



WASHINGTON  
COURTS

**Judicial Information System Committee (JISC)**  
Friday, February 23, 2024 (10:00 a.m. – 11:45 a.m.)

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

**[February 23<sup>rd</sup> JISC Meeting Registration Link](#)**

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

**AGENDA**

1.	<b>Call to Order</b> a. Introductions b. New JISC Member: Stephanie Kraft (WAJCA) c. Approval of Minutes	Justice Barbara Madsen, Chair	10:00 – 10:15	Tab 1
2.	<b>JIS Budget Update</b> a. 23-25 Budget Update b. 2024 Supplemental Budget IT Decision Packages Update	Mr. Chris Stanley, MSD Director	10:15 – 10:30	
3.	<b>Legislative Update</b> a. Request Legislation b. Bills with Potential JIS Impacts	Ms. Dawn Marie Rubio, State Court Administrator Mr. Kevin Ammons, ISD Associate Director	10:30 – 10:50	Tab 2
4.	<b>JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS)</b> a. Project Update b. QA Assessment Report	Mr. Garret Tanner, Project Manager Mr. Allen Mills, Bluecrane	10:50 – 11:20	Tab 3
5.	<b>Committee Reports</b> Data Dissemination Committee (DDC)	Judge John Hart, DDC Chair	11:20 – 11:35	Tab 4
6.	<b>Meeting Wrap Up</b>	Justice Barbara Madsen, Chair	11:35 – 11:45	
7.	<b>Informational Materials</b> a. Board for Judicial Administration (BJA) Meeting Minutes b. ITG Status Report c. 2024 JISC Meeting Schedule d. JISC Members List			Tab 5

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

## **Future Meetings:**

### **2024 – Schedule**

**April 26, 2024**

**June 28, 2024**

**August 23, 2024**

**October 25, 2024**

**December 6, 2024**

# February 23<sup>rd</sup> Judicial Information System Committee (JISC) Meeting

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

# JUDICIAL INFORMATION SYSTEM COMMITTEE

October 27, 2023  
10:00 a.m. to 12:00 p.m.  
Online Zoom Meeting

## Minutes

### Members Present:

Justice Barbara A. Madsen, Chair  
Judge John Hart, Vice-Chair  
Judge Valerie Bouffiou  
Mr. Joseph Brusic  
Mr. Derek Byrne  
Mr. Donald Graham  
Mr. Frank Maiocco  
Judge David Mann  
Chief Brad Moericke  
Ms. Heidi Percy  
Ms. Paulette Revoir  
Mr. Dave Reynolds  
Ms. Dawn Marie Rubio  
Ms. Margaret Yetter  
Judge Allyson Zipp

### Members Absent:

Ms. Mindy Breiner  
Judge Robert Olson

### AOC Staff Present:

Mr. Kevin Ammons  
Mr. Robert Anteau  
Ms. Vonnie Diseth  
Mr. Rob Eby  
Mr. Arsenio Escudero  
Mr. Sriram Jayarama  
Mr. Jamie Kambich  
Mr. Mike Keeling  
Mr. Dexter Mejia  
Ms. Aryn Nonamaker  
Ms. Anya Prozora  
Mr. Chris Stanley  
Mr. Garret Tanner  
Ms. Natalia Veiga Zonatto

### Guests Present:

Chief Justice Steven González  
Ms. Stephanie Kraft  
Mr. Neil Satra

## Call to Order, Approval of Meeting Minutes & JISC Member Recognitions

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

The Committee welcomed a new member, Judge Valerie Bouffiou, of Lynnwood Municipal Court. Judge Bouffiou will be representing the District and Municipal Courts Judges Association on the JISC.

The Committee bid farewell to Mr. Dave Reynolds, the member representing the Washington Association of Juvenile Court Administrators (WAJCA), as he would be retiring in November. Justice Madsen recognized Mr. Reynolds and thanked for his many years of service to the JISC, Whatcom County where he served as Superior and Juvenile Court Administrator, and to the greater justice community across the state.

Chief Justice Steven González lauded the Committee on the important work that it is doing, and thanked its membership for their contributions and efforts to provide oversight of the Judicial Information System.

Justice Madsen asked if there were any changes or additions to be made to the August 25, 2023 meeting minutes. Hearing none, the meeting minutes were approved as written.

## 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. Mr. Tanner was happy to report that the project has successfully gone live with Enterprise Justice, Enterprise Supervision, and eFile and Serve in Tacoma Municipal Court on Monday, October 23, 2023. Tacoma Municipal Court (TMC) is the first CLJ court in the state to go-live with the new CMS. Much of the project team is onsite in Tacoma to assist court staff, while other parts of the team are providing support remotely from AOC. AOC staff will continue onsite support until the beginning of November. Feedback so far has been very positive, and court staff are very much enjoying the new system.

Mr. Tanner was happy to report that there have been no major issues with this implementation, and any hiccups along the way are being handled. Currently, the team is at a 70% closure rate on issues, and they are working with the vendor (Tyler Technologies) to prioritize and address those issues as they arise.

Mr. Tanner then gave further details on go-live activities and Next Steps following the two-week go-live event. AOC will be reengaging with the other pilot courts, Fircrest/Ruston Municipal and Pierce District, who had elected to delay their go-lives temporarily. No new go-live dates have been set at this time, and AOC discuss and negotiate these schedule changes with the vendor. AOC will also be reviewing Lessons Learned over the coming months, in an effort to make any necessary adjustments and changes prior to further implementations.

Justice Madsen extended warm congratulations to the Committee, project team, AOC leadership, Project Steering Committee, TMC judges, and the TMC administrator Michelle Petrich and her staff for this historic accomplishment. Ms. Dawn Marie Rubio also extended her thanks for Justice Madsen's executive leadership throughout the project.

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

Mr. Allen Mills, with the project's QA vendor Bluecrane, was absent and not able to provide an overview of the September QA Assessment Report for the CLJ-CMS project. However, the full report can be found in the JISC meeting packet.

#### **JIS Budget Update**

Mr. Chris Stanley gave a brief update on the JIS budget. The 2024 Supplemental Budget IT decision packages that were approved by the JISC in August has made its way through the governance process and been approved by the Supreme Court at its October *en banc* and has been submitted to the Legislature. Initial feedback has been positive. The entire judicial branch budget request comes to approximately \$20 million.

#### **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**

A member of the public, Mr. Neil Satra with Societal Systems, asked the Committee for more information on AOC's planned Guardianship system project. Ms. Vonnie Diseth will follow up with Mr. Satra outside of this meeting.

With the agreement of the Committee, Justice Madsen canceled the December 1, 2023 JISC meeting. The Committee will meet again in February 2024.

