WASHINGTON COURTS

Judicial Information System Committee (JISC)

Friday, February 24, 2023 (10:00 a.m. – 12:00 p.m.)

Register in advance for this meeting:

February 24th JISC Meeting Registration Link

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

AGENDA

1.	**Call to Order** a. Introductions b. Approval of Minutes c. JISC Member retirement – Judge Andrus, March 31, 2023	Justice Barbara Madsen, Chair	10:00 – 10:10	Tab 1
2.	**JIS Budget Update** a. 21-23 Budget Update b. 23-25 Decision Packages Update	Mr. Chris Stanley, MSD Director	10:10 – 10:25	
3.	**2023 Legislative Session Update**	Ms. Brittany Gregory, Associate Director of Judicial & Legislative Relations	10:25 – 10:45	Tab 2
4.	**Review of Proposed Bills that may Impact JIS Systems**	Mr. Kevin Ammons, ISD Associate Director	10:45 – 11:00	Tab 3
5.	**Protection Order Document Sharing (PODS) Project Final Update**	Mr. Sriram Jayarama, Acting ISD Enterprise Data Services Manager	11:00 – 11:10	Tab 4
6.	**JIS Priority Project #1 (ITG 102):** **Courts of Limited Jurisdiction Case Management System (CLJ-CMS)** a. Project Update b. QA Assessment Report	Mr. Garret Tanner, Project Manager Mr. Allen Mills, Bluecrane	11:10 – 11:30	Tab 5
7.	**Committee Reports** Data Dissemination Committee (DDC)	Judge John Hart, DDC Chair	11:30 – 11:45	Tab 6
8.	**Meeting Wrap Up**	Justice Barbara Madsen, Chair	11:45 – 12:00	
9.	**Informational Materials** a. Board for Judicial Administration (BJA) Meeting Minutes			Tab 6

	b. ITG Status Report			

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

Future Meetings:

2023 – Schedule

April 28, 2023

June 23, 2023

August 25, 2023

October 27, 2023

December 1, 2023

February 24th 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: February 24, 2022, 10:00 AM Pacific Time

Register in advance for this meeting:

February 24th 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

December 2, 2022
10:00 a.m. to 12:00 p.m.
Online Zoom Meeting

Minutes

Members Present:
Justice Barbara A. Madsen, Chair
Judge Scott K. Ahlf
Mr. Joseph Brusic
Mr. Derek Byrne
Mr. Donald Graham
Judge John Hart, Vice-Chair
Mr. Frank Maiocco
Ms. Barb Miner
Judge Robert Olson
Ms. Paulette Revoir
Mr. Dave Reynolds
Ms. Dawn Marie Rubio
Ms. Margaret Yetter

Members Absent:
Judge Beth Andrus
Ms. Mindy Breiner
Judge Kathryn Loring
Chief Brad Moericke

AOC Staff Present:
Mr. Kevin Ammons
Ms. Brittanie Collinsworth
Mr. Rob Eby
Mr. Arsenio Escudero
Mr. James Hayes
Mr. Sriram Jayarama
Mr. Jamie Kambich
Mr. Mike Keeling
Mr. Dirk Marler
Mr. Dexter Mejia
Ms. Uma Nalluri-Marsh
Ms. Aryn Nonamaker
Ms. Anya Prozora
Mr. Chris Stanley
Mr. Garret Tanner
Ms. Natalia Veiga Zonatto

Guests Present:
Ms. Laurie Garber
Mr. Allen Mills
Mr. Terry Price

DRAFT

Call to Order & Approval of Meeting Minutes

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

Justice Madsen asked if there were any changes or additions to be made to the October 2022 meeting minutes. Hearing none, the meeting minutes were approved as written.

eFiling/Courthouse News Service Litigation

Mr. Dirk Marler briefed the Committee on the Courthouse News Service litigation, which has been taking place all across the country. Courthouse News Service (CNS) styles itself as a legitimate independent news service primarily focusing on civil litigation, whose core audience is lawyers and law firms who subscribe to the service. Essentially, CNS wants unfiltered and prompt access to new non-confidential civil case filings, and they sue in federal court alleging violations of First Amendment rights when they do not get that access. Mr. Marler outlined a number of issues that are involved in this litigation, as well as explained CNS's argument that as more cases are being filed electronically, the public does not have as readily-available access to those filings they would had the cases been filed in person at the courthouse. Actions have been brought in 25 jurisdictions across the country, ten or eleven of which are still open. Outcomes to these litigations have been varied. Mr. Marler added that while CNS has been active in Washington, it has not been litigious thus far.

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. JABS will be the statewide viewer for PO documents; only public POs 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 update on recent project activities, as well as provided a process overview that included examples of what the changes look like in the JABS docket screen, case order screen, and person order screen and how the PO document images will look when accessed. The team is currently conducting testing in the lead up to go-live, and will be starting User Acceptance Testing in the second week of December. The first phase implementation (superior courts) is scheduled to go live on December 30, 2022.

Mr. Kevin Ammons gave a status update on some technical issues with a few of the link-only courts; nine of the fifteen link-only counties are working through technical issues at this time. It is likely that some of these counties may not be ready for the implementation on January 1, 2023. AOC continues to work with all of these courts to help resolve the outstanding issues, and will also be communicating status updates out to court customers leading up to the implementation.

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

CLJ-CMS Project Update

Mr. Garret Tanner provided an update on the CLJ-CMS project; he reminded the Committee of the Pilot courts go-live delay and the project team's next steps going forward. These include preparing for and 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 data for Pilot courts 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 October QA Assessment Report for the CLJ-CMS project. The full report can be found in the JISC meeting packet.

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. The current biennial expenditures are still running as has been expected. AOC are projecting to be approximately

$7 million in the red by the end of the fiscal year. AOC has submitted a budget request to backfill that amount on a one-time basis in the current fiscal year. Going forward, AOC is asking for $12 million a year as a deposit from the General Fund into the JIS account. The reception AOC's decision packages have received from the Legislature at this point is noncommittal, but legislators recognize the critical importance of the JIS account. Mr. Stanley added that many of the individuals and groups he has spoken with (including legislators) did not know that the courts' entire IT infrastructure is financed by traffic tickets. Mr. Stanley reminded the Committee that these requested funds are for the base budget of work, to stabilize the existing expenditures of the account.

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 adjourned the meeting at 11:26 a.m.

Next Meeting

The next meeting will be February 24, 2023, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status

DRAFT

WASHINGTON COURTS

2023 JISC Legislative Update

Brittany Gregory, Associate Director of the Office of Judicial and Legislative Relations (OJLR)
February 24, 2023

Important Dates

- **02/24/2023** – Fiscal/Transportation Committee Cutoff
- **03/08/2023** – Chamber of Origin Cutoff
- **03/29/2023** – Opposite Chamber Policy Committee Cutoff
- **04/04/2023** – Opposite Chamber Fiscal/Transportation Committee Cutoff
- **04/12/2023** – Last Day to Consider Bills from Opposite Chamber
- **04/23/2023** – Last Day of Session

2023 AOC Request Legislation

2023 AOC Request Legislation

- **HB 1023** – Eliminating the wiretap authorization reporting requirements to AOC
  - Prime Sponsor: Representative Walen
  - Pulled from Rules 02/22; placed on second reading calendar.
- **HB 1102** – Concerning pro tem compensation
  - Prime Sponsor: Representative Taylor
  - Passed out of the House 01/25; heard in Senate Law & Justice on 02/16.

2023 AOC Request Legislation

- **SB 5003** – Additional district court judge for Snohomish county
  - Prime Sponsor: Senator Lovick
  - Passed out of the Senate on 01/25; referred to House Civil Rights & Judiciary on 01/27.

- **SSB 5128** – Concerning jury diversity
  - Prime Sponsor: Senator Trudeau
  - Executive Session in Senate Ways & Means on 02/24.

