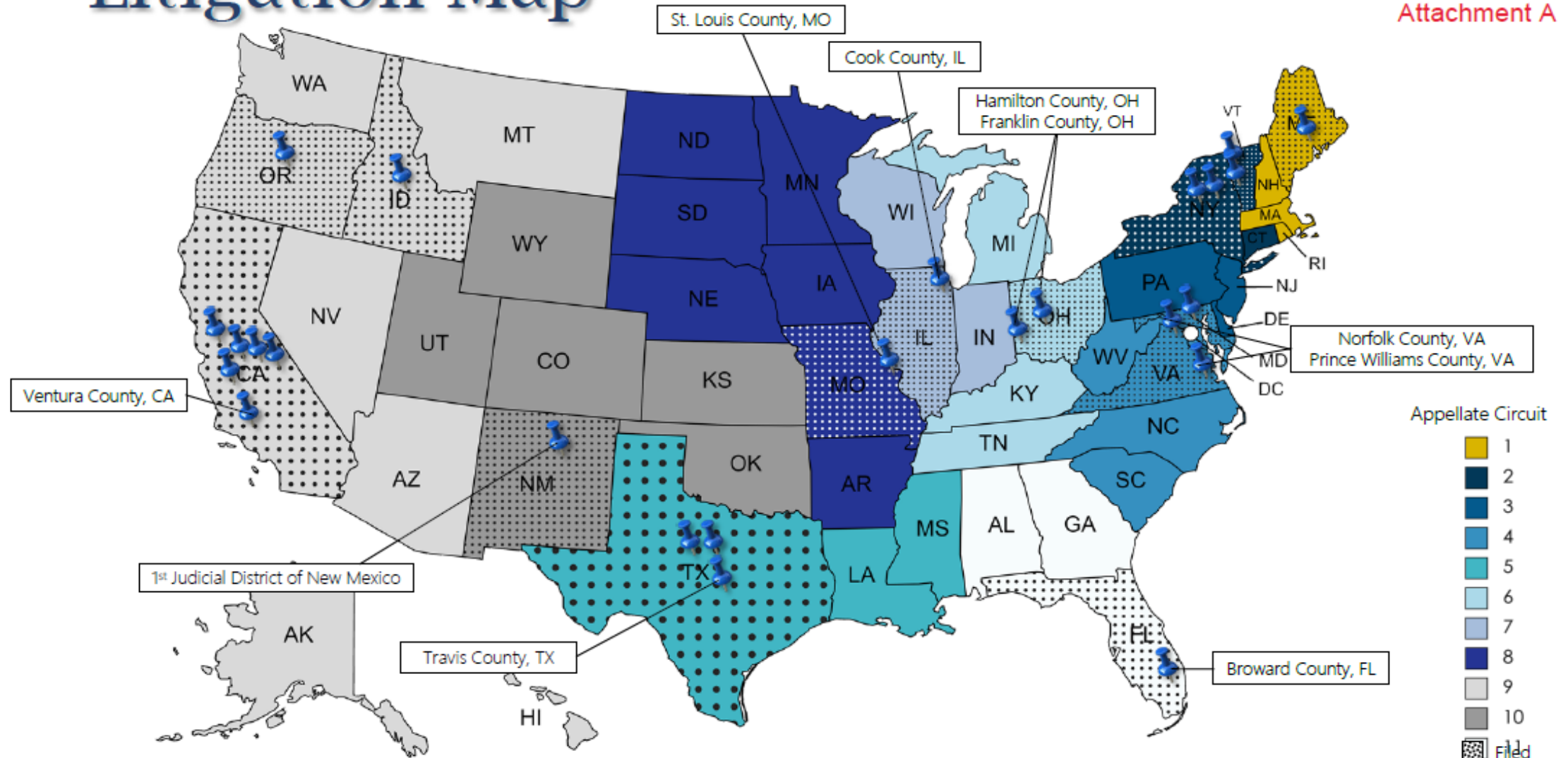
# Issues

- Does the public have a First Amendment right to access non-confidential civil complaints filed in state courts?
- If so, when does the right attach and what constitutes timely access?
- How quickly must state courts provide public access once a civil complaint is eFiled?
- If public access is not immediate, what state interests justify delay?
- Should federal courts be the decider of these issues in the first instance, or should federal courts abstain based on principles of comity, federalism, and equity to allow the state courts to decide these legal issues in the first instance?

***For about 230 years you could walk into a Missouri courthouse, into the clerk's office, and say, 'Hey can I see what's been filed today,' and now all of a sudden you can't.***

--Judge Ralph Erickson of the Eighth Circuit

# Litigation Map



## Outcomes ...

- Some decisions have required immediate access, with definitions ranging from 5 business hours to 1-2 days after receipt.
- One court even enjoined state clerks from conducting any pre-access review
- Florida: “...upon receipt, but in no circumstances to exceed five minutes”







# **ITG Request 1344 – Protection Order Document Sharing for Judicial Officers**

## **Project Update**

Sriram Jayarama, Project Manager

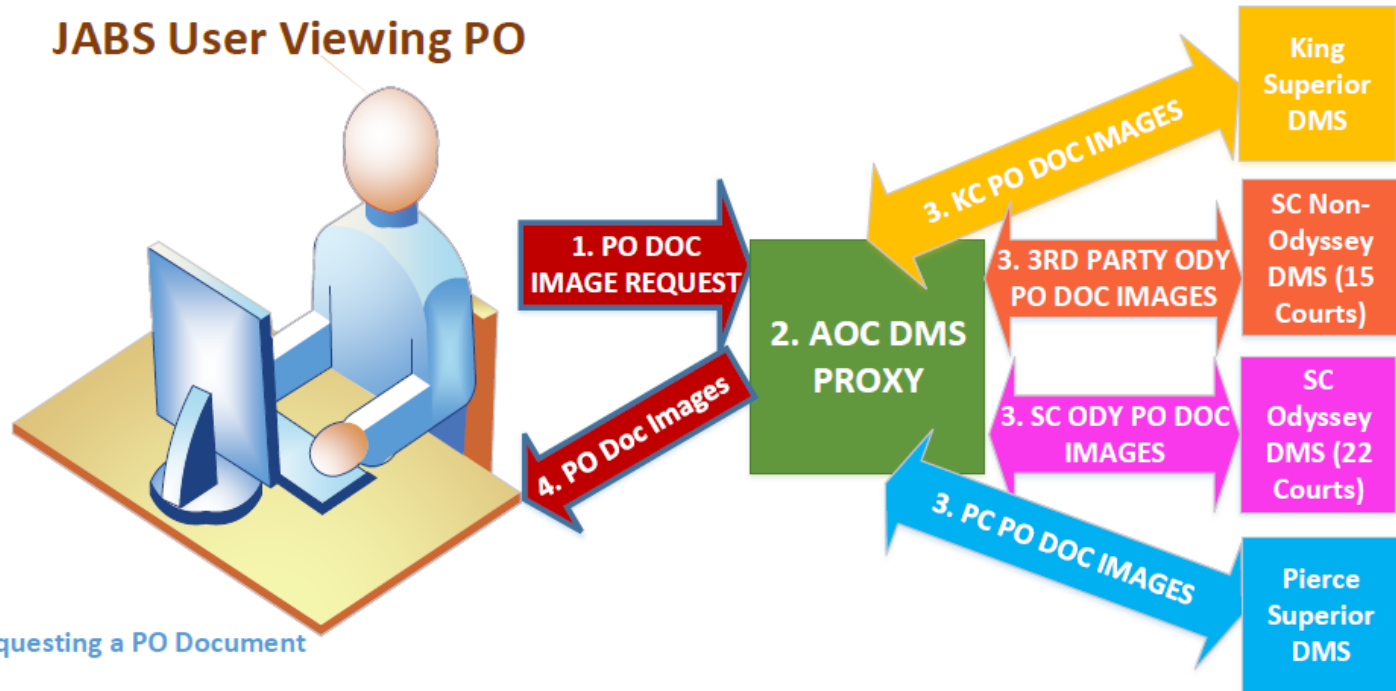
December 2, 2022



# Overview

- JABS will be the statewide viewer for Protection Order documents
  - Protection Order documents are viewable by any judicial officer if their JABS profile already allows them to access such information across courts.
  - JABS will allow only users of type “Judge” to view the Protection Order document images.

# Conceptual Process Overview



1. JABS User requesting a PO Document Image
2. AOC DMS Proxy receives the JABS request and directs to appropriate court DMS
3. AOC DMS Proxy receives PO Document images from the requested Court DMS
4. PO Document Images sent to JABS to be displayed



## **JABS Process Overview for PODS**

- The Case and Person Order tabs in JABS will display a new Protection Orders column.
- This new column will only display for judicial officers.
- When a protection order docket/event entry exists in a case, a “Documents” hyperlink will display.
- To locate the correct document, the proxy utilizes a prepared list of protection order docket/event codes found in superior courts.

# JABS Docket Screen

Confidential-Not for Release Individual Case History

Logon Search Person Search Results Logoff Change Role/Court Help

True Name: [REDACTED] 4 Cases ICH DCH PDCH

AKA Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
* WIPPET	21-2-30149-34	S34	03/15/2021	DVP Domestic Violence	Y				E	CMPL			
* WIPPET	21-3-00104-34	S34	02/01/2021	DIC Dissolution of Marriage with Children	Y				E	ACT			
* WIPPET	20-2-30220-34	S34	04/23/2020	DVP Domestic Violence	Y				E	CMPL			
DEF	9Z0699887 WSP IT	THD	07/17/2019	SPEEDING 16 MPH OVER LIMIT (OVER 40	N	P			CL				

ADR FTAs Orders Proceedings Relations Warrants Assessment  
Summary Docket DVI Orders Proceedings Participants

Confidential - Not for Release

**Docket Information for Case:** 21-2-30149-9 **Court:** THURSTON SUP DVOL (S34) Help

Sub	Date	Code	Description	Secondary
1	03/15/2021	CIF	Confidential Information Form	
2		PTORPRT	Petition for Order for Protection	
3		APPS	Appearance Pro Se	
4		MTHRG	Motion Hearing	
5		TMORPRT	Temporary Order for Protection Protection Order	
6	03/17/2021	SHRTS	Sheriff's Return on Service	
7	03/24/2021	MTHRG	Motion Hearing	
8		XJCD	JIS Check Confidential Document Cover Sheet	
9		ORPRT	Order for Protection	
10		ORWPNP	Order to Surrender Weapon CPL Restriction Review	
11		ORTR	Order of Transfer Transferring Treatment Review	
		RCLCO	Case Resolution Closed by Court Order After a Hearing	
12	04/01/2021	MTHRG	Motion Hearing	
13		ORRVH	Order on Review Hearing Weapon Review	
14	04/15/2021	MTHRG	Motion Hearing	
15		ORRVH	Order on Review Hearing	
16	05/14/2021	MTHRG	Motion Hearing	
17		ORRVH	Order on Review Hearing	