Justice Madsen adjourned the meeting at 10:31 a.m.

### Next Meeting

The next meeting will be February 23, 2024, via Zoom from 10:00 a.m. to 12:00 p.m.

### Action Items

	Action Items	Owner	Status



February 20, 2024

**TO:** Judicial Information System Committee (JISC)  
**FROM:** Brittany Gregory, AOC Associate Director, Judicial and Legislative Relations  
**RE:** 2024 Legislative Update

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### **2024 Legislative Session**

The 2024 Legislative session will conclude on March 7.

### **2024 BJA Request Legislation**

The Administrative Office of the Courts (AOC), on behalf of the Board for Judicial Administration (BJA), filed six agency request bills in the 2024 legislative session.

- [HB 1992/SB 5827](#): Additional judicial position in Whatcom County Superior.
  - Primary Sponsor: Representative Timmons.
  - Summary: Requests an additional superior court judge for Whatcom County to work on the water rights adjudication filed by the Department of Ecology.
  - 2/16 Passed to Rules Committee for second reading.
  - State funding for position in both proposed Senate and House operating budgets.
  
- [SB 5828](#): Statutory Commissioner/Referee Authority.
  - Primary Sponsor: Senator Shewmake.
  - Summary: Creates a superior court commissioner position in Whatcom County. This position was already funded in the 2023-2025 biennium budget and the commissioner will work on the water rights adjudication proceedings filed by the Department of Ecology. It would also authorize the court's use of a referee in a water adjudication without party consent or application.
  - Passed out of the Senate on 2/13.
  - Referred to House Civil Rights & Judiciary and scheduled for Public Hearing 2/20 and Executive Committee 2/21.
  
- [HB 2006](#): Concerning court interpreters
  - Primary Sponsor: Representative Peterson
  - Summary: Changes Washington statute to be compliant with the Department of Justice (DOJ) policy interpretations of Title VI; updates statutory language to align with operations conducted by AOCs Court Interpreter Credentialing program; and

confers on the Interpreter and Language Access Commission (ILAC) and AOC Court Interpreter Program responsibility of credentialing sign language interpreters working in legal settings and the responsibility for disciplining interpreters who violate General Rule (GR) 11.2. Proposal #5: Superior Court Judicial Position.

- Did not pass out of the House.
- [HB 2034](#): Notice of Court Reorganization.
  - Primary Sponsor: Representative Cheney.
  - Summary: Requires counties and cities to provide one-year written notice to the Administrative Office of the Courts (AOC) with changes to court services, court technology services, and/or court vendors. This notification is in addition to the notice that they provide to the party with which they are terminating service.
  - First Reading, referred to Law & Justice.
  - Scheduled for Public Hearing 2/16 and executive session 2/20.
- [HB 2056/SB 5848](#): Supreme Court Bailiff Info-Sharing
  - Primary Sponsor: Representative Goodman
  - Summary: Creates limited investigative authority for the Supreme Court bailiffs, so that they can access criminal history and non-conviction data to properly assess security threats and communicate with law enforcement.
  - First reading, referred to Senate Committee Law & Justice and scheduled for public hearing 2/16 and Executive Committee 2/20.
  -
- [SB 5836](#): Additional judicial position in Clark County Superior.
  - Primary Sponsor: Senator Wilson.
  - Summary: Changes the number of Superior Court Judges in Clark County in statute from eleven to twelve.
  - Passed out of Senate on 2/13.
  - Referred to House Civil Rights & Judiciary and scheduled for Public Hearing 2/20 and Executive Committee 2/21.
  - State funding for position in both proposed Senate and House operating budgets.

### **Positions taken by the Board for Judicial Administration and/or the Administrative Office of the Courts or Bills of interest to judiciary**

Prior to session, the BJA chairs sent a letter supporting OPD funding request and efforts addressing attorney shortages.

- [SB 5780](#): Expanding training opportunities for public defense.
  - Primary Sponsor: Senator Torres.
  - Summary: Encouraging participation in public defense and prosecution



- professions.
- Status: Referred to House Civil Rights & Judiciary and scheduled for Public Hearing 2/20 and Executive Committee 2/21.
- [HB 1911](#): Concerning activities in which the office of public defense may engage.
  - Primary Sponsor: Representative Taylor.
  - Summary: Concerning activities in which the office of public defense may engage without violating the prohibition on providing direct representation of clients.
  - 2/6: passed out of House.
  - 2/15: Public hearing in Law & Justice.
  - BJA signed in to support.
  - 2/20: Scheduled for executive session.
- [SB 6146](#): Concerning tribal warrants.
  - Primary Sponsor: Senator Dhingra.
  - Summary: Creates processes for state law enforcement officers to enforce tribal arrest warrants, and accompanying procedures for state courts in specified circumstances. Creates processes for state law enforcement officers and places of detention to deliver tribal fugitives to a requesting tribal authority, and accompanying procedures for state courts in specified circumstances.
  - 2/12 Passed out of Senate.
  - Public hearing held in the House Community Safety, Justice & Reentry on 2/19
  - Scheduled for executive session in the House Community Safety, Justice & Reentry for 2/20.
- [SB 6073](#): Concerning the use of artificial intelligence language learning models in official court filings
  - Primary Sponsor: Senator Padden.
  - 1/22: Scheduled for a public hearing in Law & Justice.
  - Did not pass out of committee.



## **Proposed Bills With JIS Impacts**

**C. KEVIN AMMONS, ISD ASSOCIATE DIRECTOR**  
February 23, 2024

# HB 2384 - Traffic Safety Cameras

**Description:** Allows use of traffic cameras in towns with 10,000 residents. Several other changes as well. To be implemented 90 days after session ends.