BJA/AOC Positions Taken on 2023 Legislation

BJA/AOC Positions on Bills

- **2SSB 5046 –** Concerning postconviction access to counsel
  - Prime Sponsor: Senator Saldana
  - BJA signed-in Pro
- **SB 5087 –** Defects and omissions
  - Prime Sponsor: Senator Pedersen
  - BJA signed-in Pro
- **SB 5155** – Concerning the court of appeals
  - This is Court of Appeals request legislation
  - Prime Sponsor: Senator Wagoner
  - BJA Signed-in Pro

BJA/AOC Positions on Bills

- **SB 5347** – Concerning access to abstract driving records
  - This is DMCJA request legislation
  - Prime Sponsor: Senator Wagoner
  - BJA signed-in Pro
- **SB 5392** – Concerning overpayments for certain matters
  - This is WSACC request legislation
  - Prime Sponsor: Senator Schoesler
  - BJA & AOC signed-in Pro

Legislative Topics of Interest to the Judiciary in 2023

Juvenile Justice

- **HB 1432 / SSB 5474** – Concerning juvenile justice
  - Prime Sponsor: Representative Farivar & Senator Frame

- **SB 5434 –** Concerning the jurisdiction of juvenile courts
  - Prime Sponsor: Senator Trudeau

- **SSB 5644 / HB 1769** – Concerning juvenile records
  - Prime Sponsor: Senator Frame & Representative Cortes

State v. Blake

- **SHB 1492** – Providing relief for persons affected by *State v. Blake*
  - Prime Sponsor: Representative Simmons

- **SB 5467 / HB 1613** – Encouraging treatment for possession of certain counterfeit drugs or controlled substances
  - Prime Sponsor: Senator Salomon & Representative Rule

- **SSB 5536** – Concerning controlled substances, counterfeit substances, and legend drug possession and treatment
  - Prime Sponsor: Senator Robinson

Housing & Homelessness

- **SB 5197 –** Addressing landlord-tenet relations by providing technical changes
  - Prime Sponsor: Senator Kuderer

- **SB 5707 –** Establishing a housing court pilot program
  - Prime Sponsor: Senator Kuderer

Protections for Victims of Domestic Violence

- **HB 1715 –** Enacting comprehensive protections for victims of domestic violence
  - Prime Sponsor: Representative Davis

Questions?

Brittany Gregory, Associate Director of OJLR

- Brittany.Gregory@courts.wa.gov

Haily Perkins, Court Program Analyst for OJLR

- Haily.Perkins@courts.wa.gov

WASHINGTON COURTS

ADMINISTRATIVE OFFICE OF THE COURTS

February 24, 2023

TO: Judicial Information System Committee (JISC)

FROM: Brittany Gregory, AOC Associate Director, Judicial and Legislative Relations

RE: 2023 Legislative Update

2023 Legislative Session

The House and Senate have returned to holding committee hearing and floor action in person; however, they have retained the opportunity to testify on bills remotely.

Important Upcoming Dates:

Friday, February 17 is the last day for bills to be voted out of their policy committees, unless the bill is in the House fiscal committees, Senate Ways & Means Committee, or Transportation committees.

Friday, February 24 is the last day for bills to be voted out of the House fiscal committees, Senate Ways & Means Committee, or Transportation committees.

Wednesday March 8 is the house of origin cutoff. Bills must be voted out of their chamber of origin by 5pm.

2023 BJA Request Legislation

The Administrative Office of the Courts (AOC), on behalf of the Board for Judicial Administration (BJA), filed four agency request bills in the 2023 legislative session.

- **HB 1023**- Eliminating wiretap authorization reporting to the administrative office of the courts
  - Prime Sponsor: Representative Walen
  - Summary: Increases court efficiency by eliminating AOC and the Chief Justice's reporting requirements for wiretap authorizations.
  - Referred to House Rules Committee
- **HB 1102**- Concerning judge pro tempore compensation
  - Prime Sponsor: Representative Taylor
  - Summary: Addresses the pay disparity that exists for retired Superior Court Judges and Supreme Court Justices when they return to pro tem in a Superior Court.

Currently, retired Superior Court judges and Supreme Court Justices make 60% of what is paid to private attorneys who serve as pro tems.
    - Voted out of the House (96-0-2); Referred to Senate Law and Justice Committee
- **SB 5003-** Increasing the number of district court judges in Snohomish county
    - Prime Sponsor: Senator Lovick
    - Summary: Changes the number of District Court Judges in Snohomish County in statute from eight to nine.
    - Voted out of the Senate (49-0); Referred to House Civil Rights & Judiciary Committee
- **SB 5128/HB 1598-** Concerning jury diversity
    - Prime Sponsor: Senator Trudeau and Representative Hackney
    - Summary: This is an omnibus bill with 4 subproposals aimed at increasing jury diversity by removing barriers to jury service. Barriers such as juror pay, dependent or child care, and electronic service of jury summons. This bill also continues pertinent data collection regarding juror demographics in Washington and forms a workgroup to study the potential implementation of a childcare voucher assistance program or jurors.
    - [HB 1598] Filed 01/26/2023; Referred to House Civil Rights & Judiciary Committee
    - [SB 5128] Heard in the Senate Ways & Means Committee on 01/31/2023

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

- **SB 5046-** Concerning postconviction access to counsel
    - Prime Sponsor: Senator Saldana
    - Summary: Directs the director of the Office of Public Defense to administer additional state-funded services for appellate and postconviction indigent defense. Requires counsel to be appointed at state expense to indigent persons filing a first, timely personal restraint petition; for petitions authorized by the Legislature; or if a final decision of an appellate court creates an ability to challenge a conviction or sentence. Clarifies when counsel may be appointed at state expense to file or prosecute second or subsequent personal restraint petitions or other collateral attacks. Tasks the Office of Public Defense to study the barriers to providing postconviction counsel to indigent persons.
    - Heard in the Senate Ways & Means Committee on 01/31/2023
    - BJA Signed-in Pro
- **SB 5155-** Concerning the court of appeals
    - Prime Sponsor: Senator Wagoner
        - Court of Appeals request legislation
    - Summary: Removes certain language from state law addressing the administrative matters of the Court of Appeals for: providing that panels of judges in the first division are to be comprised of judges as directed by the chief judge of that panel; and providing for the transfer of judges or cases between divisions as directed by the Chief Justice of the State Supreme Court.

  - Placed on Senate floor calendar
  - BJA Signed-in Pro
- **SB 5347**- Concerning access to abstract driving records
  - Prime Sponsor: Senator Wagoner
    - DMCJA request legislation
  - Summary: Authorizes the Department of Licensing to provide an abstract of the full driving record, and all alcohol related offenses to an alcohol or drug assessment or treatment agency for an individual who has applied for evaluation or treatment. Permits probation officers and probation clerks employed by a court to provide an abstract driving record to a treatment agency. Permits courts to waive production and copying fees for the abstract driving records of indigent persons.
  - BJA Signed-in Pro
- **SB 5392**- Concerning overpayments for certain matters
  - Prime Sponsor: Senator Schoesler
    - WSACC request legislation
  - Summary: Permits courts to retain overpayments in amounts of $10 or less in connection with any litigation. Overpayments shall be remitted by the clerk of the court to the local treasurer for deposit in the Local Current Expense Fund.
  - BJA & AOC Signed-in Pro

Legislative Topics of Interest to the Judiciary in 2023

This session the legislature has focused on bills that address homelessness, legal financial obligations, and the Blake decision.

There are several pieces of legislation of interest to the judiciary:

- **HB 1432**/**SB 5474**- Concerning juvenile justice
  - Prime Sponsor: Representative Farivar and Senator Frame
  - Summary: Eliminates legal financial obligations for juveniles.
- **HB 1492**- Providing relief for persons affected by State v. Blake
  - Prime Sponsor: Representative Simmons
  - Summary: Expands definition of LFO and what can be reimbursed under *Blake.*
- **HB 1715**- Enacting comprehensive protections for victims of domestic violence
  - Prime Sponsor: Representative Davis
  - Summary: Strengthens the protections and simplifying the process for protection orders for domestic violence survivors; adds victim monitoring and notification technology in all courts/jurisdictions in Washington.
- **SB 5197**- Addressing landlord-tenant relations by providing technical changes
  - Prime Sponsor: Senator Kuderer
  - Summary: Makes technical fixes to the Eviction Resolution Pilot Program; mandates that courts allow remote participation by any party in forcible and unlawful detainer actions.

- **SB 5434-** Concerning the jurisdiction of juvenile court
  - Prime Sponsor: Senator Trudeau
  - Summary: Increases the minimum age of juvenile court jurisdiction; increases the maximum age of incapacity; establishes that children ages 8 through 13 charged with murder in the first or second degree are presumed incapable of committing the crime; and creates a Raise the Age Juvenile Justice Task Force to consider and provide recommendations regarding implementation of juvenile jurisdiction expansion.
- **SB 5467/HB 1613-** Encouraging treatment for possession of certain counterfeit drugs or controlled substances
  - Prime Sponsor: Senator Salomon and Representative Rule
  - Summary: Makes knowingly possessing a counterfeit substance a gross misdemeanor; requires peace officers to include time and place to appear in court on notice to appear; vacates convictions with proof of completion of a use disorder program.
- **SB 5536-** Concerning controlled substances, counterfeit substances, and legend drug possession and treatment
  - Prime Sponsor: Senator Robinson
  - Summary: Makes knowingly possessing a controlled substance a gross misdemeanor, encourages prosecutor to divert cases to treatment services, court must advise defendant of available pretrial diversion programs, and vacates convictions with proof of completion of a use disorder program.
- **SB 5644/HB 1769-** Concerning juvenile records
  - Prime Sponsor: Senator Frame and Representative Cortes
  - Summary: Explains that all records relating to the commission of juvenile offenses are confidential; requires courts to provide written notice to individuals whose records are sealed that includes an explanation of what it means to have a sealed juvenile record; creates a cause of action where various legal and government entities that disseminate sealed or destroyed juvenile records may be sued for damages by the subject of those records; provides individuals whose records are eligible for sealing with access to an attorney, if necessary.
- **SB 5707-** Establishing a housing court pilot program
  - Prime Sponsor: Senator Kuderer
  - Summary: Creates a housing court pilot program in courts of limited jurisdiction; tasks the administrative office of the courts with facilitating the creation and implementation of this pilot program.

cc: Dawn Marie Rubio, State Court Administrator
Haily Perkins, Court Program Analyst

WASHINGTON COURTS

Proposed Bills With JIS Impacts

C. KEVIN AMMONS, ISD ASSOCIATE DIRECTOR
February 24, 2023

SB 5474 - Juvenile Justice

Description: Eliminates legal financial obligations for juveniles.