# Case Order Screen

Confidential-Not for Release Individual Case History

Logon Search **Person Search Results** Logoff | [Change Role/Court](#) | [Help](#)

True Name: [REDACTED] 4 Cases [ICH](#) [DCH](#) [PDCH](#)

AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
*	<a href="#">WIPPET</a>	21-2-30149-34	S34	03/15/2021	DVP Domestic Violence	Y			E	CMPL				
*	<a href="#">WIPPET</a>	21-3-00104-34	S34	02/01/2021	DIC Dissolution of Marriage with Children	Y			E	ACT				
*	<a href="#">WIPPET</a>	20-2-30220-34	S34	04/23/2020	DVP Domestic Violence	Y			E	CMPL				
DEF		9Z0699887 WSP IT	THD	07/17/2019	SPEEDING 16 MPH OVER LIMIT (OVER 40	N	P			CL				

[Summary](#)
[ADR](#)
[Docket](#)
[DVI](#)
[Orders](#)
[FTAs](#)
[Proceedings](#)
[Orders](#)
[Proceedings](#)
[Participants](#)
[Relations](#)
[Warrants](#)
[Assessment](#)

Confidential - Not for Release

**Order Information for Case:** [21-2-30149-9](#) **Court:** THURSTON SUP DVOL (S34) [Help](#)

Cause: DVP Domestic Violence Filed: 03/15/2021

Title: [REDACTED]

Order Filed Date	Judge	Order Description	Status	Granted	Decision Date	Exp/Term/Deny Date	Protection Orders Documents
03/24/2021		<a href="#">Protection Order</a>	Expired	Yes	03/24/2022	03/24/2022	
03/15/2021		<a href="#">Temporary Protection Order</a>	Expired	Yes	03/24/2021	03/24/2021	

# Person Order Screen

Confidential-Not for Release Individual Case History

Logon Search **Person Search Results** [Logoff](#) | [Change Role/Court](#) | [Help](#)

True Name: [REDACTED] 4 Cases [ICH](#) [DCH](#) [PDCH](#)

AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
*	<a href="#">WIPPET</a>	21-2-30149-34	S34	03/15/2021	DVP Domestic Violence	Y			E	CMPL				
*	<a href="#">WIPPET</a>	21-3-00104-34	S34	02/01/2021	DIC Dissolution of Marriage with Children	Y			E	ACT				
*	<a href="#">WIPPET</a>	20-2-30220-34	S34	04/23/2020	DVP Domestic Violence	Y			E	CMPL				
DEF	9Z0699887 WSP IT		THD	07/17/2019	SPEEDING 16 MPH OVER LIMIT (OVER 40	N	P			CL				

[Summary](#) [ADR](#) [Docket](#) [DVI](#) [FTAs](#) **[Orders](#)** [Proceedings](#) [Relations](#) [Warrants](#) [Assessment](#)  
[Orders](#) [Proceedings](#) [Participants](#)

Confidential - Not for Release

**Order Information for Person:** [REDACTED] [Help](#)

Exp/Term/Deny Date	Order Description	Status	Decision	Party	Case Number	Court	Protection Orders Documents
03/24/2022	<a href="#">Protection Order</a>	Expired	PROTECTS	Petitioner (WIP)	21-2-30149-34	S34	<a href="#">Documents</a>
03/15/2022	<a href="#">Temporary Restraining Order</a>	Expired	PROTECTS	Petitioner (WIP)	21-3-00104-34	S34	<a href="#">Documents</a>
03/24/2021	<a href="#">Temporary Protection Order</a>	Expired	PROTECTS	Petitioner (WIP)	21-2-30149-34	S34	<a href="#">Documents</a>
06/02/2020	<a href="#">Temporary Protection Order</a>	Expired	PROTECTS	Petitioner (WIP)	20-2-30220-34	S34	<a href="#">Documents</a>



# JABS Process Overview for PODS (Cont.)

- One “Documents” hyperlink will appear on the Case Orders tab.
- For the Person Orders tab, a “Documents” hyperlink will appear for every case that has a protection order entered.
- Selecting the “Documents” hyperlink opens a new window to show all protection order docket/event code entries for that case.
- Each docket/event code entry will display an icon to click.

# PO Document Icon

Confidential–Not for Release Individual Case History



Logon Search **Person Search Results** [Logoff](#) | [Change Role/Court](#) | [Help](#)

True Name: [REDACTED] 4 Cases [ICH](#) [DCH](#) [PDCH](#)

AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
*	<a href="#">WIPPET</a>	21-2-30149-34	S34	03/15/2021	DVP Domestic Violence	Y			E	CMPL				
*	<a href="#">WIPPET</a>	21-3-00104-34	S34	02/01/2021	DIC Dissolution of Marriage with Children	Y			E	ACT				
*	<a href="#">WIPPET</a>	20-2-30220-34	S34	04/23/2020	DVP Domestic Violence	Y			E	CMPL				
DEF	9Z0699887 WSP IT	THD	07/17/2019	SPEEDING 16 MPH OVER LIMIT (OVER 40		N	P			CL				

[Back](#)

**Order Dockets & Documents** 21-2-30149-34 Court: THURSTON SUP DVOL

Docket Date	Docket Code	Docket Code Description	Document
03/14/2021	TMORPRT	TEMPORARY ORDER FOR PROTECTION	
03/23/2021	ORPRT	ORDER FOR PROTECTION	



## JABS Process Overview for PODS (Cont.)

- Clicking that icon will prompt the proxy to “call” the individual court where the case belongs and request to appropriate the court’s Document Management System (DMS) to “return” the document image.
- The document image will display if available or return a message from the court’s DMS, if not.
- Messages will depend on each court’s DMS and may reflect security attached to a document or some other issue with a document being unavailable.

# Sample PO Document Image

915d3279-46cb-4e39-baea-121702fbc30e 1 / 7 28%

FILED  
SUPERIOR COURT  
THURSTON COUNTY, WA  
2021 MAR 15 PM 1:30  
LINDA MYHRE ENLOW  
THURSTON COUNTY CLERK


STATE OF WASHINGTON  
County of Thurston  
I, Linda Myhre Enlow, County Clerk and Ex-officio Clerk of the Superior Court of the State of Washington, for Thurston County holding session at Olympia, do hereby certify that the following is a true and correct copy of the original as the same appears on file and of record in my office containing -- 4 -- pages,  
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said court.

DATED: \_\_\_\_\_  
LINDA MYHRE ENLOW  
County Clerk, Thurston County, State of Washington  
by \_\_\_\_\_ Deputy

**Superior Court of Washington  
For Thurston County  
Family and Juvenile Court**

No. 21-2-30149-34

21-2-30149-34  
TMORPRT 5  
Temporary Order for Protection  
9930919



**Temporary Order for Protection and  
Notice of Hearing (TMORPRT)**  
(Clerk's Action Required)  
**Next Hearing Date/Time:**  
**Wednesday, March 24, 2021 at 10:30 am**  
**At:** 2801 32<sup>nd</sup> Avenue SW, Tumwater, WA 98512  
360-709-3268 or 360-709-3275

Petitioner  
\_\_\_\_\_  
Respondent  
\_\_\_\_\_

**Names of minors:**  No minors Involved

First	Middle	Last	Age
_____	_____	_____	_____

Respondent Identifiers		
Sex	Race	Hair
M	W	BLK
Height	Weight	Eyes
5-7	160	GRN/HZL

Access to weapons:  yes  no  unknown

**The court finds:**  
The court has jurisdiction over the parties, the minors, and the subject matter. The respondent will be served notice of his or her opportunity to be heard at the scheduled hearing. RCW 26.50.070. For good cause shown, the court finds that an emergency exists and that a Temporary Protection Order should be issued without notice to the respondent to avoid irreparable harm. Further, this order is issued pursuant to Thurston County Superior Court Emergency Orders dated March 20, 2020 and May 7, 2020, and the Washington State Supreme Court Amended Order dated March 20, 2020.

**The court orders:**

1. Respondent is **restrained** from causing petitioner physical harm, bodily injury, assault, including sexual assault, and from molesting, harassing, threatening, or stalking  petitioner  the minors named in the table above  these minors only:
2. Respondent is **restrained** from harassing, following, keeping under physical or electronic surveillance, cyberstalking as defined in RCW 9.61.260, and using telephonic, audiovisual, or other electronic means to monitor the actions, locations, or wire or electronic communication of  petitioner  the minors named in the table above  only the minors listed below  members of the victim's household listed below  the victim's adult children listed below:

**Additional no contact provisions are on the next page.**  
**The terms of this order shall be effective until:** the end of the hearing, noted above.