**JIS Impacts:** Significant changes in law tables, accounting systems, and updates in some applications.

**Systems Impacted:**

DISCIS

CLJ-CMS

VRV Onboarding



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

**GARRET TANNER, PROJECT MANAGER**  
February 23, 2024

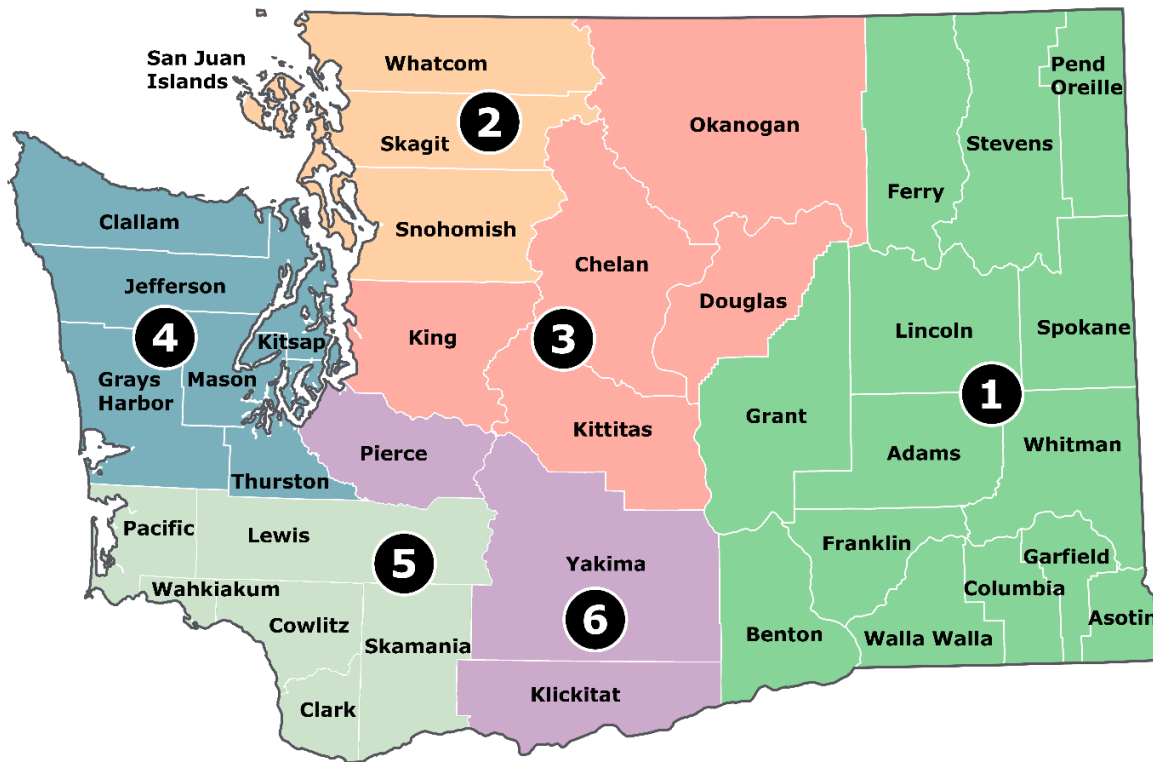
# Project Scope

- Three Components
  - eFile & Serve
  - Enterprise Justice
  - Enterprise Supervision

# Pilot Courts

- Tacoma Municipal Court (40 Users) October 2023
  - eFile & Serve
  - Enterprise Justice
  - Enterprise Supervision (basic)
  - Defendant Access (online payments)
- Fircrest-Ruston March 2024
  - eFile & Serve
  - Enterprise Justice
  - Enterprise Supervision (basic)
- Gig Harbor Municipal Court TBD
- Pierce County District Court (Withdrawn as Pilot Court)

# Original Project Phases



## 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

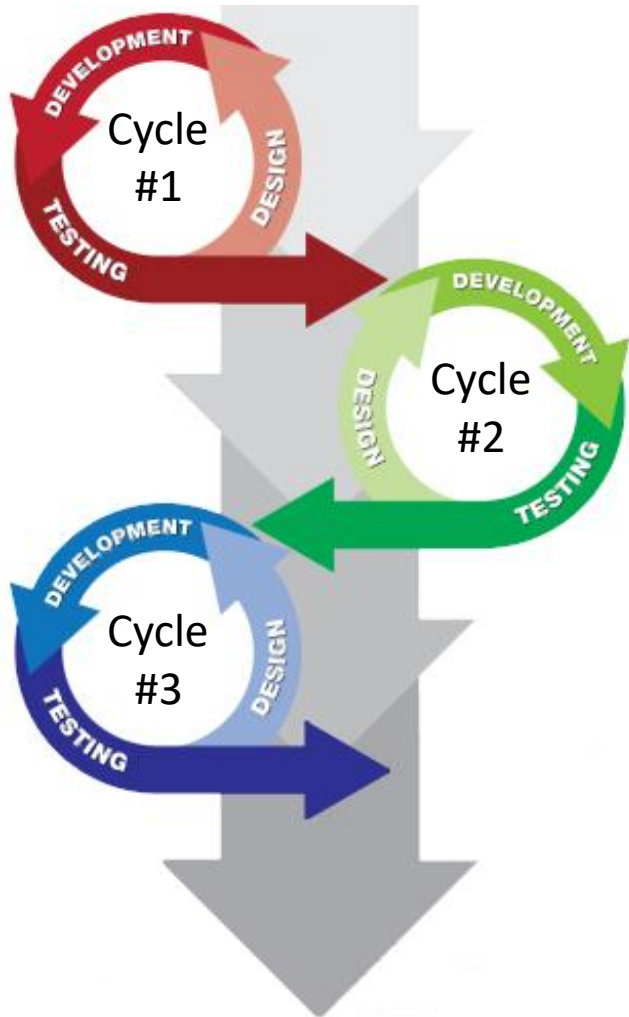
### Phase 5

Southwest Washington - Clark, Cowlitz, Lewis, Pacific, Skamania, and Wahkiakum

### Phase 6

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

# Updated Project Approach



**Priority 1:** Onboard as many courts as possible

**Priority 2:** Extend implementation to include

- A District Court (civil case types)
- A formal Probation Department

**Priority 3:** Plan for future deployment of

- Enterprise Justice 2024
- GR 15 functionality



# Recent eFiling Activity

- ✓ eFiling live at Tacoma Municipal Court
- ✓ FAQs Updated
- ✓ Public-facing filer website and updates completed
- ✓ eFile training (webinars) completed
  - Recordings available on-demand
- eFile configuration for Fircrest-Ruston

# Recent Case Manager Activity

- ✓ Case Manager live at Tacoma Municipal Court
- Planned development & bug fixes scheduled
  - Estimate ~ 6-8 months from vendor (ongoing)
- Additional early adopter selection in-process
- Early Adopter Go-Live in 2024 (~10 courts)

# Project Outreach

- Statewide Outreach Plan Kicking off in March
  - March 26, Spokane
  - March 28, Walla Walla
  - More events to be announced quarterly
- System Demonstrations (online)
- What to expect during implementation
- How to prepare for implementation

# Work in Progress

- Tacoma Municipal Support (ongoing)
- Fircrest-Ruston Go-Live
- Issue Resolution
- Enhancements for early adopters

# Project Issues – February 2024

Issue	Mitigation
<b>Pilot Go-Live</b> – Delaying Pilot Go-Live will impact future Phases.	<b>(October 23, 2023) Tacoma Municipal Court went live on October 23, 2023.</b>
<b>Local Rule</b> – 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 2024