JIS Impacts: Possible changes in accounting systems and codes in some applications.

Systems Impacted:

JCS DISCIS SC-CMS

HB 1674 – Road Safety

Description: Adds $100 additional fines/fees to numerous violations if driver is operating a truck or SUV.

JIS Impacts: Requires new codes and/or law table entries, plus accounting updates.

Systems Impacted:

DISCIS SCOMIS CLJ-CMS
EDR

HB 1715 – Protections for Domestic Violence Victims

Description: Strengthens the protections and simplifying the process for protection orders for DV survivors; adds victim monitoring/notification technology in all courts.

JIS Impacts: Requires numerous codes in multiple systems.

Systems Impacted:

DISCIS	SCOMIS	EDR	Web
SC-CMS	CLJ-CMS	JCS	

HB 1651 – Debts Arising from Infractions and Cameras

Description: Makes changes relating to debts from certain infractions, including collections and holds. Involves DOL collecting some debts related to infractions.

JIS Impacts: Modify processes, batch jobs, codes and reports in systems.

Systems Impacted:

CLJ-CMS DISCIS BIT

SB 5644 – Juvenile Records

Description: Requires juvenile offender cases to be a confidential case type. Access to these would be similar to dependency case types.

JIS Impacts: Requires significant changes in systems to reflect confidential case type status. Several changes to supporting components.

Systems Impacted:

JCS SCOMIS SC-CMS CLJ-CMS

BIT DISCIS

SB 5707 – Housing Court Pilot

Description: Creates a housing court pilot program in King and Spokane District Courts.

JIS Impacts: Requires a significant number (possibly over 400) of new codes of various types and configuration changes.

Systems Impacted:

DISCIS CLJ-CMS BIT

ITG Request 1344 – Protection Order Document Sharing (PODS) for Judicial Officers – Final Project Update

SRIRAM JAYARAMA, PROJECT MANAGER

February 24, 2023

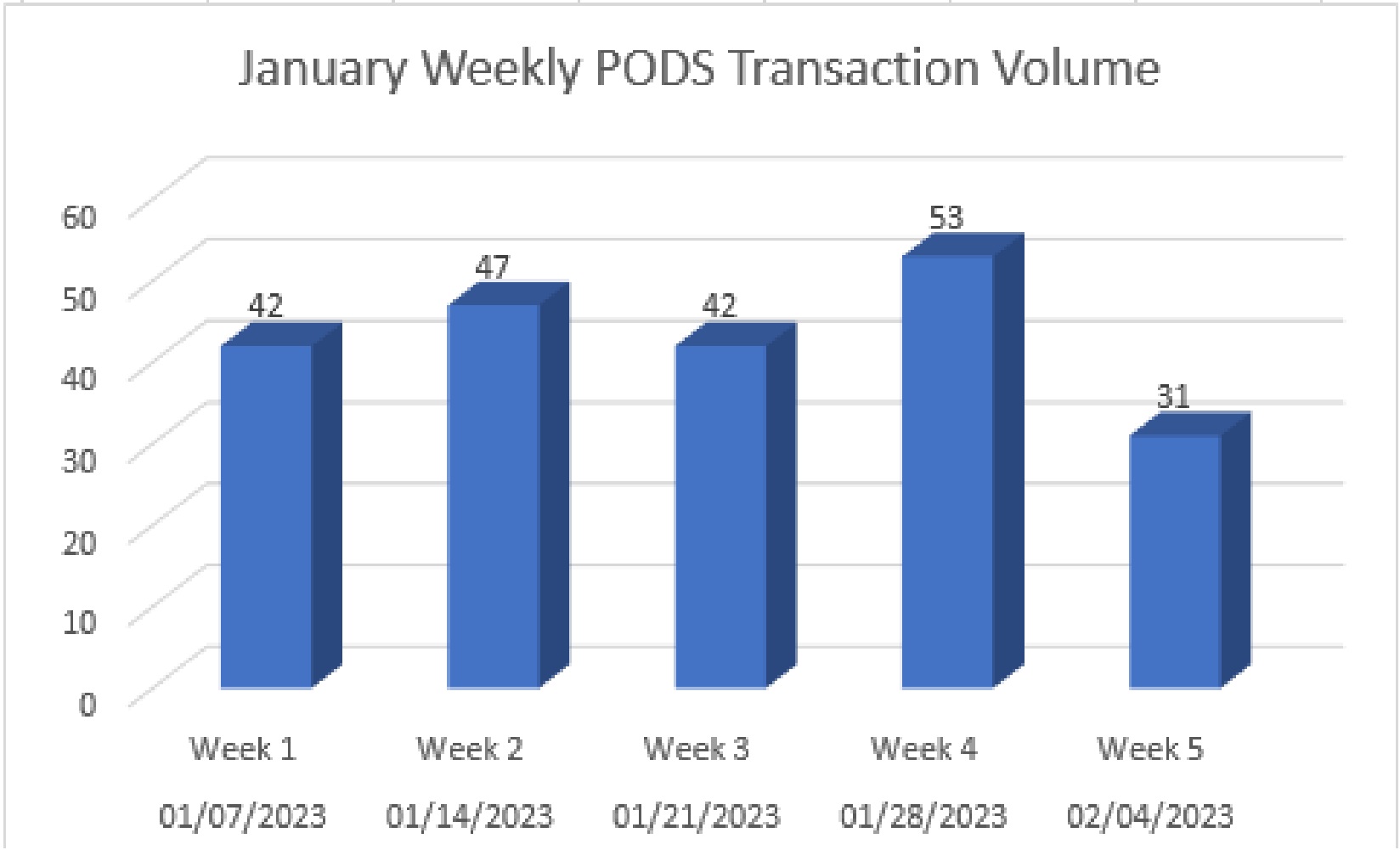
Project Overview

- As part of the HB 1320/1901, the legislature mandated a mechanism for all judicial officers statewide to be able to electronically view Protection Order documents
- There are two deadlines
  - By January 1, 2023 all judicial officers statewide must be able to view Protection Order documents from the 39 superior courts
  - By January 1, 2026 all judicial officers statewide must be able to view Protection Order documents from the courts of limited jurisdiction as well

Completed Activities

- Document images are available for all judicial officers from both superior courts and courts of limited jurisdiction.
- JABS features to display Protection Order Document images went live on January 1, 2023.
- Document images from 37 out of 39 superior courts are available for judicial officers to view.
  - We are continuing to work with the last two courts to get their document images available.