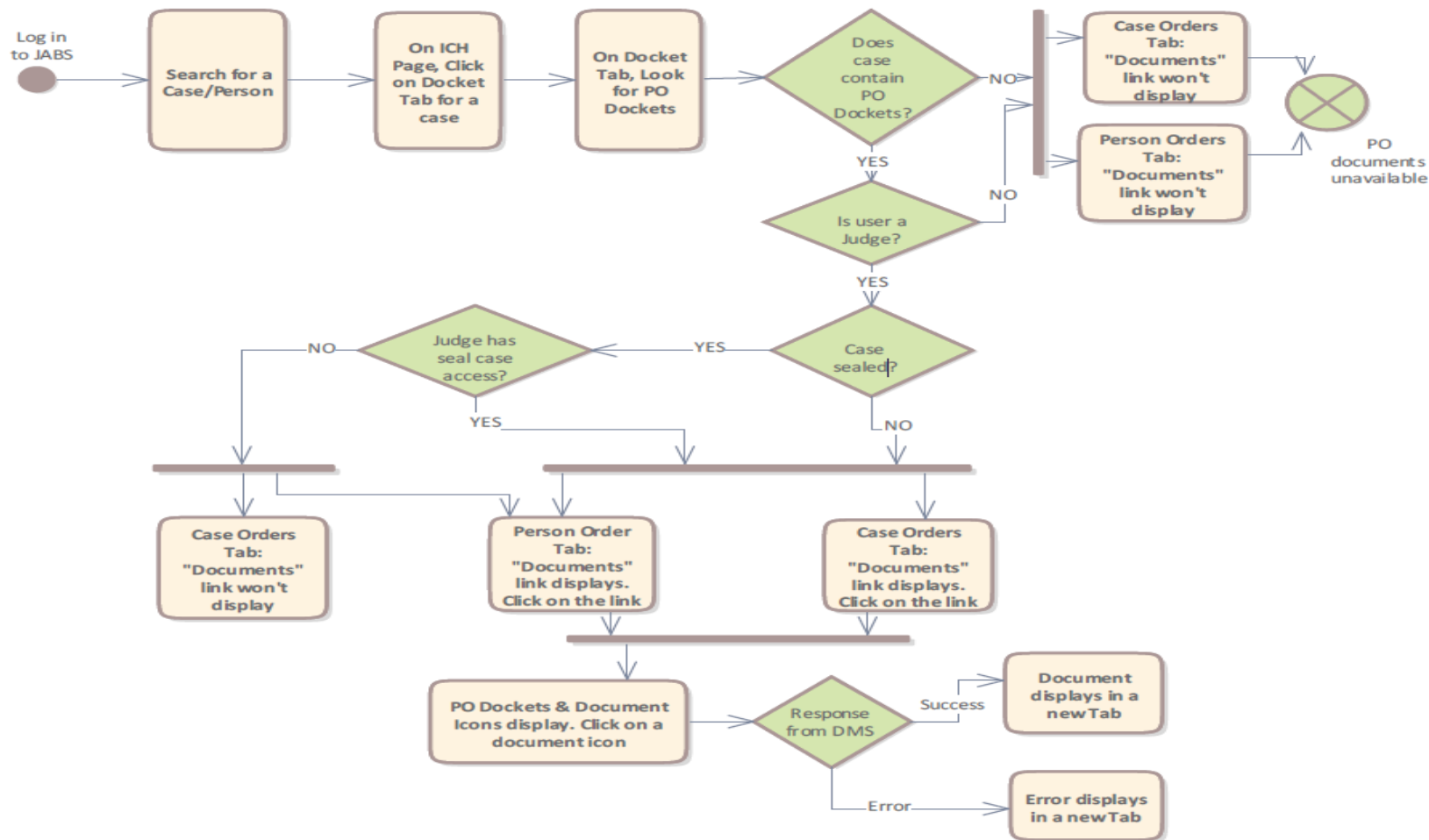
Temp Ord for Protection/Nt of Hrg (TMORPRT) - Page 1 of 4  
WPF DV-2.015 Mandatory (06/2020) - RCW 26.50.070, RCW 9.41.800

SENT TO TPD  
(Law Enforcement Agency where Petitioner resides for input into statewide computer system)



# Questions

# JABS Process Flow





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

## **Project Update**

Garret Tanner  
CLJ-CMS Project Manager

December 2, 2022



# Project Scope

## Three components:

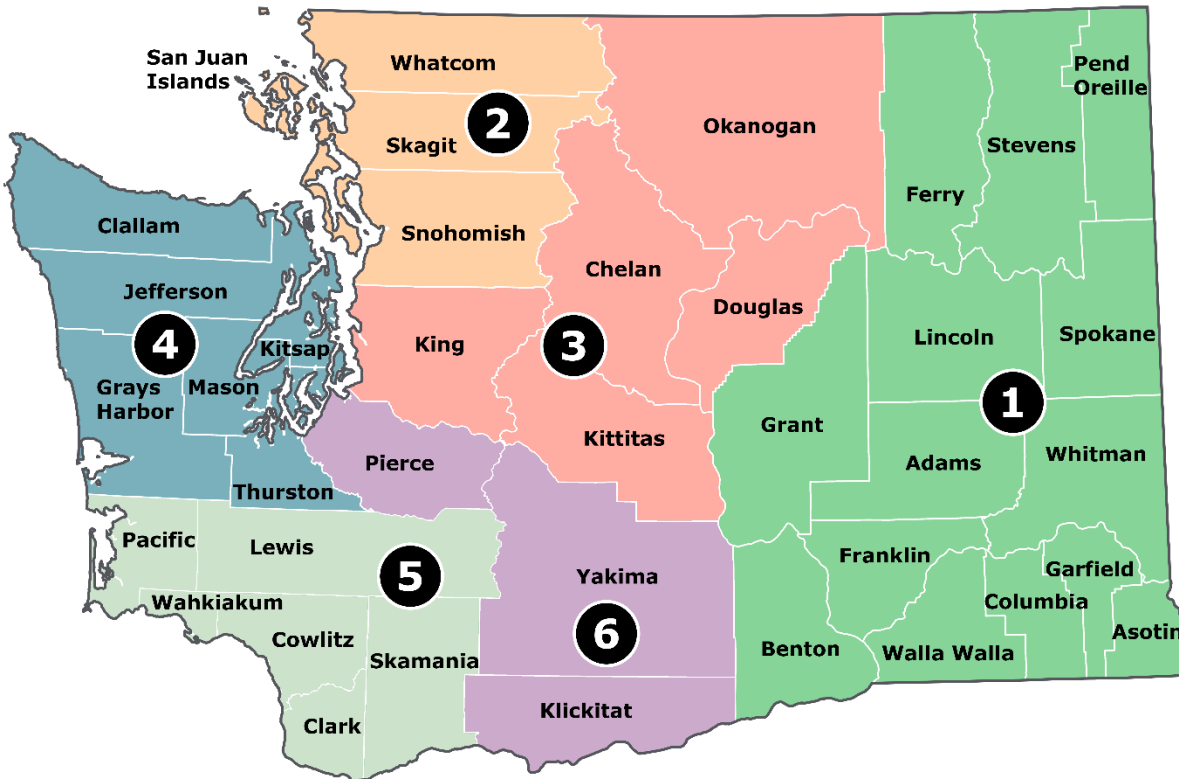
- ❖ eFile & Serve (Odyssey File & Serve)
- ❖ Enterprise Justice (Odyssey)
- ❖ Enterprise Supervision (Tyler Supervision)



# Go Live Delay

- **Pilot Courts Go Live event delayed from October 17, 2022**
- **Next Steps:**
  - ❖ Complete Solution Validation (end-to-end test) to ensure the system meets the needs of CLJs
  - ❖ Complete Data Exchanges with Justice Partners
    - Enterprise Data Repository
    - DOL / Person Lookup
    - eCitation & VRV
    - Etc.
  - ❖ Review Go Live tasks and assumptions to identify a new date for Pilot Court Go Live

# Project Timeline



## Counties by Phase

**Pilot Courts**  
Pierce District, Tacoma Municipal,  
Gig Harbor Municipal, Fircrest/Ruston Municipal

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

**Phase 2**  
North Washington - Island, San Juan, Skagit, Snohomish, and Whatcom

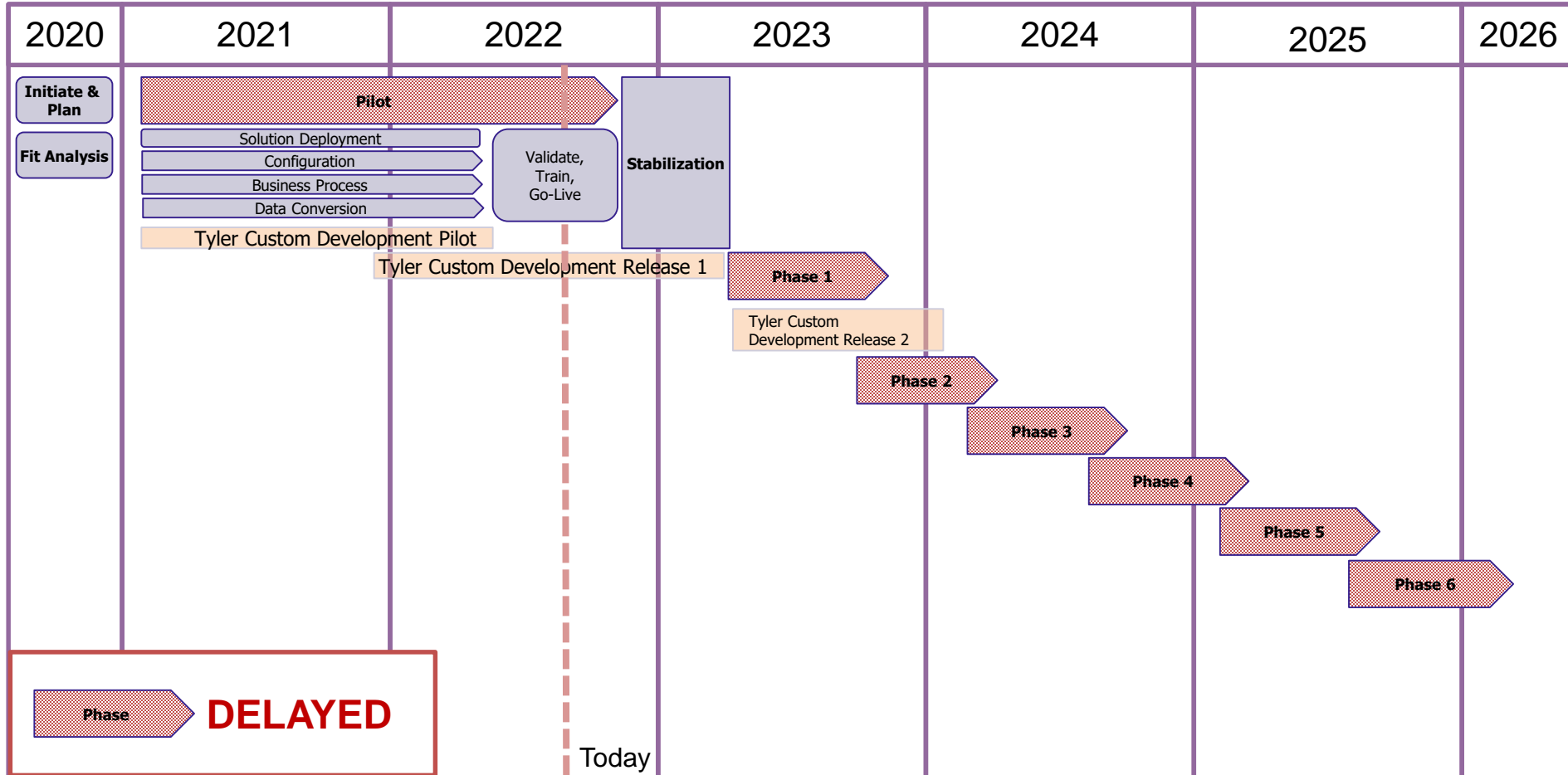
**Phase 3**  
North Central Washington - Chelan, Douglas, King, King Municipals, Kittitas, and Okanogan