Active Issues	
Issue	Mitigation
<b>Enterprise Supervision/Enterprise Justice Integrations (Alliance)</b> – The two products are not yet seamlessly integrated.	<b>(October 23, 2023) Tacoma Municipal Court went live on October 23, 2023.</b>
<b>Staffing / Hiring</b> – CLJ-CMS has been unable to fill several key positions. As of December 2023, CLJ-CMS has 9 project positions open. If these positions are not filled there may be impacts to the schedule.	<b>(January 4, 2024) CLJ-CMS staffing plan &amp; re-scaling proposal made to AOC Executive Sponsors.</b>

# Project Issues – February 2024

Active Issues	
Issue	Mitigation
<b>WSP Law Table Updates</b> – WSP needs to update their law tables to accept two versions (one for JIS Courts and one for Enterprise Justice Courts).	<b>(October 23, 2023) Tacoma Municipal Court went live with Phase 1 on October 23, 2023. Phase 2 development scheduled.</b>
<b>Third Party Integrations</b> – Some courts have local systems that they would like integrated with Enterprise Justice.	<b>(January 2024) Vendor selected. Contract negotiations beginning. Project kick-off and timeline pending.</b>

# Project Risks – February 2024

Total Project Risks			
Low Probability	Moderate Probability	High Probability	Closed
0	3	1	19
High Risk Status			
Risk	Probability / Impact	Mitigation	
<b>Equipment Funding</b> – Additional funds may be needed to assist some courts with the local equipment purchases.	Moderate / Moderate	(September 22, 2020) If the CLJ-CMS project uses a similar funding model to the SC-CMS, then there are additional complexities to consider. There are significantly more CLJ courts which adds to the need.	



# Project Risks – February 2024

High Risk Status		
Risk	Probability / Impact	Mitigation
<b>Enterprise Supervision –</b> Tyler has not done a statewide implementation of their new Supervision module. Previous implementations have always been with individual probation departments.	<b>Moderate / Moderate</b>	<b>(October 23, 2023) Tacoma Municipal Court went live in October.</b>

# Project Risks – February 2024

High Risk Status		
Risk	Probability / Impact	Mitigation
<b>Enterprise Justice version to be used (Phase 1)</b> – In November 2021, Tyler determined that Enterprise Justice 2019 would not be compatible with some of the mandatory requirements.	<b>High / Moderate</b>	<b>(January 11, 2024) Enterprise Justice version 2024 upgrade will be required. Timing TBD.</b>

# Project Risks – February 2024

High Risk Status		
Risk	Probability / Impact	Mitigation
<b>Efficiency Concerns</b> – It is expected that some users will experience short-term reduced efficiencies when compared against legacy systems.	Moderate / Moderate	<b>(January 29, 2024) Tacoma Municipal reports efficiency gains in some areas, while others are somewhat impacted. Issue resolution and enhancements will support more efficiencies for onboarding courts.</b>

# Project Risks – February 2024

High Risk Status		
Risk	Probability / Impact	Mitigation
<b>Performance Issues</b> – It is possible that users will feel that Enterprise Justice works less efficiently than the legacy system due to changing processes and procedures.	Moderate / Moderate	<b>(January 29, 2024) System performance is generally acceptable. Slowness observed when generating forms in court – escalated to vendor for resolution.</b>

# Next Steps

Milestone	Date
Fircrest-Ruston Go-Live	March 18, 2024
Early Adopter Court Selection	March 2024
Early Adopter Kick-off	March 2024
Statewide Outreach: Spokane	March 26, 2024
Statewide Outreach: Walla Walla	March 28, 2024

# Independent Quality Assurance Update



**ALLEN MILLS, BLUECRANE, INC.**



*bluecrane*

***Management Consulting***

***for***

***State and Local  
Governments***

***Quality Assurance***

***Executive Advisement***

***Project Oversight***

***Project Management***

***Independent Verification and  
Validation (IV&V)***

***Risk Reduction***

# **Quality Assurance Assessment**

for the

## **State of Washington**

### **Administrative Office of the Courts (AOC)**

## **CLJ-CMS Project**

### **January 2024**

Prepared by

**Bluecrane, Inc.**



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January 31, 2024

Honorable Barbara Madsen, Justice  
Washington Supreme Court

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

Dear Justice Madsen and Ms. Rubio:

*bluecrane* has completed its Quality Assurance Assessment of the CLJ-CMS Project for the month of January 2024.

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





## Table of Contents

<b>Introductory Note on Project Structure .....</b>	<b>iii</b>
<b>1. Executive Summary .....</b>	<b>1</b>
1.1 Executive Overview .....	1
1.2 Executive “At-a-Glance” QA Dashboard.....	2
<b>2. Detailed Assessment Report.....</b>	<b>6</b>
2.1 Project Management and Sponsorship.....	6
2.1.1 Schedule: Case Management .....	6
2.1.2 Schedule: Supervision .....	7
2.1.3 Schedule: eFiling.....	7
2.1.4 Scope: Case Management .....	8
2.1.5 Scope: Supervision .....	8
2.1.6 Scope: eFiling.....	9
2.1.7 Project Staffing .....	9
2.1.8 Governance .....	10
2.1.9 Budget: Funding .....	10
2.1.10 Budget: Management of Spending.....	10
2.1.11 Contracts and Deliverables Management .....	11
2.1.12 PMO Processes .....	11
2.2 People .....	12
2.2.1 Stakeholder Engagement .....	12
2.2.2 OCM: Case Management.....	12
2.2.3 OCM: Supervision .....	12
2.2.4 OCM: eFiling .....	13
2.2.5 Communications.....	13
2.2.6 Court Preparation and Training.....	13
2.3 Solution .....	14
2.3.1 Business Process: Case Management.....	14
2.3.2 Business Process: Supervision .....	14
2.3.3 Business Process: eFiling .....	15
2.3.4 Requirements, Design, and Configuration: Case Management .....	15
2.3.5 Requirements, Design, and Configuration: Supervision.....	15
2.3.6 Requirements, Design, and Configuration: eFiling .....	16
2.3.7 Integrations: Case Management .....	16
2.3.8 Integrations: eFiling.....	17
2.3.9 Reports: Case Management .....	17
2.3.10 Reports: Supervision.....	17
2.3.11 Testing: Case Management .....	18
2.3.12 Testing: Supervision .....	18
2.3.13 Testing: eFiling.....	18
2.3.14 Deployment: Case Management.....	19
2.3.15 Deployment: Supervision .....	19
2.3.16 Deployment: eFiling .....	19



2.4	Data .....	20
2.4.1	Data Preparation: Case Management .....	20
2.4.2	Data Conversion: Case Management .....	21
2.4.3	Data Conversion: Supervision.....	21
2.4.4	Data Security .....	21
2.5	Infrastructure .....	22
2.5.1	Infrastructure for Remote Work .....	22
2.5.2	Statewide Infrastructure .....	22
2.5.3	Local Infrastructure .....	23
2.5.4	Security Functionality .....	23
2.5.5	Access .....	23
2.5.6	Environments .....	24
2.5.7	Post-Implementation Support.....	24
<b>Appendix: Overview of <i>bluecrane</i> Risk Assessment Approach .....</b>		<b>25</b>

## Table of Figures

Figure 1. Areas of CLJ-CMS Project Assessed for Risks .....	26
---	----

## Table of Tables

Table 1. Summary Dashboard of QA Assessment Results .....	2
Table 2. <i>bluecrane</i> 's Risk Assessment Categorization .....	27



## **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 on 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 January 2024 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.