Weekly Transaction Volume



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

GARRET TANNER, PROJECT MANAGER
February 24, 2023

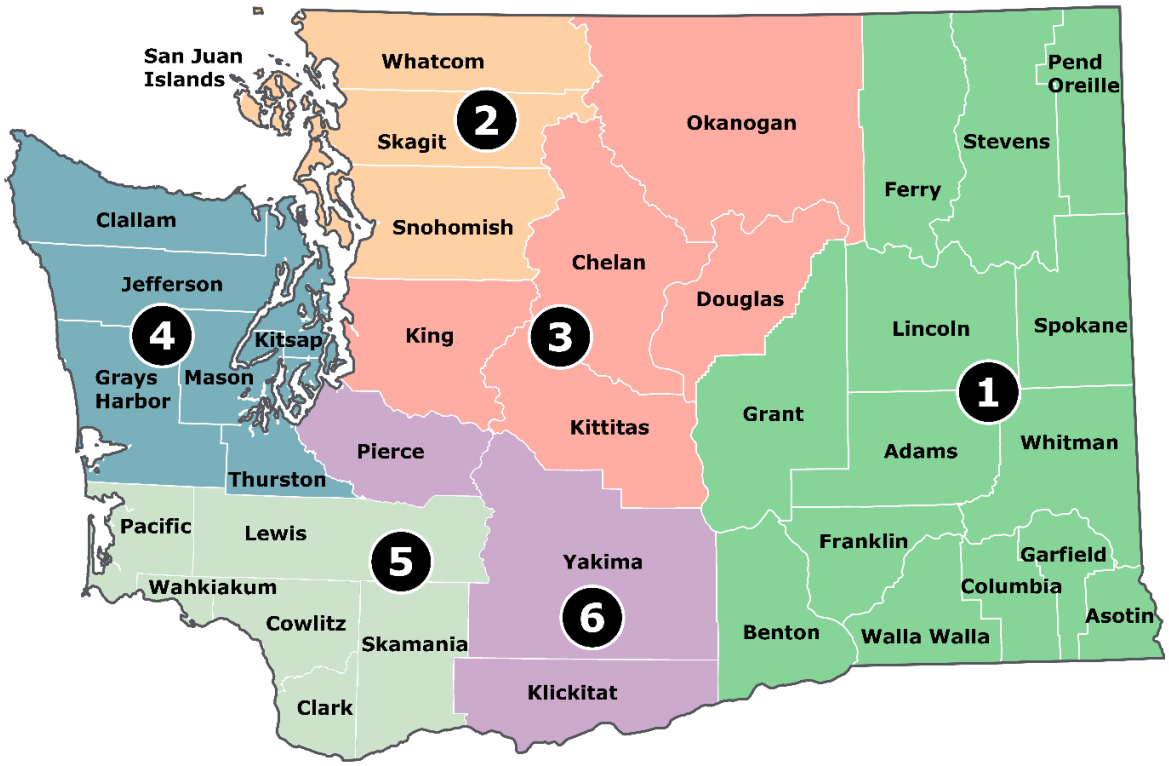
Project Scope

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

Go Live Delay Update

- 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 CLs
    - Solution Validation February 6 – March 10
  - Complete Data Exchanges with Justice Partners
    - Enterprise Data Repository – In Progress
    - DOL / Person Lookup - Testing
    - eCitation & VRV - Testing
    - Etc. - Testing
  - 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

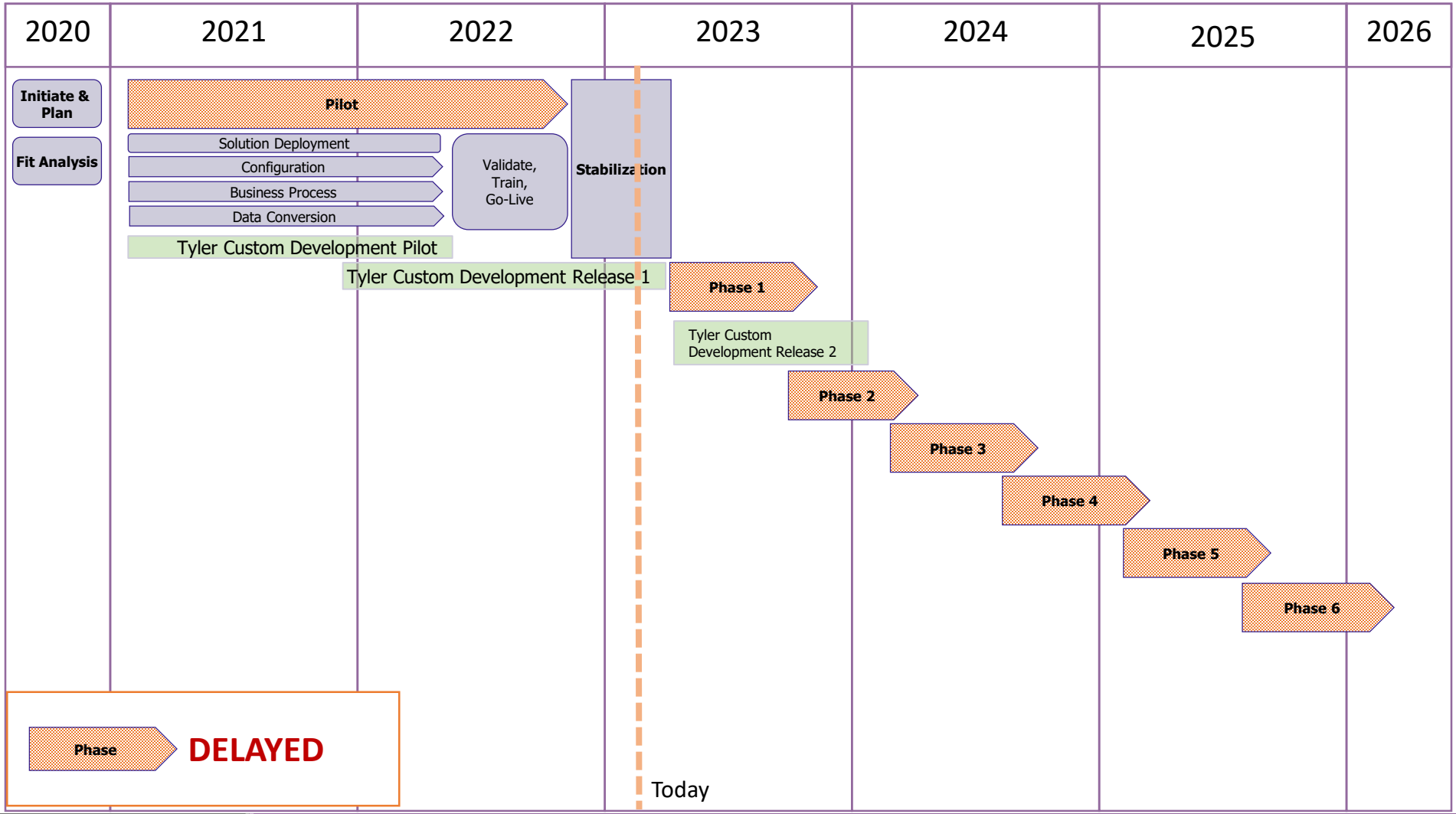
Phase 3
North Central Washington - Chelan, Douglas, King Municipals, Kittitas, and Okanogan

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

Previous Project Timeline



Solution Validation Status*

Focus Area	Status	Risk to Timeline
eFile & Serve	Ready	Low Risk
Development Enterprise Justice	Testing	Medium Risk
Development Enterprise Supervision	Ready	High Risk
Configuration Enterprise Justice	Ready	
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	Ready	
Enterprise Supervision Reporting	Ready	
Pilot Court Readiness	Ready	

*As of February 6

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 7 Completed

✓Data Review 7 Completed

✓Data Push 8 Complete

  - Required for Solution Validation

- Data Review 8 Underway

✓Solution Validation Start February 6

Project Outreach

✓Site visit at Thurston County Superior

✓Team site visits Pilot Courts

- Pierce County District
- Tacoma Municipal
- Gig Harbor Municipal

- Continue working with Pilot Courts on internal court communications
- Attending Spring Conferences

Work in Progress

- Solution Validation
  - February 6 – March 10, 2023

Project Issues – February 2023

Issue	Mitigation
Pilot Go Live – Delaying Pilot Go Live will impact future Phases.	(August 26, 2022) Tyler / AOC working and estimating remaining “go live” for post-Solution Validation.
Solution Validation (Pilot) – Delaying Solution Validation will delay Pilot Go Live and beyond.	**(February 6, 2023) Solution Validation Started February 6.**
Local Rule – In order for eFiling to be mandatory courts need to enact the rule or make eFiling mandatory.	(April 5, 2022) DMCJA is championing a Statewide rule for mandatory eFiling. Pilot Courts will need to enact a local rule in the meantime.

Project Issues – February 2023

Active Issues	
Issue	Mitigation
Enterprise Supervision/Enterprise Justice Integrations (Alliance) – The two products are not yet seamlessly integrated.	**(February 6, 2023) Vendor has resolved enough Priority 1 issues to start Solution Validation.**
Staffing / Hiring – 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.	**(February 6, 2023) 7 pre-Pilot vacancies. Additional AOC resources have been reassigned to CLJ-CMS.**

Project Issues – February 2023

Active Issues	
Issue	Mitigation
WSP Law Table Updates – WSP needs to update their law tables to accept two versions (one for JIS Courts and one for Enterprise Justice Courts).	**(January 31, 2023) WSP has confirmed that they will be unable to complete this work before in time for Pilot Go Live. CLJ-CMS will need to build a temporary "lookup table" to intake JIS laws and translate them to Enterprise Justice laws.**

Project Risks – February 2023

Total Project Risks			
Low Probability	Moderate Probability	High Probability	Closed
0	3	3	19

High Risk Status		
Risk	Probability / Impact	Mitigation
Equipment Funding – Additional funds may be needed to assist some courts with the local equipment purchases.	Moderate / Moderate	(September 22, 2020) If the CLJ-CMS project uses a similar funding model to the SC-CMS, then there are additional complexities to consider. There are significantly more CLJ courts which adds to the need.

Project Risks – February 2023

High Risk Status		
Risk	Probability / Impact	Mitigation
Enterprise Supervision – Tyler has not done a statewide implementation of their new Supervision module. Previous implementations have always been with individual probation departments.	High / Major	**(February 6, 2023) Enterprise Supervision is ready for Solution Validation start on February 6.**
Third Party Integrations – Some courts have local systems that they would like integrated with Enterprise Justice.	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.