**Phase 4**  
Western Washington - Clallam, Grays Harbor, Jefferson, Kitsap, Mason, and Thurston

**Phase 5**  
Southwest Washington - Clark, Cowlitz, Lewis, Pacific, Skamania, and Wahkiakum

**Phase 6**  
South Central Washington - Klickitat, remainder of Pierce Municipals, and Yakima

# Project Timeline



# Solution Validation Status

Focus Area	Status	Risk to Timeline
eFile & Serve	Ready	Low Risk
Development Enterprise Justice	Awaiting Fixes	Medium Risk
Development Enterprise Supervision	<b>Awaiting Fixes</b>	High Risk
Configuration Enterprise Justice	<b>Awaiting Fixes</b>	
Configuration Supervision	Awaiting Fixes	
Data Conversion Enterprise Justice	Ready	
Data Conversion Enterprise Supervision	Awaiting Fixes	
Data Exchanges (EDR)	In Development	
Data Exchanges (Other)	In Development	
Enterprise Justice Financials	Ready	
Enterprise Justice Reporting	In Development	
Enterprise Supervision Reporting	Testing	
Pilot Court Readiness	Ready	

# Recent eFiling Activity

- ✓ eFile testing for all Pilot Courts
- ❖ eFile marketing website and updates underway

# Recent CMS Activity

- ❖ Pilot Courts building forms for local use
- ✓ Data Push 6 Completed
- ✓ Data Review 6 Completed
- ❖ Preparations for Data Push 7
  - Expected at start of Solution Validation



# Project Outreach

- ❖ Continue project outreach and promotion
- ❖ Continue working with Pilot Courts on internal communications



# Work in Progress

- ❖ Continue working Solution Validation  
“punch list”
- ❖ Continue testing Pilot Development from  
Tyler Technologies
  - ✓ eFile
  - Enterprise Justice
  - Enterprise Supervision



# Tyler Releases

Release

2022.1.4 (11/18)

2022.1.5 (12/30)

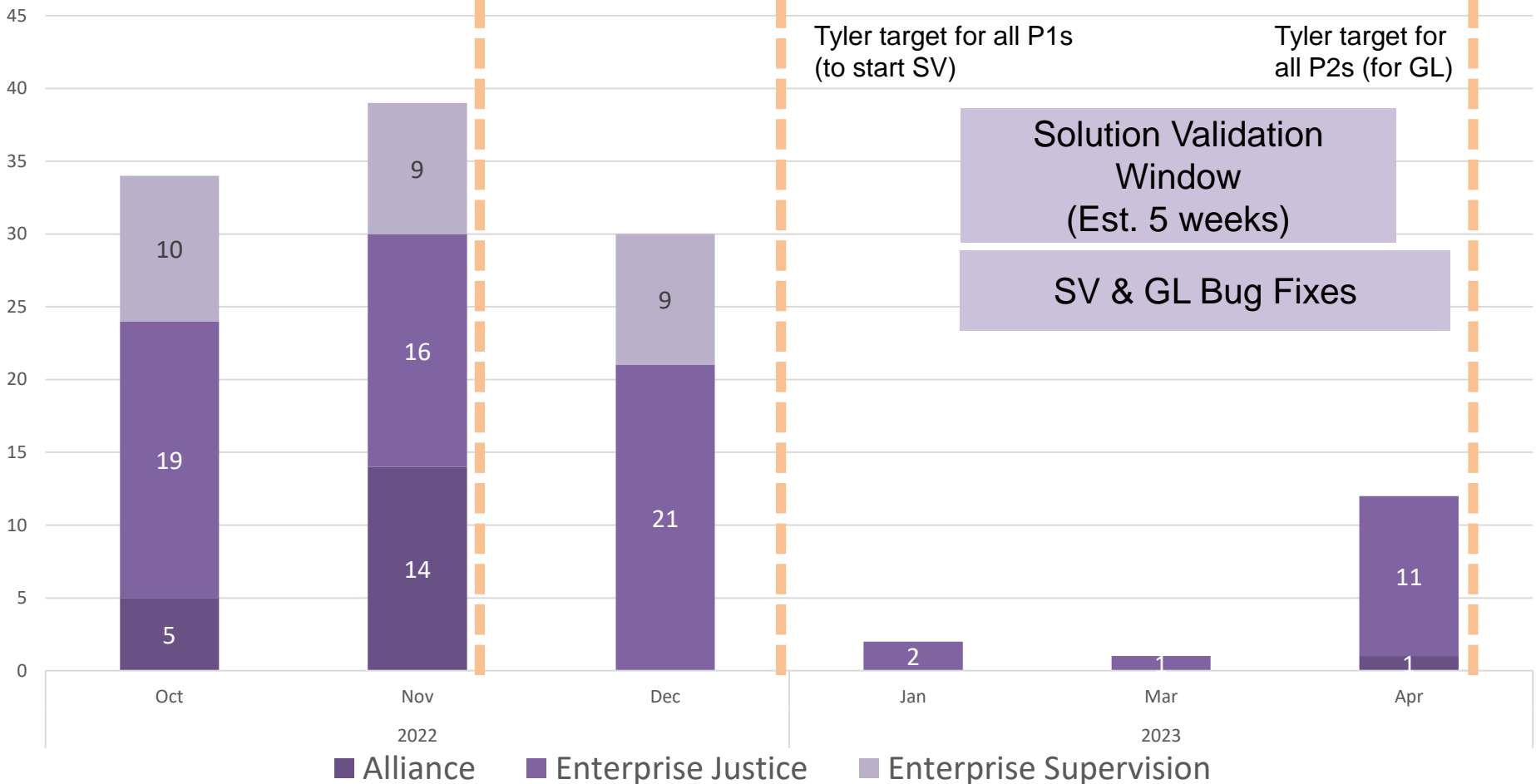
2022.1.6 (04/21)

Tyler target for all P1s  
(to start SV)

Tyler target for  
all P2s (for GL)

Solution Validation  
Window  
(Est. 5 weeks)

SV & GL Bug Fixes



# Project Issues – December 2022

## Active Issues

Issue	Mitigation
<p><b>Pilot Go Live</b> – Delaying Pilot Go Live will impact future Phases.</p>	<p>(August 26, 2022) Tyler / AOC working and estimating remaining “go live” for post-Solution Validation.</p>
<p><b>Solution Validation (Pilot)</b> – Delaying Solution Validation will delay Pilot Go Live and beyond.</p>	<p><b>(November 1, 2022) Tyler targets December 30, 2022 for resolution of <u>all</u> Priority 1 issues (for Solution Validation start).</b></p>
<p><b>Local Rule</b> – 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><b>Enterprise Justice version to be used (Pilot)</b> – 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. Version 2022.1 has been installed on our Development environment and is currently being reviewed by our Quality Assurance and Business Analyst teams.</p>

# Project Issues – December 2022

## Active Issues

Issue	Mitigation
<p><b>Enterprise Supervision/Enterprise Justice Integrations (Alliance)</b> – The two products are not yet seamlessly integrated.</p>	<p><b>(November 15, 2022) Tyler Technologies estimates resolution of all Priority 1 Alliance issues by December 30, 2022.</b></p>
<p><b>Staffing / Hiring</b> – CLJ-CMS has been unable to fill several key positions. As of December 2022, CLJ-CMS has 9 project positions open. If these positions are not filled there may be impacts to the schedule.</p>	<p><b>(November 11, 2022) 7 pre-Pilot vacancies. Additional AOC resources have been re-assigned to CLJ-CMS.</b></p>

# Project Risks – December 2022

Total Project Risks			
Low Probability	Moderate Probability	High Probability	Closed
0	3	3	19
High Risks Status			
Risk	Probability/Impact	Mitigation	
<b>Equipment Funding</b> – 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.	
<b>Enterprise Supervision</b> – Tyler has not done a statewide implementation of their new Supervision module. Previous implementations have always been with individual probation departments.	High/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.	

# Project Risks – December 2022

High Risks Status		
Risk	Probability/Impact	Mitigation
<p><b>Third Party Integrations</b> – Some courts have local systems that they would like integrated with Enterprise Justice.</p>	High/High	(August 26, 2022) JISC has approved ITG 1340 to build an enterprise integration platform pending funding. ITG 1345 has been approved by CIO pending ITG 1340 funding.
<p><b>Enterprise Justice version to be used (Phase 1)</b> – In November 2021, Tyler determined that Enterprise Justice 2019 would not be compatible with some of the mandatory requirements.</p>	High/High	<b>(November 9, 2022) Tyler now recommends version 2024.x for Phase 1. Upgrade needs to be analyzed and planned for.</b>

# Project Risks – December 2022

High Risks Status		
Risk	Probability/Impact	Mitigation
<p><b>Efficiency Concerns</b> – It is expected that some users will be experience short-term reduced efficiencies when compared against legacy systems.</p>	<p>Moderate/Moderate</p>	<p>(May 17, 2022) It is well documented that it is common to experience a short-term efficiency slump when introducing new systems or business processes. Concerns that working in the new system will be slower than legacy systems are still present and will be addressed through training and change management activities.</p>
<p><b>Performance Issues</b> – It is possible that users will feel that Enterprise Justice works less efficiently than the legacy system due to changing processes and procedures.</p>	<p>Moderate/Moderate</p>	<p>(August 1, 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. CLJ-CMS benchmark testing scheduled.</p>



# Next Steps

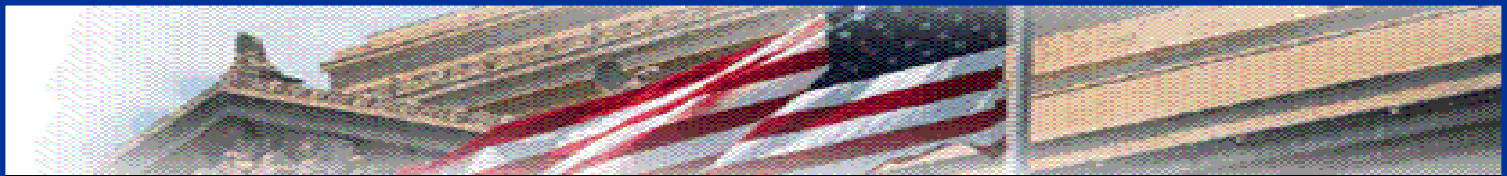
Milestone	Date
Begin Solution Validation	TBD
Go-live Pilot courts	TBD

# 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**

### **October 2022**

Prepared by

**Bluecrane, Inc.**



*bluecrane* ®



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310-793-0000

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October 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 October 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 who 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**

This report provides the October 2022 Quality Assurance (QA) assessment by Bluecrane, Inc. (“*bluecrane*”) for the Washington State Administrative Office of the Courts (AOC) Courts of Limited Jurisdiction – Case Management System (CLJ-CMS) Project.