Shortly after the December QA report for CLJ-CMS was released, Pierce County District Court notified AOC that the court is no longer interested in being a “pilot court.” Since receiving this news, AOC and the CLJ-CMS Project have been working with Tyler Technologies to revise implementation strategies and work plans accordingly.

While much is still under consideration, revised strategic priorities are evolving. Current thinking is that the highest priority will be on achieving the broadest deployment as soon as practical. Other priorities include developing a better understanding of Alliance, the new Tyler service that more closely aligns Enterprise Supervision and Enterprise Justice. Another priority is to have a workable deployment plan for Enterprise Justice 2024.

There are many details yet to be developed. Regardless, we applaud AOC and the project team for taking a “fresh” look that incorporates “lessons learned” from the very successful Tacoma Municipal Court implementation. We encourage AOC and the project team to develop criteria for what defines a court that is relatively “ready” (e.g., available and enthusiastic to implement and willing to address technical dependencies and mitigate risks).

We continue to assess risks related to training, pilot court preparation, and the pilot court timeline. Specific mitigation responses to these risks will be heavily influenced by the decisions that are ultimately made with respect to the implementation plan going forward.



## 1.2 Executive “At-a-Glance” QA Dashboard

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

**Table 1. Summary Dashboard of QA Assessment Results**

<b>Project Management and Sponsorship</b>			
<b>Assessment Area</b>	<b>January 2024</b>	<b>December 2023</b>	<b>November 2023</b>
Schedule: Case Management	Risk	Risk	Risk
Schedule: Supervision	Risk	Risk	Risk
Schedule: eFiling	Risk	Risk	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 Being Addressed	Risk Being Addressed	Risk Being Addressed
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



**Project Management and Sponsorship**

Assessment Area	January 2024	December 2023	November 2023
PMO Processes	No Risk Identified	No Risk Identified	No Risk Identified

**People**

Assessment Area	January 2024	December 2023	November 2023
Stakeholder Engagement	No Risk Identified	No Risk Identified	No Risk Identified
OCM: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
OCM: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
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	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

**Solution**

Assessment Area	January 2024	December 2023	November 2023
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



<b>Solution</b>			
<b>Assessment Area</b>	<b>January 2024</b>	<b>December 2023</b>	<b>November 2023</b>
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
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



<b>Data</b>			
<b>Assessment Area</b>	<b>January 2024</b>	<b>December 2023</b>	<b>November 2023</b>
Data Preparation: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Data Conversion: Case Management	No Risk Identified	No Risk Identified	Risk Being Addressed
Data Conversion: Supervision	No Risk Identified	No Risk Identified	Risk Being Addressed
Data Security	No Risk Identified	No Risk Identified	No Risk Identified

<b>Infrastructure</b>			
<b>Assessment Area</b>	<b>January 2024</b>	<b>December 2023</b>	<b>November 2023</b>
Infrastructure for Remote Work	No Risk Identified	No Risk Identified	No Risk Identified
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		
	Jan. 2024	Dec. 2023	Nov. 2023
	Risk	Risk	Risk

#### Findings

Shortly after the December QA report for CLJ-CMS was released, Pierce County District Court notified AOC that the court is no longer interested in being a “pilot court.” Since receiving this news, AOC and the CLJ-CMS Project have been working with Tyler Technologies to revise implementation strategies and work plans accordingly.

While much is still under consideration, revised strategic priorities are evolving. Current thinking is that the highest priority will be on achieving the broadest deployment as soon as practical. Other priorities include developing a better understanding of Alliance, the new Tyler service that more closely aligns Enterprise Supervision and Enterprise Justice. Another priority is to have a workable deployment plan for Enterprise Justice 2024.

There are many details yet to be developed. Regardless, we applaud AOC and the project team for taking a “fresh” look that incorporates “lessons learned” from the very successful Tacoma Municipal Court implementation. We encourage AOC and the project team to develop criteria for what defines a court that is relatively “ready” (e.g., available and enthusiastic to implement and willing to address technical dependencies and mitigate risks).

#### Risks and Issues

Risks to future implementation phases remain until a new overall project timeline is developed and approved.



### 2.1.2 Schedule: Supervision

Project Management and Sponsorship			
Schedule: Supervision	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	Risk	Risk	Risk

#### **Findings**

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

#### **Risks and Issues**

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

### 2.1.3 Schedule: eFiling

Project Management and Sponsorship			
Schedule: eFiling	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	Risk	Risk	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**

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



### 2.1.4 Scope: Case Management

Project Management and Sponsorship			
Scope: Case Management	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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.

The development of an integrations platform is being managed internally by AOC as an infrastructure project, separate and apart from (although related to) the CLJ-CMS Project. A procurement is underway for a development vendor.

### 2.1.5 Scope: Supervision

Project Management and Sponsorship			
Scope: Supervision	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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.

The development of an integrations platform is being managed internally by AOC as an infrastructure project, separate and apart from (although related to) the CLJ-CMS Project. A procurement is underway for a development vendor.



### 2.1.6 Scope: eFiling

Project Management and Sponsorship			
Scope: eFiling	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

#### Findings

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

The development of an integrations platform is being managed internally by AOC as an infrastructure project, separate and apart from (although related to) the CLJ-CMS Project. A procurement is underway for a development vendor.

### 2.1.7 Project Staffing

Project Management and Sponsorship			
Project Staffing	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

#### Findings

AOC has made significant progress in filling vacant positions over the past 18 months. The number of open positions on the CLJ-CMS Project has been reduced considerably. In several cases, AOC has provided the CLJ-CMS Project with staff from other parts of AOC, and the project has continued with minimal disruption.



### 2.1.8 Governance

Project Management and Sponsorship			
Governance	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

#### Findings

The development of an integrations platform is being managed internally by AOC as an infrastructure project, separate and apart from (although related to) the CLJ-CMS Project. A procurement is underway for a development vendor.