Project Risks – February 2023

High Risk Status		
Risk	Probability / Impact	Mitigation
Enterprise Justice version to be used (Phase 1) – In November 2021, Tyler determined that Enterprise Justice 2019 would not be compatible with some of the mandatory requirements.	High / High	(November 9, 2022) Tyler now recommends version 2024.x for Phase 1. Upgrade needs to be analyzed and planned for.

Project Risks – February 2023

High Risk Status		
Risk	Probability / Impact	Mitigation
Efficiency Concerns – It is expected that some users will be experience short-term reduced efficiencies when compared against legacy systems.	Moderate / Moderate	(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.

Project Risks – February 2023

High Risk Status		
Risk	Probability / Impact	Mitigation
Performance Issues – It is possible that users will feel that Enterprise Justice works less efficiently than legacy system due to changing processes and procedures.	Moderate / Moderate	**(February 6, 2023) Performance of v2022.1.5 will be monitored throughout Solution Validation.**

Next Steps

Milestone	Date
Solution Validation	February 6 – March 10, 2023
Go-live Pilot Courts	TBD

Independent Quality Assurance Update

ALLEN MILLS, BLUECRANE, INC.
February 24, 2023

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

February 2023

Prepared by

Bluecrane, Inc.

bluecrane ®

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310-793-0000

February 28, 2023

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 February 2023.

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 February 2023 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.

Solution Validation (SV) began February 6, 2023, after the CLJ-CMS Project Team completed their review and initial testing of the Priority 1 fixes delivered by Tyler Technologies at the end of December 2022. ***This is outstanding news!*** We congratulate the team, AOC, Project Steering Committee, Pilot Courts, and other stakeholders who have persevered through the delay from late last summer to ensure a quality solution is being delivered. There is "a long road" still ahead, but the start of SV is a very significant milestone for the project. The progress of SV over the coming weeks will be a critical element in determining a new Pilot Court Go-Live date with a high degree of confidence.

From our high-level, independent perspective, there are three "areas" of activities that are most significant at the current time. They are:

1. **Outstanding Priority 1 Issues:** Delivery of the remaining outstanding Priority 1 fixes by Tyler. As of the writing of this report (a bit earlier than usual due to busy February calendars at Washington Courts), there are 24 Priority 1 issues outstanding. They all relate to Data Conversion.
2. **Data Exchanges and Data Conversion:** Complete necessary work to utilize the Enterprise Data Repository (EDR) and ensure all legacy data exchanges are viable in the new solution's environment. As has been previously reported, data conversion for Enterprise Supervision is becoming a complex undertaking, given the manner in which probation information is stored in JIS. The CLJ-CMS Project Team's testing of Alliance (the assimilation of the new Enterprise Supervision solution with Enterprise Justice) continues.
3. **Completion of SV and Incorporation of Priority 2 Fixes Expected in April:** As we have reported previously, AOC will not initiate Pilot Court Go-Live until Tyler delivers fixes for all Priority 1 *and Priority 2* defects in their 2022.1.6 release which is currently targeted for mid-April 2023. If the results of SV confirm that the Tyler solution is working as expected and the Priority 2 fixes are on-track, then a date for Pilot Court Go-Live can be selected and announced at that time.

As SV was getting underway during the first week of February, a potential issue was identified with the Washington State Patrol (WSP) legacy data exchange. At this time, it appears that WSP will not be able to complete the necessary work on its end to modify the legacy data exchange to accept "Law Table Updates" from Enterprise Justice (as opposed to JIS). The CLJ-CMS Project Team believes that a temporary "work-around" may be able to be used until the WSP modifications can be made. More analysis is needed (and is underway by the team) to understand how significant the issue is. For now,

we are not assessing this as a critical risk. However, it is on our "watch list." Once the team completes its analysis, we will be in a better position to assess the risk to Pilot Court Go-Live.

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. However, we are able to report that other projects in the Olympia and Seattle areas with which *bluecrane* is involved are beginning to see increased numbers of qualified applicants, apparently due to the large layoffs that have occurred (and are continuing to occur) in the technology business sector.

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.

New risks identified in February are the ones related to data conversion for Enterprise Supervision and the WSP "watch list" item noted above. The data conversion risk is being worked on by the CLJ-CMS Project Team and Tyler Technologies. With the initiation of SV, risks to schedule are continuing to decrease. While we are not ready to reduce the assessment level of schedule from "red" yet, we are cautiously optimistic that, if all goes well in the first few weeks of SV, a Pilot Go-Live date can be announced at that time.

1.2 Executive "At-a-Glance" QA Dashboard

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

Table 1. Summary Dashboard of QA Assessment Results

Project Management and Sponsorship			
Assessment Area	**February 2023**	**January 2023**	**December 2022**
Schedule: Case Management	**High Risk** ***(risk decreasing)***	**High Risk** ***(risk decreasing)***	**High Risk**
Schedule: Supervision	**High Risk** ***(risk decreasing)***	**High Risk** ***(risk decreasing)***	**High Risk**

Project Management and Sponsorship			
Assessment Area	**February 2023**	**January 2023**	**December 2022**
Schedule: eFiling	High Risk *(risk decreasing)*	High Risk *(risk decreasing)*	High Risk
Scope: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Scope: Supervision	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Scope: eFiling	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Project Staffing	Risk	Risk	Risk
Governance	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Budget: Funding	No Risk Identified	No Risk Identified	No Risk Identified
Budget: Management of Spending	No Risk Identified	No Risk Identified	No Risk Identified
Contracts and Deliverables Management	No Risk Identified	No Risk Identified	No Risk Identified
PMO Processes	No Risk Identified	No Risk Identified	No Risk Identified

People			
Assessment Area	**February 2023**	**January 2023**	**December 2022**
Stakeholder Engagement	No Risk Identified	No Risk Identified	No Risk Identified
OCM: Case Management	No Risk Identified	No Risk Identified	No Risk Identified

People			
Assessment Area	**February 2023**	**January 2023**	**December 2022**
OCM: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
OCM: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Communications	No Risk Identified	No Risk Identified	No Risk Identified
Court Preparation and Training	No Risk Identified	No Risk Identified	No Risk Identified

Solution			
Assessment Area	**February 2023**	**January 2023**	**December 2022**
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
Business Process: 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
Requirements, Design, and Configuration: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Integrations: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Integrations: eFiling	No Risk Identified	No Risk Identified	No Risk Identified

Solution			
Assessment Area	**February 2023**	**January 2023**	**December 2022**
Reports: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Reports: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Testing: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Testing: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Testing: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Deployment: Case Management	Risk	Risk	Risk
Deployment: Supervision	Risk	Risk	Risk
Deployment: eFiling	Risk	Risk	Risk

Data			
Assessment Area	**February 2023**	**January 2023**	**December 2022**
Data Preparation: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Data Conversion: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Data Conversion: Supervision	Risk Being Addressed	No Risk Identified	No Risk Identified
Data Security	No Risk Identified	No Risk Identified	No Risk Identified

Infrastructure			
Assessment Area	**February 2023**	**January 2023**	**December 2022**
Infrastructure for Remote Work	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Statewide Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Local Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Security Functionality	No Risk Identified	No Risk Identified	No Risk Identified
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 Schedule: Case Management

Project Management and Sponsorship			
Schedule: Case Management	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	High Risk *(risk decreasing)*	High Risk *(risk decreasing)*	High Risk

Findings

Solution Validation (SV) began February 6, 2023, after the CLJ-CMS Project Team completed their review and initial testing of the Priority 1 fixes delivered by Tyler Technologies at the end of December 2022. ***This is outstanding news!*** We congratulate the team, AOC, Project Steering Committee, Pilot Courts, and other stakeholders who have persevered through the delay from late last summer to ensure a quality solution is being delivered. There is "a long road" still ahead, but the start of SV is a very significant milestone for the project. The progress of SV over the coming weeks will be a critical element in determining a new Pilot Court Go-Live date with a high degree of confidence.

From our high-level, independent perspective, there are three "areas" of activities that are most significant at the current time. They are:

1. **Outstanding Priority 1 Issues:** Delivery of the remaining outstanding Priority 1 fixes by Tyler. As of the writing of this report (a bit earlier than usual due to busy February calendars at Washington Courts), there are 24 Priority 1 issues outstanding. They all relate to Data Conversion.
2. **Data Exchanges and Data Conversion:** Complete necessary work to utilize the Enterprise Data Repository (EDR) and ensure all legacy data exchanges are viable in the new solution's environment. As has been previously reported, data conversion for Enterprise Supervision is becoming a complex undertaking, given the manner in which probation information is stored in JIS. The CLJ-CMS Project Team's testing of Alliance (the assimilation of the new Enterprise Supervision solution with Enterprise Justice) continues.
3. **Completion of SV and Incorporation of Priority 2 Fixes Expected in April:** As we have reported previously, AOC will not initiate Pilot Court Go-Live until Tyler delivers fixes for all Priority 1 *and Priority 2* defects in their 2022.1.6 release which is currently targeted for mid-April 2023. If the results of SV confirm that the Tyler solution is working as expected and the Priority 2 fixes are on-track, then a date for Pilot Court Go-Live can be selected and announced at that time.