The CLJ-CMS Project continued to make good progress in October toward the start of Solution Validation and the subsequent Pilot Court go-live events. As a reminder, we repeat here the critical needs for being able to initiate Solution Validation, namely:

- Tyler Technologies’ provision of custom-developed deliverables (after which the CLJ-CMS Project Team will need two to four weeks of time to assimilate the deliverables into the User Acceptance Test [UAT] environment to be used for Solution Validation)
- A “critical mass” of data loaded into the UAT environment to enable adequate testing of various data types during Solution Validation (with “critical mass” being defined by the Project Team working in collaboration with Court Business areas)
- An adequate number of legacy data exchanges ready for testing; these will include e-tickets, DOL-related data, and vehicle-related violations, among others; while not all legacy data exchanges need to be in place to initiate Solution Validation, it will be important to understand what tasks remain, and the time required to accomplish them, for those exchanges that are not ready when Solution Validation begins

In October, the weekly reports being published by the CLJ-CMS Project Manager reflected steady progress on data loading and legacy data exchange preparations. With respect to the Enterprise Data Repository (EDR) work, current status reports indicate that automated processes have “caught up” and are expected to be a part of the Minimal Viable Product (MVP) for Solution Validation.

No firm date has been set yet for the initiation of Solution Validation. As previously reported and noted above, the CLJ-CMS Project Manager wants two-to-four weeks following Tyler Technologies’ delivery of its custom-developed deliverables to check configuration settings, conduct tests, and confirm that readiness preparations for Solution Validation have been completed. We support this careful approach, especially in light of the fact that Washington State and Bexar County, Texas, are the first two customers of Tyler’s “Alliance” work to tightly link the Supervision product that it acquired (now known as “Enterprise Supervision”) with Enterprise Justice (formerly “Odyssey”).

With respect to the Tyler deliverables that are needed before Solution Validation begins, we encourage AOC and the Project Team to get specific commitments from Tyler on dates for deliveries. We are aware that there is a meeting with Tyler in Olympia on November 9 which should be an excellent opportunity to reinforce the importance of Tyler committing to dates for providing deliverables of acceptable quality. In addition, we suggest that the AOC Project Team and Tyler collaborate on a means to report progress on the completion of the deliverables in a manner similar to what the Project



Team has been doing for data loading and the legacy data exchanges. Such reporting would provide confidence that progress is being made to achieve the dates to which Tyler has committed and identify any issues along the way which require executive or management attention (from Tyler or AOC) to ensure obstacles to progress are being removed.

As we have noted for many months, Staffing continues to be a risk for the CLJ-CMS Project. Labor market challenges that are beyond AOC’s control continue to be a challenge. *bluecrane* does not expect this risk to abate in the foreseeable future. For now, AOC is re-directing internal resources to CLJ-CMS in light of the Project being the Courts’ highest priority IT effort.

We continue to encourage limited jurisdiction judges and other stakeholders to lobby the legislature to approve the Decision Package (DP) for the integration platform project (which is an internal infrastructure project separate from the CLJ-CMS Project) as well as other budgetary requests essential to keeping the JIS fully funded. At this time, the integration platform effort is progressing through appropriate governance processes without impacting the performance and delivery of the CLJ-CMS Project.

## 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**

<b>Project Management and Sponsorship</b>			
<b>Assessment Area</b>	<b>October 2022</b>	<b>September 2022</b>	<b>August 2022</b>
<b>Governance</b>	Risk Being Addressed	Risk Being Addressed	Risk
<b>Scope: eFiling</b>	Risk Being Addressed	Risk Being Addressed	Risk
<b>Scope: Case Management</b>	Risk Being Addressed	Risk Being Addressed	Risk
<b>Scope: Supervision</b>	Risk Being Addressed	Risk Being Addressed	Risk
<b>Schedule: eFiling</b>	High Risk	High Risk	High Risk



**Project Management and Sponsorship**

<b>Assessment Area</b>	<b>October 2022</b>	<b>September 2022</b>	<b>August 2022</b>
Schedule: Case Management	High Risk	High Risk	High Risk
Schedule: Supervision	High Risk	High Risk	High Risk
Project Staffing	Risk	Risk	Risk
Budget: Funding	No Risk Identified	No Risk Identified	No Risk Identified
Budget: Management of Spending	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**

<b>Assessment Area</b>	<b>October 2022</b>	<b>September 2022</b>	<b>August 2022</b>
Stakeholder Engagement	No Risk Identified	No Risk Identified	No Risk Identified
OCM: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
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





<b>People</b>			
<b>Assessment Area</b>	<b>October 2022</b>	<b>September 2022</b>	<b>August 2022</b>
Court Preparation and Training	No Risk Identified	No Risk Identified	No Risk Identified

<b>Solution</b>			
<b>Assessment Area</b>	<b>October 2022</b>	<b>September 2022</b>	<b>August 2022</b>
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
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



<b>Solution</b>			
<b>Assessment Area</b>	<b>October 2022</b>	<b>September 2022</b>	<b>August 2022</b>
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	Risk	Risk	Risk
Deployment: Case Management	Risk	Risk	Risk
Deployment: Supervision	Risk	Risk	Risk

<b>Data</b>			
<b>Assessment Area</b>	<b>October 2022</b>	<b>September 2022</b>	<b>August 2022</b>
Data Preparation: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Data Conversion: Case Management	Risk Being Addressed	Risk Being Addressed	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

<b>Infrastructure</b>			
<b>Assessment Area</b>	<b>October 2022</b>	<b>September 2022</b>	<b>August 2022</b>
Infrastructure for Remote Work	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed



### Infrastructure

Assessment Area	October 2022	September 2022	August 2022
Statewide Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Local Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Security Functionality	No Risk Identified	No Risk Identified	No Risk Identified
Access	No Risk Identified	No Risk Identified	No Risk Identified
Environments	No Risk Identified	No Risk Identified	No Risk Identified
Post-Implementation Support	No Risk Identified	No Risk Identified	No Risk Identified



## 2. Detailed Assessment Report

### 2.1 Project Management and Sponsorship

#### 2.1.1 Governance

Project Management and Sponsorship			
Governance	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 2022
	Risk Being Addressed	Risk Being Addressed	Risk

#### **Findings**

At its August 26, 2022 meeting, the JISC approved a motion for AOC to seek funding from the legislature and begin planning activities while awaiting funding to develop an “Enterprise Integration Platform.” The platform will adopt a common communication standard for all systems, thereby enabling new systems to “be plugged into” existing systems at a lower cost with a much faster development time. The platform is essential to protect the state’s network, servers, and systems from unauthorized access and intrusion when third-party systems are allowed to retrieve and update data that is protected for confidentiality purposes. It is expected that the platform will provide logging, auditability, and support features, including reporting and tracking mechanisms for problem resolution.

During the summer months of 2022, a significant risk to the CLJ-CMS Project was the potential expansion of project scope that was being contemplated by the Project Steering Committee (PSC) as tolerable and permissible. At this time, the risks continue but appear to be decreasing as established governance processes are being respected and utilized to approve separate project efforts to address the courts’ needs.

All parties acknowledge that “the world has changed” due to the COVID-19 pandemic. Members of the CLJ-CMS PSC deal with virtual operations every day—in ways that were not contemplated prior to the pandemic. However, we applaud all parties for adhering to approved governance processes to initiate work in this area.

#### **Risks and Issues**

The potential expansion of the CLJ-CMS Project’s scope to include the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project. At this time, established governance processes are being respected and utilized to approve separate project efforts to accomplish this work, thereby mitigating the risks.

#### **bluecrane Recommendations**

If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.



Additionally, we encourage limited jurisdiction judges and other stakeholders to lobby the legislature to approve the DP for the integrations platform project as well as other budgetary requests essential to keeping the JIS fully funded.

### 2.1.2 Scope: eFiling

Project Management and Sponsorship			
Scope: eFiling	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 2022
	Risk Being Addressed	Risk Being Addressed	Risk

#### Findings

As noted in our May report, Pilot Courts posted local rules for eFiling. Meanwhile, DMCJA is championing a statewide rule for mandatory eFiling.

As noted above under “Governance,” the risks to the CLJ-CMS Project’s scope continue but appear to be decreasing as established governance processes are being respected and utilized to approve separate project efforts to address the courts’ needs.

#### Risks and Issues

The potential expansion of the CLJ-CMS Project’s scope to include the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project. At this time, established governance processes are being respected and utilized to approve separate project efforts to accomplish this work, thereby helping to mitigate the risks.

#### bluecrane Recommendation

If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.



### 2.1.3 Scope: Case Management

Project Management and Sponsorship			
Scope: Case Management	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 2022
	Risk Being Addressed	Risk Being Addressed	Risk

#### Findings

The scope of the CLJ-CMS Project is defined by the deliverables delineated in the SOW in the Tyler contract and the already-planned and approved AOC work to manage and support the project. The scope is further “decomposed” by the detailed requirements that AOC, the Court User Work Group (CUWG), and Tyler continue to validate. Scope is being 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.

#### Risks and Issues

The potential expansion of the CLJ-CMS Project’s scope to include the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project. At this time, established governance processes are being respected and utilized to approve separate project efforts to accomplish this work, thereby helping to mitigate the risks.

#### bluecrane Recommendation

If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.

### 2.1.4 Scope: Supervision

Project Management and Sponsorship			
Scope: Supervision	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 2022
	Risk Being Addressed	Risk Being Addressed	Risk

#### Findings

The scope of the Supervision effort is defined in the Tyler SOW and the already-planned and approved AOC work to manage and support the project. A fit-gap analysis was conducted in early January 2021 by AOC, the CUWG, and Tyler to validate requirements and identify any requirements that require custom development by Tyler. Scope is being managed through the RTM, system vendor contract deliverables, and the Project Change Management process.



**Risks and Issues**

The potential expansion of the CLJ-CMS Project’s scope to include the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project. At this time, established governance processes are being respected and utilized to approve separate project efforts to accomplish this work, while helping to mitigate the risks.

**bluecrane Recommendation**

If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.