### 2.1.9 Budget: Funding

Project Management and Sponsorship			
Budget: Funding	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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 biennial budget for 2023 – 2025 continues funding for the CLJ-CMS Project and funds eFiling on an ongoing basis, eliminating the need to charge user fees.

### 2.1.10 Budget: Management of Spending

Project Management and Sponsorship			
Budget: Management of Spending	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

#### Findings

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

### 2.1.12 PMO Processes

Project Management and Sponsorship			
PMO Processes	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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 occur at regularly-scheduled project team, sponsor, and steering committee meetings.



## 2.2 People

### 2.2.1 Stakeholder Engagement

People			
Stakeholder Engagement	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

#### Findings

The OCM activities in this area are numerous, professional, and clear. Collaboration with Tacoma Municipal Court was critical for the successful go-live there as it will be with other courts.

### 2.2.3 OCM: Supervision

People			
OCM: Supervision	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

#### Findings

The OCM activities in this area are numerous, professional, and clear. Collaboration with Tacoma Municipal Court was critical for the successful go-live there as it will be with other courts.



### 2.2.4 OCM: eFiling

People			
OCM: eFiling	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

#### Findings

The OCM activities in this area are numerous, professional, and clear. Collaboration with Tacoma Municipal Court was critical for the successful go-live there as it will be with other courts.

### 2.2.5 Communications

People			
Communications	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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		
	Jan. 2024	Dec. 2023	Nov. 2023
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

#### Findings

Some of the concerns voiced by Pierce County District Court before their withdrawal as a “pilot” court were related to the training of system users in the courts and ensuring that the training combines an understanding not only of how to use the new Tyler technology solutions but how to apply those solutions within the context of the court’s business processes. Given these concerns, AOC is working to develop a plan and timeline for improving future training.





**Risks and Issues**

**Issue:** The CLJ Project team has begun to vet training concerns and develop a revised approach to training as needed.

**2.3 Solution**

**2.3.1 Business Process: Case Management**

Solution			
Business Process: Case Management	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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		
	Jan. 2024	Dec. 2023	Nov. 2023
	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		
	Jan. 2024	Dec. 2023	Nov. 2023
	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		
	Jan. 2024	Dec. 2023	Nov. 2023
	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		
	Jan. 2024	Dec. 2023	Nov. 2023
	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 continue to 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		
	Jan. 2024	Dec. 2023	Nov. 2023
	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		
	Jan. 2024	Dec. 2023	Nov. 2023
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

#### Findings

A solution for the Washington State Patrol (WSP) “Law Tables” was implemented for the Tacoma Municipal Court go-live.

The development of an integrations platform is being managed internally by AOC as an infrastructure project, separate and apart from (although related to) the CLJ-CMS Project. A procurement is underway for a development vendor.



### 2.3.8 Integrations: eFiling

Solution			
Integrations: eFiling	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

#### Findings

Tyler certified the single integration required for eFiling in September 2021. The project leveraged the work already done as well as the completed certification for the Tacoma Municipal Court go-live and will continue to do so moving forward.

### 2.3.9 Reports: Case Management

Solution			
Reports: Case Management	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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		
	Jan. 2024	Dec. 2023	Nov. 2023
	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		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

#### Findings

Testing is ongoing as defects are resolved. At this time, no significant obstacles to completing the needed testing have been identified, and results from testing are good.

### 2.3.12 Testing: Supervision

Solution			
Testing: Supervision	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

#### Findings

Testing is ongoing as defects are resolved. At this time, no significant obstacles to completing the needed testing have been identified, and results from testing are good.

### 2.3.13 Testing: eFiling

Solution			
Testing: eFiling	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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 now part of the ongoing testing effort in preparation for Pilot Courts Go-Live.



### 2.3.14 Deployment: Case Management

Solution			
Deployment: Case Management	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	Risk	Risk	Risk

#### Findings

Risks to phases subsequent to the Pilot Phase remain until a new overall project timeline is developed and approved. There are many details yet to be developed.

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 are 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 revising the baseline deployment plan will 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

*bluecrane* applauds AOC and the project team for taking a “fresh” look that incorporates “lessons learned” from the very successful Tacoma Municipal Court implementation.

### 2.3.15 Deployment: Supervision

Solution			
Deployment: Supervision	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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

*bluecrane* applauds AOC and the project team for taking a “fresh” look that incorporates “lessons learned” from the very successful Tacoma Municipal Court implementation.



### 2.3.16 Deployment: eFiling

Solution			
Deployment: eFiling	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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

*bluecrane* applauds AOC and the project team for taking a “fresh” look that incorporates “lessons learned” from the very successful Tacoma Municipal Court implementation.

## 2.4 Data

### 2.4.1 Data Preparation: Case Management

Data			
Data Preparation: Case Management	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

#### Findings

The project is focusing on data conversion on a court-by-court basis as each court goes live.



### 2.4.2 Data Conversion: Case Management

Data			
Data Conversion: Case Management	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	Risk Being Addressed

#### Findings

Data conversion for the Tacoma Municipal Court was successfully accomplished during the week prior to go-live.

### 2.4.3 Data Conversion: Supervision

Data			
Data Conversion: Supervision	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	Risk Being Addressed

#### Findings

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

### 2.4.4 Data Security

Data			
Data Security	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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.





## 2.5 Infrastructure

### 2.5.1 Infrastructure for Remote Work

Infrastructure			
Infrastructure for Remote Work	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

#### Findings

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

### 2.5.2 Statewide Infrastructure

Infrastructure			
Statewide Infrastructure	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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		
	Jan. 2024	Dec. 2023	Nov. 2023
	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 with 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		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

#### Findings

There are no identified risks with security functionality.

### 2.5.5 Access

Infrastructure			
Access	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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		
	Jan. 2024	Dec. 2023	Nov. 2023
	No Risk Identified	No Risk Identified	No Risk Identified

### Findings

The issue of lack of back-ups for various environments (e.g., test, training, development, and production) raised in October 2023 has been addressed.

## 2.5.7 Post-Implementation Support

Infrastructure			
Post-Implementation Support	Three-Month Rolling Risk Levels		
	Jan. 2024	Dec. 2023	Nov. 2023
	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 is ensuring Business Analysts’ participation during Post-Implementation (or “Production”) Support.