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 complete SV and 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.

2.1.2 Schedule: Supervision

Project Management and Sponsorship			
Schedule: Supervision	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	High Risk *(risk decreasing)*	High Risk *(risk decreasing)*	High Risk

Findings

Findings related to the schedule for Case Management are identical to those described above under 2.1.1 Schedule: Case Management.

As we have said in previous reports, it is important to note 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"). As has been previously reported, data conversion for Enterprise Supervision is becoming a complex undertaking, given the manner in which probation information is stored in JIS. The CLJ-CMS Project Team's testing of Alliance continues.

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 complete SV and 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.

.

2.1.3 Schedule: eFiling

Project Management and Sponsorship			
Schedule: eFiling	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	High Risk *(risk decreasing)*	High Risk *(risk decreasing)*	High Risk

Findings

Findings related to the schedule for eFiling are identical to those described above under 2.1.1 Schedule: Case Management.

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 complete SV and 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.

2.1.4 Scope: Case Management

Project Management and Sponsorship			
Scope: Case Management	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

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 OCourts 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.

2.1.5 Scope: Supervision

Project Management and Sponsorship			
Scope: Supervision	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

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 OCourts 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.

2.1.6 Scope: eFiling

Project Management and Sponsorship			
Scope: eFiling	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

As previously reported, Pilot Courts posted local rules for eFiling. Meanwhile, DMCJA is championing a statewide rule for mandatory eFiling.

As noted below 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 OCourts 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.

2.1.7 Project Staffing

Project Management and Sponsorship			
Project Staffing	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 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. However, we are able to report that other projects in the Olympia and Seattle areas with which *bluecrane* is involved are beginning to see increased numbers of well-qualified applicants, apparently due to the large layoffs that have occurred (and are continuing to occur) in the technology business sector.

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.

2.1.8 Governance

Project Management and Sponsorship			
Governance	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

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 OCourts 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.

2.1.9 Budget: Funding

Project Management and Sponsorship			
Budget: Funding	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 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.

AOC's Decision Packages (DPs) for the 2024–2025 Biennium are with the legislature now.

2.1.10 Budget: Management of Spending

Project Management and Sponsorship			
Budget: Management of Spending	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 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		
	Feb. 2023	Jan. 2023	Dec. 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		
	Feb. 2023	Jan. 2023	Dec. 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		
	Feb. 2023	Jan. 2023	Dec. 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: Case Management

People			
OCM: Case Management	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The OCM activities in this area are numerous, professional, and clear. Collaboration with Pilot Courts will be critical as SV concludes.

2.2.3 OCM: Supervision

People			
OCM: Supervision	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The OCM activities in this area are numerous, professional, and clear. Collaboration with Pilot Courts will be critical as SV concludes.

2.2.4 OCM: eFiling

People			
OCM: eFiling	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The OCM activities in this area are numerous, professional, and clear. Collaboration with Pilot Courts will be critical as SV concludes.

2.2.5 Communications

People			
Communications	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 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.

2.2.6 Court Preparation and Training

People			
Court Preparation and Training	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Training for Pilot Courts is planned to be conducted after SV and prior to the initiation of Go-Live activities.

2.3 Solution

2.3.1 Business Process: Case Management

Solution			
Business Process: Case Management	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 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.

2.3.2 Business Process: Supervision

Solution			
Business Process: Supervision	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 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.

2.3.3 Business Process: eFiling

Solution			
Business Process: eFiling	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

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

2.3.4 Requirements, Design, and Configuration: Case Management

Solution			
Requirements, Design, and Configuration: Case Management	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

At this time, the project is making any changes that are needed as a result of the CUWG's ongoing review of requirements.

2.3.5 Requirements, Design, and Configuration: Supervision

Solution			
Requirements, Design, and Configuration: Supervision	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 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.

2.3.6 Requirements, Design, and Configuration: eFiling

Solution			
Requirements, Design, and Configuration: eFiling	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Requirements for eFiling are minimal and relatively procedural in nature.

2.3.7 Integrations: Case Management

Solution			
Integrations: Case Management	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

During SV, it is important that the CLJ-CMS Project and its partners complete necessary work to utilize the Enterprise Data Exchange (EDE) and to ensure all legacy data exchanges are viable in the new solution's environment. As has been previously reported, data conversion for Enterprise Supervision is becoming a complex undertaking, given the manner in which probation information is stored in JIS. The CLJ-CMS Project Team's testing of Alliance (the assimilation of the new Enterprise Supervision solution with Enterprise Justice) continues.

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 OCourts, 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 SV 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.

2.3.8 Integrations: eFiling

Solution			
Integrations: eFiling	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 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.

2.3.9 Reports: Case Management

Solution			
Reports: Case Management	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 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	Jan. 2023		
	Feb. 2023	Jan. 2023	Dec. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Supervision reports are defined in the CLJ-CMS requirements.

2.3.11 Testing: Case Management

Solution			
Testing: Case Management	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

SV testing for Case Management is underway. At this time, no significant obstacles to completing the testing have been identified, and results from testing are good.

2.3.12 Testing: Supervision

Solution			
Testing: Supervision	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

SV testing for Supervision is underway. At this time, no significant obstacles to completing the testing have been identified, and results from testing are good.

2.3.13 Testing: eFiling

Solution			
Testing: eFiling	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

With eFiling now being rolled out in tandem with Case Management and Supervision, the necessary testing for eFiling is a part of SV.

2.3.14 Deployment: Case Management

Solution			
Deployment: Case Management	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	Risk	Risk	Risk

Findings

At this time, it appears likely that 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 SV, the announcement of a new date for Pilot Court implementation, and the CLJ-CMS Project's revised schedule as it emerges from SV.

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 SV 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 OCourts 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: Supervision

Solution			
Deployment: Supervision	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	Risk	Risk	Risk

Findings

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

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: eFiling

Solution			
Deployment: eFiling	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	Risk	Risk	Risk

Findings

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

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		
	Feb. 2023	Jan. 2023	Dec. 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		
	Feb. 2023	Jan. 2023	Dec. 2022
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

At the time of the writing of this report, there are 24 outstanding Priority 1 issues, all related to data conversion rules. Tyler Technologies is working to get these issues resolved during SV.

Risks and Issues

The Priority 1 issues with data conversion must be resolved prior to the conclusion of SV.

2.4.3 Data Conversion: Supervision

Data			
Data Conversion: Supervision	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 2022
	Risk Being Addressed	No Risk Identified	No Risk Identified

Findings

As has been previously reported, data conversion for Enterprise Supervision is becoming a complex undertaking, given the manner in which probation information is stored in JIS. The CLJ-CMS Project Team's testing of Alliance (the assimilation of the new Enterprise Supervision solution with Enterprise Justice) continues as part of SV.

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.

Risks and Issues

The Priority 1 issues with data conversion must be resolved prior to the conclusion of SV.

2.4.4 Data Security

Data			
Data Security	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 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		
	Feb. 2023	Jan. 2023	Dec. 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. At this time, more and more work is being conducted on-site with both AOC and Tyler Technologies staff present.

2.5.2 Statewide Infrastructure

Infrastructure			
Statewide Infrastructure	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 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. At this time, no significant risks have been identified.

2.5.3 Local Infrastructure

Infrastructure			
Local Infrastructure	Three-Month Rolling Risk Levels		
	Feb. 2023	Jan. 2023	Dec. 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		
	Feb. 2023	Jan. 2023	Dec. 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		
	Feb. 2023	Jan. 2023	Dec. 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		
	Feb. 2023	Jan. 2023	Dec. 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	Nov. 2022		
	Feb. 2023	Jan. 2023	Dec. 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Based on **"**Lessons Learned" from the Superior Court–Case Management System (SC-CMS) Project, the CLJ-CMS Project staffing plan includes having four Business Analysts on board specifically for Post-Implementation (or "Production") Support.