**2.1.5 Schedule: eFiling**

Project Management and Sponsorship			
Schedule: eFiling	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 2022
	High Risk	High Risk	High Risk

**Findings**

While our assessment of schedule remains “red” because of the number of unknowns that are still outstanding, the CLJ-CMS Project continued to make progress in October toward the start of Solution Validation and the subsequent Pilot Court go-live events. Critical needs for being able to initiate Solution Validation include:

- Tyler Technologies’ provision of custom-developed deliverables (after which the CLJ-CMS Project Team will need two to four weeks of time to assimilate the deliverables into the User Acceptance Test [UAT] environment to be used for Solution Validation)
- A “critical mass” of data loaded into the UAT environment to enable adequate testing of various data types during Solution Validation (with “critical mass” being defined by the Project Team working in collaboration with Court Business areas)
- An adequate number of legacy data exchanges ready for testing; these will include e-tickets, DOL-related data, and vehicle-related violations, among others; while not all legacy data exchanges need to be in place to initiate Solution Validation, it will be important to understand what tasks remain, and the time required to accomplish them, for those exchanges that are not ready when Solution Validation begins

In October, the weekly reports being published by the CLJ-CMS Project Manager reflected steady progress on data loading and legacy data exchange preparations. With respect to the Enterprise Data Repository (EDR) work, current status reports indicate that automated processes have “caught up” and are expected to be a part of the Minimal Viable Product (MVP) for Solution Validation.



No firm date has been set yet for the initiation of Solution Validation. As previously reported and noted above, the CLJ-CMS Project Manager wants two-to-four weeks following Tyler Technologies’ delivery of its custom-developed deliverables to check configuration settings, conduct tests, and confirm that readiness preparations for Solution Validation have been completed. We support this careful approach, especially in light of the fact that Washington State and Bexar County, Texas, are the first two customers of Tyler’s “Alliance” work to tightly link the Supervision product that it acquired (now known as “Enterprise Supervision”) with Enterprise Justice (formerly “Odyssey”).

**Risks and Issues**

The delay in the start of Solution Validation has delayed deployment to the Pilot Courts.

**bluecrane Recommendation**

We encourage the Project Team to move with all due haste to answer outstanding questions about Solution Validation and to develop a revised go-live date for the Pilot Court implementations. At the same time, we concur with the Team’s decision to delay the announcement of a new date until they have a high-level of confidence that the date is attainable.

**2.1.6 Schedule: Case Management**

Project Management and Sponsorship			
Schedule: Case Management	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 2022
	High Risk	High Risk	High Risk

**Findings**

*Findings related to the schedule for Case Management are identical to those described above under 2.1.5 Schedule: eFiling.*

**Risks and Issues**

The delay in the start of Solution Validation has delayed deployment to the Pilot Courts.

**bluecrane Recommendation**

We encourage the Project Team to move with all due haste to answer outstanding questions about Solution Validation and to develop a revised go-live date for the Pilot Court implementations. At the same time, we concur with the Team’s decision to delay the announcement of a new date until they have a high-level of confidence that the date is attainable.





### 2.1.7 Schedule: Supervision

Project Management and Sponsorship			
Schedule: Supervision	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 2022
	High Risk	High Risk	High Risk

#### **Findings**

*Findings related to the schedule for Case Management are identical to those described above under 2.1.5 Schedule: eFiling.*

#### **Risks and Issues**

The delay in the start of Solution Validation has delayed deployment to the Pilot Courts.

#### **bluecrane Recommendation**

We encourage the Project Team to move with all due haste to answer outstanding questions about Solution Validation and to develop a revised go-live date for the Pilot Court implementations. At the same time, we concur with the Team's decision to delay the announcement of a new date until they have a high-level of confidence that the date is attainable.

### 2.1.8 Project Staffing

Project Management and Sponsorship			
Project Staffing	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 2022
	Risk	Risk	Risk

#### **Findings**

As we have noted for many months, Staffing continues to be a risk for the CLJ-CMS Project. Labor market challenges that are beyond AOC's control continue to be a challenge. *bluecrane* does not expect this risk to abate in the foreseeable future. For now, AOC is re-directing internal resources to CLJ-CMS in light of the Project being the Courts' highest priority IT effort.

#### **Risks and Issues**

If the filling of CLJ Project positions becomes a prolonged effort, the project's timeline may be further 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.

**2.1.9 Budget: Funding**

Project Management and Sponsorship			
Budget: Funding	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 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 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.

**2.1.10 Budget: Management of Spending**

Project Management and Sponsorship			
Budget: Management of Spending	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

**Findings**

The project is being managed within the approved budget.



### 2.1.11 Contracts and Deliverables Management

Project Management and Sponsorship			
Contracts and Deliverables Management	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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.

### 2.2.2 OCM: eFiling

People			
OCM: eFiling	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

#### Findings

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

*bluecrane* is 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	Oct. 2022		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

### Findings

In June, the project initiated Pilot Court training (1) to introduce Enterprise Justice and Supervision and (2) on Forms.

## 2.3 Solution

### 2.3.1 Business Process: eFiling

Solution			
Business Process: eFiling	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 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	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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.

At the present time, configuration changes to Enterprise Supervision must be made by Tyler. The Enterprise Supervision solution is “in the ‘cloud,’” unlike Enterprise Justice which is hosted at and configurable by AOC. We are not identifying a risk with this arrangement at this time, but we are raising awareness of the potential for a “bottleneck” as the CLJ-CMS solution moves into production. We encourage AOC and Tyler to work to ensure the process is streamlined and that there is no “single-point-of-failure” for what will be ongoing Enterprise Supervision configuration needs.

### 2.3.7 Integrations: eFiling

Solution			
Integrations: eFiling	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 2022
	Risk Being Addressed	Risk Being Addressed	Risk

#### **Findings**

The CLJ-CMS Project Manager is now publishing weekly reports on “Enterprise Justice to EDR Data Exchange” progress. The latest report at the time of the writing of this QA report documents continued increases in “data seeding,” data loading into the Development environment, and data loading into the UAT environment. Data loading into the UAT environment had been lagging a bit due to issues with the automation of the loading. Current status reports indicate that automated processes have “caught up” and are expected to be a part of the Minimal Viable Product (MVP) for Solution Validation.

Another risk related to integrations is the potential expansion of project scope that was contemplated during the summer of 2022. The scope expansion included development of (1) an integration platform and (2) an integration with OCourt, each of which represents “new work” that is not included in the CLJ-CMS budget or timeline. At this time, the risks continue but appear to be decreasing as established governance processes are being respected. We encourage all parties to continue to follow the project governance processes that were approved at project initiation and the higher-level governance processes that are in place within Washington Courts.

#### **Risks and Issues**

The unforeseen complexity and manual processes required to utilize EDR create substantial risk to the CLJ-CMS Project. At this time, the CLJ-CMS Project Team believes that legacy data exchange efforts can be completed before Solution Validation finishes.

#### **bluecrane Recommendation**

If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.



### 2.3.9 Reports: Case Management

Solution			
Reports: Case Management	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 2022
	Risk	Risk	Risk

#### Findings

At this time, it is unclear whether or not the delay in the Pilot Court go-live date will impact the deployment schedule for subsequent courts. While we believe it is premature to assess the deployment schedule as an “issue,” it certainly is at risk. We will monitor progress on Solution Validation, the announcement of a new date for Pilot Court implementation, and the CLJ-CMS Project’s revised schedule as it emerges from Solution Validation.

The Associate Director of the Court Services Division (CSD) is identifying and analyzing emerging requirements for an eventual integration of OCourts with Enterprise Justice via the yet-to-be-developed



Integration Platform. His analysis will include how OCourts will interact with Enterprise Justice and production data. The results of this analysis and the timing of Solution Validation are each likely to have an impact on the CLJ-CMS Project’s baseline schedule for deploying the new solution to various parts of the state. The work of determining whether the baseline deployment plan needs revising will also need to take into consideration those courts that desire to wait for the Integration Platform to be “productionalized” and the expected subsequent OCourt integration with the Integration Platform to be completed.

**Risks and Issues**

The delay in the Pilot Courts go-live date may impact planned dates for implementations in subsequent courts.

**2.3.15 Deployment: Case Management**

Solution			
Deployment: Case Management	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 2022
	Risk	Risk	Risk

**Findings**

*Findings related to the deployment for Case Management are identical to those described above under 2.3.14 Deployment: eFiling.*

**Risks and Issues**

The delay in the Pilot Courts go-live date may impact planned dates for implementations in subsequent courts.

**2.3.16 Deployment: Supervision**

Solution			
Deployment: Supervision	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 2022
	Risk	Risk	Risk

**Findings**

*Findings related to the deployment for Supervision are identical to those described above under 2.3.14 Deployment: eFiling.*



**Risks and Issues**

The delay in the Pilot Courts go-live date may impact planned dates for implementations in subsequent courts.

**2.4 Data**

**2.4.1 Data Preparation: Case Management**

Data			
Data Preparation: Case Management	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 2022
	Risk Being Addressed	Risk Being Addressed	No Risk Identified

**Findings**

The CLJ-CMS Project Manager is now publishing weekly reports on “Enterprise Justice to EDR Data Exchange” progress. Data loading into the UAT environment had been lagging a bit due to issues with the automation of the loading. Current status reports indicate that automated processes have “caught up” and are expected to be a part of the Minimal Viable Product (MVP) for Solution Validation.

**Risks and Issues**

The issues with data loading into the UAT are currently being addressed.



### 2.4.3 Data Conversion: Supervision

Data			
Data Conversion: Supervision	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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. Pilot courts have been provided a Technical Readiness checklist to help ensure, among other things, that all local technical infrastructure is in place.

### 2.5.4 Security Functionality

Infrastructure			
Security Functionality	Three-Month Rolling Risk Levels		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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		
	Oct. 2022	Sept. 2022	Aug. 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.