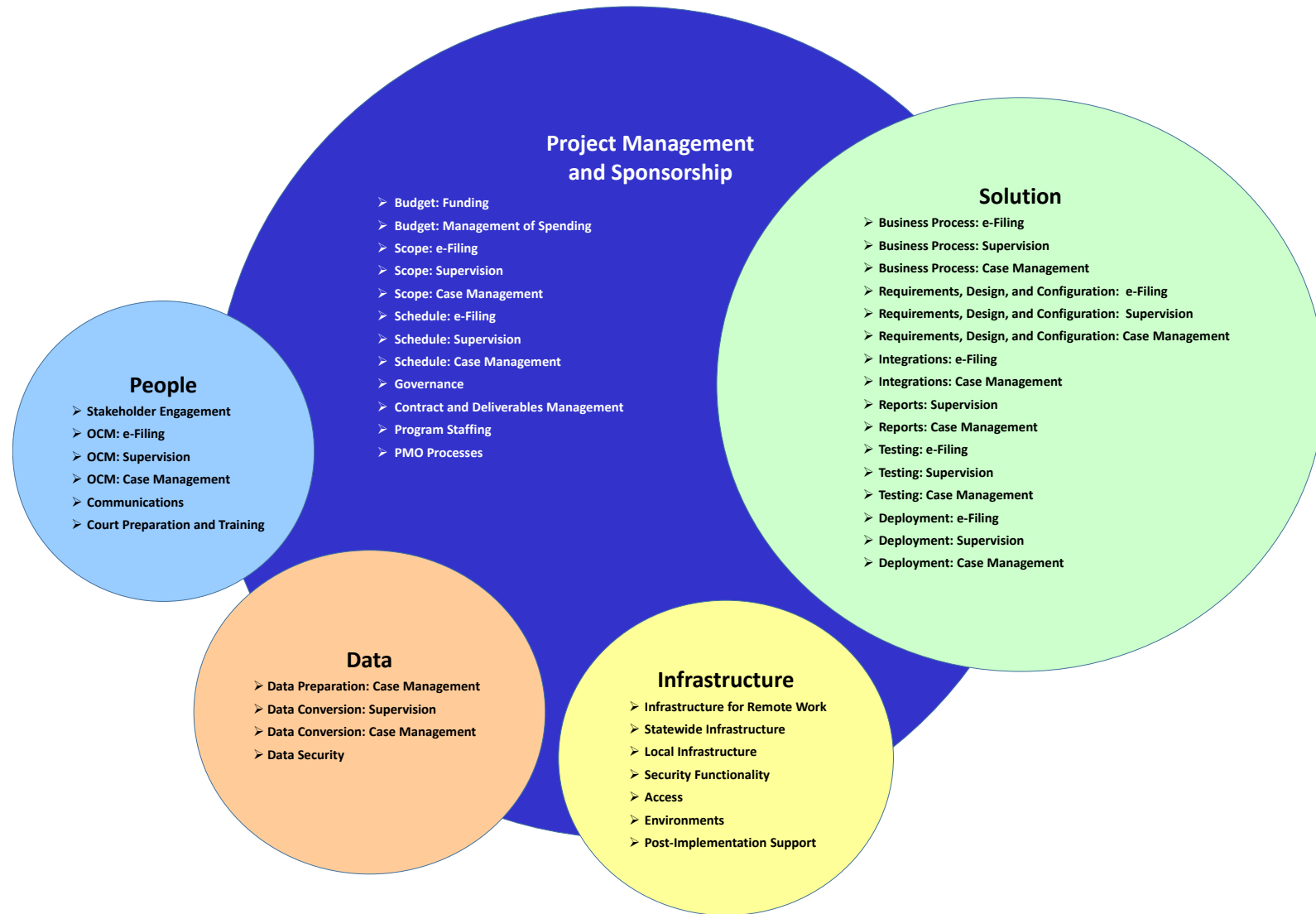


## **Appendix: Overview of *bluecrane* Risk Assessment Approach**

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

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

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



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



Our risk ratings are summarized in Table 2 below.

**Table 2. *bluecrane*'s Risk Assessment Categorization**

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



**JISC DATA DISSEMINATION COMMITTEE**  
Friday, February 23, 2024, 9:00 a.m. – 9:55 a.m.  
Zoom Teleconference  
URL: provided via invite

**AGENDA**

<b>Call to Order</b> Introduction of new members	Judge John Hart	Agenda Items with documents are indicated with an *
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**ACTION ITEMS**

<b>1. February 24, 2023, Meeting Minutes</b> Action: Motion to approve the minutes	Judge Hart	*
<b>2. JABS Request by Friendship Diversion Services</b> Action: Vote on proposed access	Ms. Misty Mann	*
<b>3. Updates to standard Data Dissemination Agreement</b>	Mr. Kevin Cottingham	
<b>4. Other Business</b>	Judge Hart	



**Board for Judicial Administration (BJA) Meeting**  
**Friday, October 20, 2023, 9:00 a.m. – 12:00 p.m.**  
Videoconference

## MEETING MINUTES

### **BJA Members Present:**

Chief Justice Steven González, Chair  
Judge Alicia Burton, Chair  
Judge Tam Bui  
Judge Sam Chung  
Judge Marilyn Haan  
Judge John Hart  
Judge David Mann  
Justice Raquel Montoya-Lewis  
Judge Rebecca Pennell  
Judge Rebecca Robertson  
Judge Diana Ruff  
Dawn Marie Rubio  
Judge Jeff Smith

### **Guests Present:**

Melissa Beaton  
TJ Bohl  
Esperanza Borboa  
Ashley Callan  
Michael Cherry  
Judge Angelle Gerl

Katrin Johnson  
Latricia Kinlow  
Alexandra Kory  
Sophia Byrd McSherry

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

Nicole Ack  
Scott Ahlf  
Jeanne Englert  
Carolyn Cole  
Brittany Gregory  
Patric Haerle  
Scott Hillstrom  
Penny Larsen  
Heather Ligtenberg  
Joslyn Nelson  
Stephanie Oyler  
Christopher Stanley  
Ashley Tam  
Caroline Tawes

### Call to Order

Judge Burton called the meeting to order at 9:01 a.m.

### Innovating Justice Awards

Judge Burton reviewed the award criteria and welcomed the award nominators and awardees. There will be a press release on the BJA web site with more details on the awards.

The first recipient was the Seattle Municipal Court Probation Department, nominated for their work on moving towards more supportive and equitable services for client success. Judge Willie Gregory spoke about the Probation Department. Jason Grant, Probation Manager, accepted the award on behalf of the Department, recognized the group award and the team, and thanked the group leadership and Court.

The second recipients were Judge Michael Diaz with Court of Appeals Division I, Supreme Court Deputy Clerk Sarah Pendleton, and Supreme Court Clerk Erin Lennon, nominated by the Appellate Courts Language Access *Ad Hoc* Working Group for their work advancing language access in the appellate courts. Judge Rebecca Pennell spoke about the language access plan developed by the group. Judge Diaz thanked the BJA for the award on behalf of the Interpreter



and Language Access Commission, and Erin Lennon thanked the work group members and Chief Justice González for his vision.