Appendix: Overview of *bluecrane* Risk Assessment Approach

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

- **Project Management and Sponsorship**
- **People**
- **Solution**
- **Data**
- **Infrastructure**

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

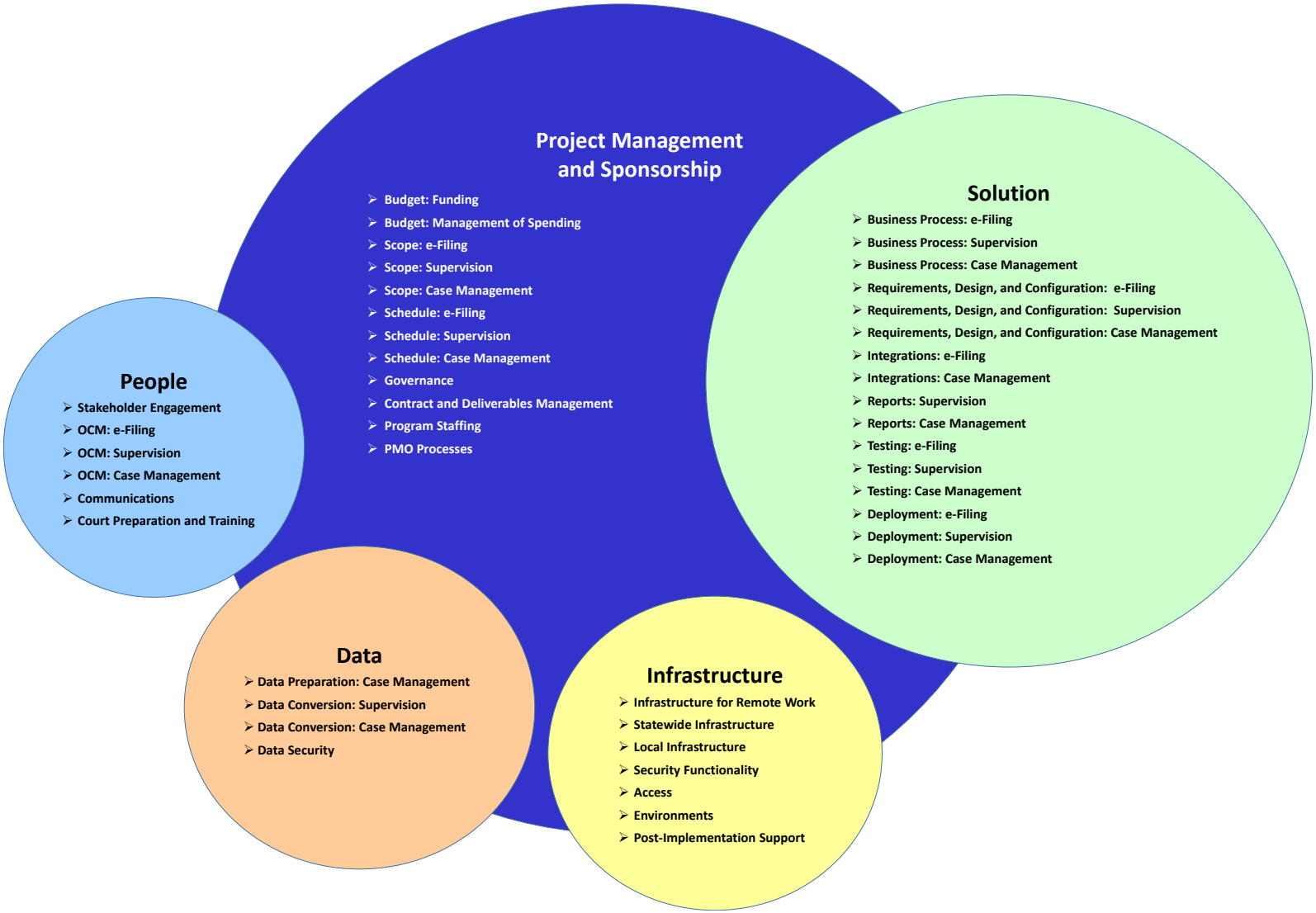

Figure 1. Areas of CLJ-CMS Project Assessed for Risks

Our risk ratings are summarized in Table 2 below.

Table 2. *bluecrane's* Risk Assessment Categorization

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

JISC DATA DISSEMINATION COMMITTEE
Friday, February 24, 2023, 9:00 a.m. – 9:55 a.m.
Zoom Teleconference
URL: provided via invite

AGENDA		
Call to Order	Judge John Hart	Agenda Items with documents are indicated with an *
ACTION ITEMS		
1. June 24, 2022, Meeting Minutes Action: Motion to approve the minutes	Judge Hart	*
2. Proposed Addition to GR 15 Action: Vote on proposed language	Mr. David Reynolds	*
3. Creation of DDC Workgroup on Non-Conviction Data	Mr. Kevin Cottingham	
4. Other Business	Judge Hart	

Board for Judicial Administration (BJA) Meeting
Friday, October 21, 2022, 9:00 a.m. – 12:00 p.m.
Videoconference

MEETING MINUTES

BJA Members Present:
Chief Justice Steven González, 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
Terra Nevitt
Judge Rebecca Pennell
Judge Jacqueline Shea-Brown
Judge Rebecca Robertson
Dawn Marie Rubio
Judge Jeff Smith

Guests Present:
Ellen Attebery
Jim Bamberger
Esperanza Borbora
Ashley Callan
Judge Kevin Hull
Tori Peterson
Barb Miner
Judge Kevin Ringus
Adrienne Stuart

Administrative Office of the Courts (AOC) Staff Present:
Nicole Ack
Crissy Anderson
Judith Anderson
Antoinette Bonsignore
Cynthia Delostrinos
Jeanne Englert
Meghan Fitzgerald
Brittany Gregory
Brenden Higashi
Kyle Landry
Penny Larsen
Carl McCurley
Dirk Marler
Allison Lee Muller
Stephanie Oyler
Haily Perkins
Christopher Stanley
Caroline Tawes
Andrea Valdez
Kelly Warner-King

Call to Order
Chief Justice González called the meeting to order at 9:00 a.m.

The Supreme Court is in the process of lifting some of the COVID emergency orders. A draft of the revised orders is available from Jeanne Englert or Reza Pazooki. The new orders will be finalized next week.

Innovating Justice Awards Presentation of Awards
The purpose of the Innovating Justice Awards is to recognize those who provided exceptional leadership to resolve critical court needs and helped courts deliver innovative and responsive justice by promoting race equity and access to justice.

The Innovating Justice Award recipients were:

1. Legal Financial Obligation counties, including Representative Tarra Simmons with Civil Survival in collaboration with all the county courts; Judge Kevin Hull with Kitsap County Superior; Judge Michael Schwartz with Pierce County Superior Court and Judge Carol Murphy, Thurston County Superior Court. They were nominated by Cynthia Delostrinos, who also presented the award.
2. Commissioner Clint Johnson, Pierce County Superior Court. Commissioner Johnson was nominated by Tacomaprobono Community Lawyers and the award was presented by Carly Roberts.
3. Commissioner Brandon Mack and the Clallam County Dependency Court Improvement Team. They were nominated by Judge Brent Basden who also presented the award.
4. Clark County Volunteer Lawyers Program and Executive Director Elizabeth Fitzgerald. They were nominated by Judge Tsering Cornell who also presented the award.

BJA Task Forces and Work Groups

Alternatives to Incarceration Task Force
The Task Force just had its second meeting. The Task Force has a diverse and engaged membership. Two work groups will begin soon, an assessment and information gathering work group, and a work group that will solicit information on how to incorporate feedback from those impacted by the judicial system. Co-Chair Judge Kyle Mott will be leaving for private practice, and Judge Mary Logan will become the new co-chair.

Court Security Task Force
The Task Force met on September 26, 2022, and reviewed the budget package and development of a new advocacy campaign. The Task Force has met with commissioners in some small, rural counties who will support the court security budget package.

The Task Force tried last session to obtain funds for court security. The feedback from the Legislature was that local funding needed to be contributed as well. This year the budget request includes asking for matching funds from counties on a sliding scale.

Chief Justice González thanked Penny Larsen for her work.

Remote Proceedings Work Group
The first meeting of this Work Group will be October 26, 2022. They will discuss deliverables, assessment, best practices, and court rules work groups.

Chief Justice González would like assistance with the interim order that will replace the emergency orders. The Supreme Court is still working on finalizing remote proceeding rules. The Supreme Court voted to issue an order to preserve some sections of the emergency orders, including keeping remote proceedings in criminal, civil, juvenile and family cases. Courts will be able to continue with procedures currently in place.

Dirk Marler has been asked to review the orders on electronic signatures. Remote oaths and weddings should also continue. Chief Justice González would like input on the Involuntary Treatment Act rules.

The draft order is ready for review and was shared with the court associations this morning. Jeanne Englert also has a copy. Input on the draft order is requested by early next week.

Presentation: Structure of the Washington State Bar Association (WSBA)
Terra Nevitt presented on *Examining the Integrated Bar Structure*. Recommendations were made to the Supreme Court last week. Terra Nevitt reviewed the current structure and history of the WSBA and why the WSBA structure is being examined.

Recommendations included:

1. current federal litigation does not require the WSBA to make a structural change;
2. it will be important for the WSBA and Supreme Court to act if there is a ruling that forces a structural change;
3. litigation aside, the ideal structure is the current integrated model.

The recommendations are from the majority report; there is also a minority report. The reports were sent to the BJA membership prior to the meeting.

Standing Committee Reports

Budget and Funding Committee
The Judicial Branch budget request was submitted September 24, 2022. There are more requests statewide than last year.

The revenue forecast is tenuous. A recession is likely, and revenue is likely to fall. Continued losses of revenue will constrain opportunities for new funding, and it is likely that not all 34 packages will be funded. Christopher Stanley is working with Brittany Gregory to reach out to the Legislature and leadership in both chambers, as well as educating legislative staff on the Judicial Branch top priorities and on the full request generally.