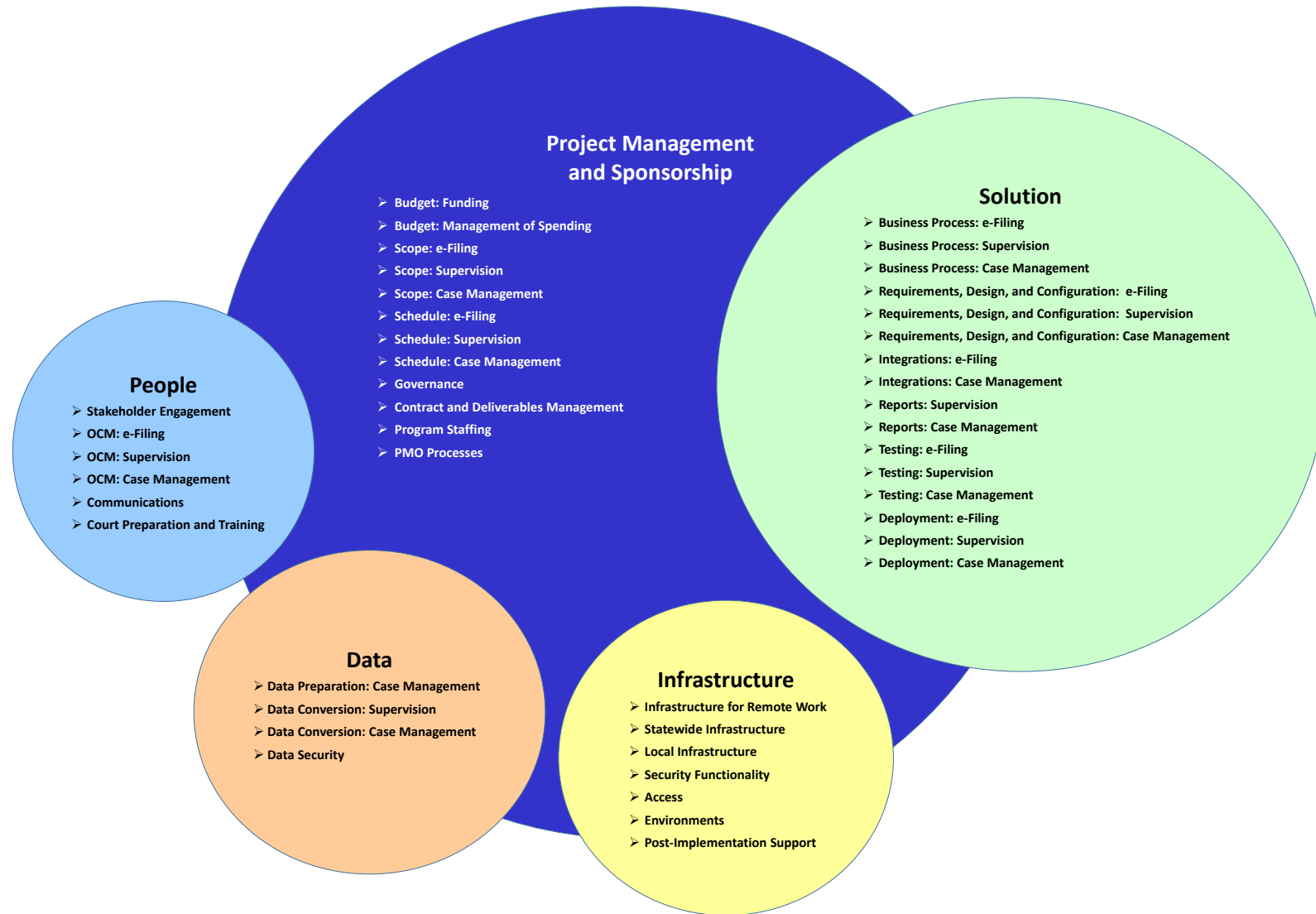


## **Appendix: Overview of *bluecrane* Risk Assessment Approach**

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**

<b>Assessed Risk Status</b>	<b>Meaning</b>
<b>No Risk Identified</b>	Program activities in the area assessed are not encountering any risks
<b>Risk Being Addressed</b>	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
<b>Risk</b>	A risk that is significant enough to merit management attention but not one that is deemed a "show-stopper"
<b>High Risk</b>	A risk that project management must address or the entire planning effort is at risk of failure; these risks are "show-stoppers"
<b>Not Started</b>	This particular activity has not yet started or is not yet assessed
<b>Completed or Not Applicable</b>	This particular item has been completed or has been deemed "not applicable" but remains a part of the assessment for traceability purposes



**Board for Judicial Administration (BJA) Meeting**  
**Friday, September 16, 2022, 9:00 a.m. – 12:00 p.m.**  
Videoconference

**DRAFT MEETING MINUTES**

**BJA Members Present:**

Chief Justice Steven González, Chair  
Judge Tam Bui, Member Chair  
Judge Alicia Burton  
Judge Samuel Chung  
Judge George Fearing  
Judge Jennifer Forbes  
Judge Marilyn Haan  
Judge Dan Johnson  
Commissioner Rick Leo  
Judge Mary Logan  
Judge David Mann  
Terra Nevitt  
Judge Rebecca Pennell  
Dawn Marie Rubio  
Judge Michael Scott  
Judge Jeff Smith  
Brian Tollefson

**Guests Present:**

Ellen Attebery  
Jim Bamberger  
Esperanza Borbora  
Ashley Callan  
Judge Angelle Gerl  
Judge Fred Gillings  
Robert Mead  
Judge Sean O'Donnell  
Tammie Ownbey  
Tori Peterson  
Judge Judith Ramseyer  
Judge Kevin Ringus  
Adrienne Stuart  
Gabriel Villarreal  
Justice Mary Yu

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

Nicole Ack  
Crissy Anderson  
Judith Anderson  
Jeanne Englert  
Heidi Green  
Brittany Gregory  
Sondra Hahn  
Kyle Landry  
Penny Larsen  
Heather Ligtenberg  
Carl McCurley  
Dirk Marler  
Allison Lee Muller  
Stephanie Oyler  
Haily Perkins  
Christopher Stanley  
Caroline Tawes

### Call to Order

Chief Justice González called the meeting to order at 9:02 a.m. and welcomed the participants.

### BJA Member Orientation

Judge Bui referred members to the *BJA Member Guide* and discussed the BJA goals, participation of the members, and other information contained in the *Member Guide*.

### Small Group Discussions

Participants were asked to discuss the following questions and give a brief report, sharing one or two highlights.

1. What is one thing we can do to improve morale and well-being with staff?
  - Raising staff pay, recognition of staff work and perseverance during the pandemic; communicating with staff on a regular basis, especially communicating a sense of purpose to staff;
  - Encourage a fun and healthy environment; consider flex time; courts struggle with funding and communicating about this issue with local commissioners and cities; we need to find a way to help courts create a better public image of courts and make sure they are adequately funded. If courts were adequately funded, staff could have better pay;
  - Create a sense of belonging and teamwork; support each other.
2. What can we do to recruit and retain staff?
  - Make sure people feel valued and have updated job descriptions; equitable pay; recruiting people of color; compensate staff if they have additional skills;
  - Create sense of warmth and teamwork; offer competitive pay.
3. What is one way in which I can help promote the Board's goals this year?
  - Contact legislators regarding funding needs; be active in workgroups; enlist others who can be helpful; reach out to the community to raise public trust and confidence; raise the threshold of accountability by going to community events;
  - Communication between parts of BJA is essential to reach goals;
  - BJA must speak with one voice.

If participants have additional discussion points they can send that information to Jeanne Englert.

### BJA Bylaws

The Court of Appeals requested a change to the BJA bylaws. The bylaws have not been reviewed for four years, and Jeanne Englert requested volunteers from each court level to meet with her once or twice to review the bylaws.

Volunteers were Chief Justice González, Judge David Mann, Judge Jennifer Forbes, and Commissioner Rick Leo.

Presentation: Public Trust and Confidence Committee (PTC)

Justice Yu reviewed the work and mission of the PTC. New governing documents for the PTC were created, in part, to provide a process for a change in leadership. The proposed new charter was included in the meeting materials.

**It was moved by Chief Justice González and seconded by Commissioner Leo to approve the Public Trust and Confidence Committee charter and name change. The motion carried unanimously.**

The new title of the Committee will be the Public Engagement and Education Committee (PEEC).

BJA Task Forces and Work Groups

Alternatives to Incarceration Task Force

The Alternatives to Incarceration Task Force kickoff meeting is this afternoon. A report on the Task Force was included in the meeting materials. The meetings will be streamed live via TVW.

Court Security Task Force

The Task Force has been meeting this summer. They have prepared a proposal with a change in focus to presenting a shared cost model with courts. Task Force members have been meeting with county commissioners and will continue to do that. Many counties agree on the model but don't think they have funds. Chief Justice González thanked Judge O'Donnell for his work.

Remote Proceedings Work Group

Judge Gerl and Judge Rogers are co-chairs of this Work Group. They are currently putting together a membership list. Several Work Group members attended the Conference of Chief Justices/Conference of State Court Administrators summit on remote proceedings and have discussed what other courts are doing with remote proceedings. The Work Group plans to meet in October.

Other Business

Supreme Court Emergency Orders

Governor Jay Inslee has announced plans to lift the statewide COVID emergency orders in October. The question now is when the Supreme Court will be lifting the emergency court orders. There may be interim orders and court rules that allow some orders to continue to avoid interrupting the work of the courts. Some provisions of the orders will go through the court rule-making process so everyone can make comments. The orders are listed on the courts' public web site, and Chief Justice González

encouraged everyone to review the orders and to let him know which ones should be continued so they can be included in an interim order.

#### Public Records Exemptions Accountability Committee (Sunshine Committee)

Chief Justice González received a communication from the Public Records Exemptions Accountability Committee (Sunshine Committee) requesting input from the BJA on whether complaints to the Commission on Judicial Conduct (CJC) against judicial officers should remain confidential. The BJA discussed the importance of an independent entity reviewing complaints of judicial misconduct, and decided to defer to the CJC director and members.

#### Interbranch Advisory Committee

Chief Justice González reviewed the membership, history, and function of the Interbranch Advisory Committee. The next meeting is September 26, 2022 and will be streamed live on TVW. Chief Justice González introduced the new Interbranch Advisory Committee coordinator, Adrienne Stuart. Anyone with questions can contact Adrienne Stuart.

#### Standing Committee Reports

##### Budget and Funding Committee (BFC)

The BFC met to review the budget packages and are advancing all 21 packages to the full BJA membership.

Chris Stanley reviewed the 2023–25 biennial budget submittals from the judicial branch included in the meeting materials. Indirect rate calculations to fund back office staff at AOC were included in the 2023–25 budget packet for the first time.

The BJA members thanked Chris Stanley for his work.

**It was moved by Commissioner Leo and seconded by Judge Forbes to approve the 2023–25 biennial budget requests. The motion carried unanimously.**

##### Court Education Committee (CEC)

The CEC report was included in the meeting materials. The CEC completed an interim venue checklist to guide planning for conferences and activities. The CEC also updated its charter. There was additional text that was struck in section VII, number 1 and a misspelling in section VII, number 4.

**It was moved by Chief Justice González and seconded by Judge Forbes to approve the Court Education Committee charter with the noted corrections. The motion carried unanimously.**



Judge Bui noted that Judith Anderson will receive the 2022 Karen Thorson Award from the National Association of State Judicial Educators (NASJE) to recognize an educator who has made a significant contribution to judicial branch education.

#### Legislative Committee (LC)

The LC met over the summer to review and analyze the 2023 legislative proposals. Brittany Gregory reviewed the proposals and asked the BJA to endorse three of the proposals and support one. The BJA members were asked to endorse the jury diversity package proposal; the eliminating reporting requirements for RCW 9.73.120 proposal; and the additional judge for Snohomish County District Court proposal. The BJA members were asked to support the fourth proposal, the Superior Court pro tempore compensation proposal.