Court Education Committee (CEC)
The CEC is planning for the spring programs to be held in person. A roster of dates will be sent in a week or so. Recorded sessions are being moved to the Learning

Management System (LMS) where they can be accessed. The CEC is running campaigns to work with small groups in the LMS for feedback.

The BJA members received a draft of ARLJ 14, Mandatory Continuing Education Standards for District and Municipal Court Administrators, for review. This will be on the November BJA agenda for a vote. Town halls will be held in December to introduce the new rule and standards, which will be effective January 1, 2023.

The first five days of the Judicial College will be held in person. Three days later there will be two days of virtual presentations.

The CEC is still working on a strategic plan.

Legislative Committee (LC)
The LC is meeting with legislators on budget priorities and garnering support. The LC is still working on information gathering on the jury diversity package. Committee days will be in person on December 1 and 2, 2022. There will be two or three bills related to the *Blake* decision. The LC has been invited to hold Law School for Legislators. Judge Scott and Brittany Gregory will reach out to see who would like to participate. An in-person legislative reception in January is possible.

Policy and Planning Committee (PPC)
The PPC will be meeting today with guests from Gender and Justice Committee (GJC) Implementation Committee to discuss the GJC survey and implementation recommendations. A follow-up plan of the local funding survey will be discussed.

Legislative Advocacy
The BJA discussed the need to improve communication with the Legislature. AOC's OJLR is helping to finalize a talking points guide that is included in the meeting materials. Brittany Gregory requested feedback. Brittany Gregory is also working on e-mail templates and simulated conversations with legislators.

Interbranch Advisory Committee
The Interbranch Advisory Committee met in September. The Committee heard from Brittany Gregory about legislative priorities and from Christopher Stanley on the budget. The next meeting will be on December 15, 2022, via Zoom. The Zoom link and materials will be sent to participants.

September 16, 2022 Minutes
Judge Pennell corrected Court of Appeals information sharing from the September 16, 2022 minutes to "resuming traveling sessions."

It was moved by Chief Justice González and seconded by Judge Pennell to approve the September 16, 2022, meeting minutes. The minutes were approved by consensus with the noted correction.

Information Sharing

- Judge Pennell reported a task force was put together by the Court of Appeals to address obstacles to getting trial court records for appeals. This is particularly an issue for attorneys in rural areas. The Task Force membership includes appellate judges and clerks, transcriptionists, court recorders, and others. Anyone with ideas on this subject may contact Judge Pennell.
- Judge Fearing said the court backlog from the COVID pandemic has reached the Court of Appeals, where case numbers are down about 25%. He expects to be back up to normal case numbers soon.
- Judge Haan announced that the Cowlitz County Hall of Justice will be closed November 18, 2022, for an active shooter training followed by mock event. She will be happy to speak to any court interested in the training.
- Judge Forbes said the Superior Court Judges' Association (SCJA) is working on the emergency orders draft. Judge Forbes attended the Salary Commission meeting and can answer questions about that.
- Commissioner Leo welcomed the two new District and Municipal Court policy analysts attending the meeting, Antoinette Bonsignore and Brendan Higashi.
- Dawn Marie Rubio pointed out the e-mail sent this week announcing the publication of the *Full Court Press*.
- Jim Bamberger is busy with the expansion of the appointed counsel program for children and the civil public defense program for indigent defendants. He thanked AOC and the fiscal team for their assistance with OPD budget request.
- Carl McCurley discussed the Beta phase for making information from caseload reports more accessible and easier for courts to understand. There will be invitations to review the work.
- Esperanza Borbora announced the Access to Justice (ATJ) conference, September 28–30, 2023, in Tacoma. It will be a hybrid conference. ATJ has four new board members. The Delivery Systems Committee is reviewing and updating ATJ hallmarks and the state plan.
- Dirk Marler reminded the participants that the trial court legal services team is fully staffed and available to assist trial court judges.
- Jeanne Englert reminded the participants that the November meeting will be a joint meeting with the Court Management Council.

Adjourn

The meeting adjourned at 10:57 a.m.

Recap of Motions from the October 21, 2022 Meeting

Motion Summary	Status
Approve the September 16, 2022, meeting minutes.	Passed

Action Items from the October 21, 2022 Meeting

Action Item	Status
September 16, 2022 BJA Meeting Minutes • Post the minutes online • Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.	 Done Done

WASHINGTON COURTS

IT Governance

January 2023 Report

Summary of Changes

New Requests: 1360 – CICS Transaction Server for z/OS 5/6

Endorsements: 1351 – Include Date of Death in New DOL Feed

Analyzed: None

CLUG Decision: None

Authorized: None

In Progress: 1346 – Create Application Security Vault
1348 – Blake Certification System
1352 – Upgrade SC-CMS to Enterprise Justice 2023

Completed: 1344 – Document Sharing for Judicial Officers Statewide

Closed: None

JISC ITG 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

Authorized In Progress Completed Withdrawn or Closed

ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Authority	Importance
Superior CLUG					
1	248	Washington State Juvenile Court Assessment (JCAT)	In Progress	Administrator	High
2	270	Allow MH-JDAT data to be accessed through BIT from the Data Warehouse	Authorized	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
7	1337	Retire WSART Web Application	Awaiting Authorization	CIO	Low
Courts of Limited Jurisdiction CLUG					
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	JISC	High
2	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	JISC	High
3	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
6	1349	Pacific/Algona Muni KCDC to EDR Data Exchange	In Progress	CIO	High

Authorized In Progress Completed Withdrawn or Closed

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
Multi-Court Level CLUG					
1	1326	Online Interpreter Scheduling	Authorized	Administrator	Medium

Authorized In Progress Completed Withdrawn or Closed

ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Non-JIS CLUG (ISD Maintenance Work & Legislative Mandates)					
1	1309	SQL Server Upgrade 2019 Upgrade	In Progress	CIO	Maintenance
2	287	OnBase Product Upgrade to v20.3	In Progress	CIO	Maintenance
3	1332	JCS Platform Migration	In Progress	CIO	Maintenance
4	286	Statewide Reporting	In Progress	Administrator	Maintenance
5	276	Parking Tickets issued in SECTOR - Interim resolution	In Progress	Administrator	Maintenance
6	1333	SharePoint Upgrade	In Progress	CIO	Maintenance
7	1348	Blake Certification System	In Progress	Administrator	Proviso
8	1346	Create Application Configuration Vault	In Progress	CIO	Maintenance
9	1352	Upgrade SC-CMS to Enterprise Justice 2023	In Progress	Administrator	Maintenance
10	1296*	Superior Court Text Messaging and E-mail Notifications	On Hold	CIO	Maintenance
11	1340	Enterprise Integration Platform and External API	Authorized	JISC	Maintenance
12	275	Odyssey to EDR	Authorized	CIO	Maintenance
13	1331	Judicial Contract Tracking System	Authorized	CIO	Maintenance
14	1320	Public Case Search Modernization	Authorized	CIO	Maintenance
15	1327	SCOMIS and JRS Retirement	Authorized	CIO	Maintenance
16	1328	Risk Assessments Sustainability	Authorized	CIO	Maintenance
17	1297	Self-represented Litigants Access	Awaiting Authorization	Administrator	New Program

Authorized In Progress Completed Withdrawn or Closed

ITG Request Progress

Awaiting Endorsement	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting CLUG Recommendation	Awaiting Authorization	Awaiting Scheduling
1355 - Replace Appellate Court Case Management & E-Filing Systems **1356 -** Rebuild the Appellate Inmate E-Filing Application **1357 –** Guardianship Monitoring and Tracking **1360 –** CICS Transaction Server for z/OS 5/6	**220** -** Supplemental Race/Ethnicity Request **1308** -** Integrated eFiling for Odyssey DMS Superior Courts **1321** -** Send JCAT data to the Data Warehouse to Facilitate Reporting **1338* -** Store and provide access to historical RightNow ticket data **1348* -** Blake Certification System **1350* -** IT Modelling System Replacement **1351** - Enhance DOL Feed to Include Date of Death **1353* -** Build New Supreme Court Web Page **1353 –** Build New Supreme Court Case Document Web Page			**1297 -** Self-Represented Litigants (SRL) Access to SC & CLJ Courts	**256 -** Spokane Municipal Court CMS to EDR Data Exchange **269 -** Installation Of Clerks Edition For Franklin County Superior Court Clerks Office **270 -** Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse **275 -** Odyssey to EDR **1320 -** Public Case Search Modernization **1324 -** Appellate Court Electronic Record Retention **1326 -** Online Interpreter Scheduling **1327 -** SCOMIS & JRS Retirement **1328 -** Risk Assessments Sustainability **1331 -** Judicial Contract Tracking System (JCTS) **1337 -** Retire WSART Web Application **1340 -** Enterprise Integration Platform & Ext API **1345 -** Integration of Ocourt into CLJ-CMS

* Analysis Underway ** On Hold