There was a discussion on whether BJA should endorse rather than just support the fourth proposal. Judge Forbes proposed adding the fourth proposal to the endorsed proposals.

**It was moved by Judge Forbes and seconded by Chief Justice Gonzalez to approve the first three BJA legislative proposals. The motion carried with one abstention.**

**It was moved by Chief Justice González and seconded by Judge Mann to approve support of but not endorse the fourth BJA legislative proposal as proposed. The motion failed with three in favor, five opposed, and one abstention.**

**It was moved by Judge Forbes and seconded by Commissioner Leo to approve endorsement of the fourth BJA legislative proposal. The motion passed unanimously.**

There are a few other proposals that are not ready for legislation. A work group will be formed to examine these proposals.

#### Policy and Planning Committee (PPC)

The PPC worked on strategic initiatives at their last meeting. Their focus now is on how to proceed with the Adequate Funding Work Group. Members of the Gender and Justice Commission will attend the October PPC meeting to discuss recommendations from the *Gender and Justice Report*.

#### May 20, 2022 Meeting Minutes

**It was moved by Chief Justice González and seconded by Judge Forbes to approve the May 20, 2022, meeting minutes. The motion carried unanimously.**

### Information Sharing

- Judge Pennell reported that the Court of Appeals will return to traveling sessions.
- Judge Forbes pointed out that the Salary Commission efforts are moving forward. She thanked Brittany Gregory and her team and AOC communications staff for the report included in the meeting materials.
- Chief Justice González reported that the Supreme Court has begun in-person oral arguments, which will be held in the Cherberg Building. The Supreme Court will be resuming the traveling court on October 5, 2022. Chief Justice González introduced new law clerk Gabriel Villarreal.
- Judge Mann has been joined in Division I by new judges Janet Chung, Ian Birk, and Michael Diaz. Judge Mann just completed a nine-day training at the National Judicial College with the Environmental Law Institute and is putting together a package on educational materials.
- Judge Scott said that King County Superior Court is now able to use one courtroom for each trial due to improvements in public health conditions.
- Terra Nevitt announced next Thursday there will be a virtual presentation of the Washington Bar Association APEX awards. The award of merit has been renamed the Chief Justice Mary Fairhurst Award of Merit.
- Judge Bui said she is teaching civics in schools this year and it is going well.

Chief Justice González thanked the participants.

### Adjourn

The meeting adjourned at 11:46 a.m.

### **Recap of Motions from the September 16, 2022 Meeting**

<b>Motion Summary</b>	<b>Status</b>
<b>Approve the Public Trust and Confidence Committee charter and name change.</b>	Passed
<b>Approve the 2023–25 biennial budget requests.</b>	Passed
<b>Approve the Court Education Committee charter with the noted corrections.</b>	Passed
<b>Approve the first three BJA legislative proposals.</b>	Passed
<b>Approve support of but not endorse the fourth BJA legislative proposal as proposed.</b>	Failed
<b>Approve endorsement of the fourth BJA legislative proposal.</b>	Passed
<b>Approve the May 20, 2022 meeting minutes.</b>	Passed

### **Action Items from the September 16, 2022 Meeting**

Board for Judicial Administration Meeting Minutes

September 16, 2022

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<b>Action Item</b>	<b>Status</b>
<u>May 20 BJA Meeting Minutes</u> <ul style="list-style-type: none"><li>• Post the minutes online</li><li>• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.</li></ul>	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

<b>New Requests:</b>	1351 – Enhance New DOL Feed to include Date of Death 1354 – New Court ID for JIS – Othello Municipal
<b>Endorsements:</b>	1346 – Create Application Configuration Vault for AOC Apps
<b>Analyzed:</b>	1337 – Retire WSART Web Application 1349 Pacific/Algona Muni in KCDC CMS to EDR
<b>CLUG Decision:</b>	1326 – Online Interpreter Scheduling 1352 – Upgrade SC-CMS to Enterprise Justice 2023
<b>Authorized:</b>	None
<b>In Progress:</b>	287 – OnBase Product Upgrade
<b>Completed:</b>	274 – Extended Foster Care – Modify Required Party – Parent (Superior) 1306 – RightNow Replacement
<b>Closed:</b>	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	1340	Enterprise Integration Platform and External API	Authorized	Non-JIS

# ITG Status Year in Review

JISC Authorized

ITG 102	2011*													
ITG 027	2011*													
ITG 1340	2022*													
		Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22

■ Authorized   
 ■ In Progress   
 ■ Completed   
 ■ Withdrawn or Closed

\* Year ITG authorized

# ITG Status Year in Review

AOC Admin/CIO Authorized

ITG #	Year	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
ITG 241	2021*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Completed
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
ITG 256	2021*	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 265	2022*	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 269	2020*	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 274	2020*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Completed
ITG 275	2022*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Authorized	Authorized	Authorized	Authorized	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
ITG 277	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
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	Completed
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
ITG 284	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
ITG 286	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
ITG 287	2021*	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 1296	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
ITG 1306	2021*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Completed
ITG 1309	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
ITG 1313	2021*	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	In Progress	In Progress	In Progress	In Progress
ITG 1318	2021*	Authorized	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Completed
ITG 1320	2022*	In Progress	In Progress	In Progress	In Progress	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 1327	2022*	In Progress	In Progress	In Progress	In Progress	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 1328	2022*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
ITG 1332	2022*	In Progress	In Progress	In Progress	In Progress	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1333	2022*	In Progress	In Progress	In Progress	In Progress	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1335	2022*	In Progress	In Progress	In Progress	In Progress	Authorized	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
ITG 1344	2022*	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 1347	2022*	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Authorized	Authorized	Authorized

■ Authorized   
 ■ In Progress   
 ■ Completed   
 ■ Withdrawn or Closed

\* Year ITG authorized



# Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
<b>Superior CLUG</b>					
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	CIO	High
3	283	Modify Odyssey Supervision Probation Category to Support Non-Criminal Cases	In-Progress	Administrator	Medium
4	277	TRU Truancy - Modify Required Party of PAR Parent	In-Progress	CIO	Medium
5	284	Criminal cases w/HNO & DVP case types allow DV Y/N	In-Progress	CIO	Medium
6	269	Installation of Clerks Edition for Franklin County Superior Court Clerks Office	Authorized	CIO	Low
<b>Courts of Limited Jurisdiction CLUG</b>					
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	1345	Integration of OCourt Platform into CLJ-CMS	Authorized	CIO	High
4	265	Kitsap District Court CMS to EDR Data Exchange	In-Progress	Administrator	High
5	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
Appellate CLUG					
1	1313	Supreme Court Opinion Routing/Tracking System	In Progress	CIO	High
2	1325	Appellate Court Online Credit Card Payment Portal	In Progress	CIO	High
3	1324	Appellate Court Records Retention	Prioritized	CIO	High

# Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
<b>Non-JIS CLUG (ISD Maintenance Work &amp; Legislative Mandates)</b>					
1	1344	Protection Order Document Sharing for Judicial Officer	In Progress	CIO	Mandate
2	1309	SQL Server Upgrade 2019 Upgrade	In Progress	CIO	Maintenance
3	287	OnBase Product Upgrade to v20.3	In Progress	CIO	Maintenance
4	1332	JCS Platform Migration	In Progress	CIO	Maintenance
5	286	Statewide Reporting	In Progress	Administrator	Maintenance
6	276	Parking Tickets issued in SECTOR - Interim resolution	In Progress	Administrator	Maintenance
7	1333	SharePoint Upgrade	In Progress	CIO	Maintenance
9	1335	Office Upgrade	In Progress	CIO	Maintenance
10	1340	Enterprise Integration Platform and External API	Authorized	JISC	Maintenance
11	1352	Upgrade SC-CMS to Enterprise Justice 2023	Awaiting Authorization	Administrator	Maintenance
12	1296*	Superior Court Text Messaging and E-mail Notifications	On Hold	CIO	Maintenance
13	275	Odyssey to EDR	Authorized	CIO	Maintenance
14	1347	Upgrade JCS to .NET 6	Authorized	CIO	Maintenance
15	1331	Judicial Contract Tracking System	Authorized	CIO	Maintenance
16	1320	Public Case Search Modernization	Authorized	CIO	Maintenance
17	1327	SCOMIS and JRS Retirement	Authorized	CIO	Maintenance
18	1328	Risk Assessments Sustainability	Authorized	CIO	Maintenance

# ITG Request Progress

Awaiting Endorsement	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting CLUG Recommendation	Awaiting Authorization	Awaiting Scheduling
<p><b>1339</b> Therapeutic Court Case Management</p> <p><b>1351</b> Enhance DOL Feed to Include Date of Death</p> <p><b>1354</b> New Court ID for JIS – Othello Municipal</p>	<p><b>220**</b> Supplemental Race/Ethnicity Request</p> <p><b>1308**</b> Integrated eFiling for Odyssey DMS Superior Courts</p> <p><b>1321**</b> Send JCAT data to the Data Warehouse to Facilitate Reporting</p> <p><b>1338*</b> Store and provide access to historical RightNow ticket data</p> <p><b>1346*</b> Create Application Configuration Vault for AOC Apps</p> <p><b>1348*</b> Blake Certification System</p> <p><b>1350*</b> IT Modelling System Replacement</p> <p><b>1353*</b> Build New Supreme Court Web Page</p>		<p><b>1337</b> Retire WSART Web Application (WAJCA)</p> <p><b>1349</b> Pacific/Algona KC District to EDR</p>	<p><b>1297</b> Self-Represented Litigants (SRL) Access to SC &amp; CLJ Courts</p> <p><b>1324</b> Appellate Court Electronic Record Retention</p> <p><b>1326</b> Online Interpreter Scheduling</p> <p><b>1352</b> Upgrade SC-CMS to Enterprise Justice 2023</p>	<p><b>256</b> Spokane Municipal Court CMS to EDR Data Exchange</p> <p><b>269</b> Installation Of Clerks Edition For Franklin County Superior Court Clerks Office</p> <p><b>270</b> Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse</p> <p><b>275</b> Odyssey to EDR</p> <p><b>1320</b> Public Case Search Modernization</p> <p><b>1327</b> SCOMIS and JRS Retirement</p> <p><b>1328</b> Risk Assessments Sustainability</p> <p><b>1331</b> Judicial Contract Tracking System (JCTS)</p> <p><b>1340</b> Enterprise Integration Platform &amp; Ext API</p> <p><b>1345</b> Integration of Ocourt into CLJ-CMS</p>