Presentation: The Unauthorized Practice of Law

Mike Cherry presented a brief overview of the Practice of Law Board (POLB) and its roles and responsibilities. He reviewed the definition of the practice of law and the unlawful practice of law (UPL). There are not enough authorized practitioners in Washington state; the majority practice in the four largest counties in state.

The POLB has an obligation to provide innovation for working on a framework for regulation of legal services, and to look at new ideas. They want to collect data to make data-driven decisions and perform a thoughtful analysis. Mike Cherry reviewed a model framework to begin evaluating online legal services.

The UPL is often not enforced due to lack of resources. Prosecution often occurs under other statutes such as the Consumer Protection Act. Alexandra Kory handles civil enforcement of the UPL through the Assurance of Discontinuance Program or litigation. She reviewed several applicable cases.

Mike Cherry would like to have UPL forms and information available in 24 languages by the end of the year. He is working with the State of California and their forms. Alexandra Kory often receives complaints from immigration attorneys and immigration courts about immigration services provided by non-attorneys.

The POLB is tracking entities operating online legal services and offering legal services that often use artificial intelligence to translate documents into other languages.

The U.S. Department of Justice (DOJ) is becoming more interested in this topic. Complaints from individuals outside of the state are referred to the DOJ.

The presentation was included in the meeting materials. Questions may be directed to Mike Cherry or Alexandra Kory.

Presentation: Public Engagement & Education Committee (PEEC)

Nicole Ack, member and staff on the PEEC, reviewed the work of the PEEC. The theme for next two years is “belonging,” with a goal to engage communities and individuals. The PEEC has developed a standing committee structure. The first committee is the Community Engagement and Collaboration Outreach Committee, whose goal is furtherance of the racial justice consortium action plan. The second committee is the Civic Education K-12 Committee. The Civic Education Committee held the Legislative Scholars program this summer remotely, and they are continuing to promote the Judges in the Classroom program beyond just Constitution Day. The Judicial Staff Education Committee survey was included in the meeting materials. The survey is a collaboration with the AOC Office of Court Innovation and Court Education Services.

Nicole Ack welcomes input on assigning indigenous curriculum. PEEC members have developed curriculum in the past, but suggestions for partners are welcome.

### BJA Task Forces and Work Groups

#### Alternatives to Incarceration Task Force

The Task Force report was included in the meeting materials, along with links to two surveys. The Task Force plans to ask for another year of operation to complete their work. The Task Force now has several work groups. Additional work groups include a Community Mapping Workgroup to identify community resources and barriers, and the Legal Authority Workgroup that analyzes legal and judicial authority for alternative options and solicits comments and questions. Jeanne Englert reviewed some of the key findings from the surveys.

Questions about the Task Force or its work may be sent to Jeanne Englert.

#### Remote Proceedings Work Group

This Work Group has been meeting for over a year. Several groups worked on a slate of court rules to allow for remote proceedings. Proposed rules were sent to the Supreme Court in June 2023. On October 16, 2023, the Supreme Court Rules Committee recommended the rules be published for a comment period. The Work Group is developing a group to work on best practice guidelines. They plan to develop bench cards, reference guides, and detailed information for participants, attorneys, and pro se litigants. Many courts indicated they want guidelines for remote proceedings. The Work Group will explore funding options and is considering an updated survey on whether there has been a decrease in the use of remote proceedings, and, if so, why.

Penny Larsen presented an overview of the survey and highlights, and how the data will be used. The Work Group goal is to use this data and link it to the new survey data.

Judge Robertson stated a more robust follow up with interpreters is needed. There are concerns and challenges with remote interpreters, and she would like to work with the Work Group on these issues.

There was a discussion about courts that indicated they are unable to have or do not want remote options. The next survey may capture more information about barriers to remote proceedings.

### Standing Committee Reports

#### Budget and Funding Committee (BFC)

The Supreme Court has approved the BJA and Judicial Information System Committee budget proposals, which will be submitted next Monday, October 23, 2023. State revenue collection is in line with the economic forecast.

#### Court Education Committee (CEC)

The CEC is revamping after several leadership changes. Judge Pennell welcomed Scott Hillstrom and confirmed Margaret Yetter as the new co-chair. The recent Fall Conference and upcoming judicial conferences are being discussed. The CEC is discussing participation in in-person conferences as facilities cost more this year. Associations have higher budget allocations to help cover live streaming cost, although that cost is unknown. There are barriers to live streaming as some facilities charge high costs for live streaming, and the CEC will look into whether facilities will allow outside contracts for live streaming. The CEC is developing and implementing a strategic plan this year.

Legislative Committee (LC)

There will be shortened floor time for the next legislative session. Brittany Gregory has house sponsors for most of the ten proposed bills. Regarding the Clark and Cowlitz County superior court judge bills, there is not much movement in Cowlitz County, but the Clark County Commissioners are supportive. When there is a replacement for Representative Hansen she will share that information.

Policy and Planning Committee (PPC)

The PPC report and racial justice support statement for the BJA Goals were included in the meeting materials. The statement incorporates the discussion on racial equity at the September BJA meeting. The statements reflect an action step, not only an aspiration.

Chief Justice González thanked Jim Bamberger for his suggestion on the addition to the goals.

**It was moved by Judge Robertson and seconded by Chief Justice González to approve the BJA goals as presented in the meeting materials. The motion passed unanimously.**

There were recommendations to review the BJA Mission Statement and other documents, and a draft of the proposed Mission Statement was included in the meeting materials. Jeanne Englert will form a group to review this information and present this at a future BJA meeting. A review of the Judicial Branch principles policy goals may also be included. Anyone interested in participating in this group may contact Jeanne Englert.

Office of Public Defense

Sophia Byrd McSherry and Katrin Johnson presented a budget request to address the shortage of defense attorneys and would like BJA support. The budget request was included in the meeting materials. The request has been reviewed and approved by an OPD committee.

Sophia Byrd McSherry presented an overview of the attorney shortage, primarily in criminal cases. Many jurisdictions do not have sufficient local attorneys for public defense. There is a need to take a strategic, statewide approach. The funding would create two Recruitment Specialist teams, one on the west side and one on the east side of the state. These teams would establish relationships with law schools, make connections, and identify opportunities with communities. The team would also administer grant money for underserved communities to help with housing and other expenses.

Chief Justice González thanked OPD for helping to find solutions.

**It was moved by Chief Justice González and seconded by Judge Smith to endorse a letter of support for the Office of Public Defense budget request as presented in the meeting materials. The motion passed unanimously.**

Jeanne Englert will help coordinate the letter of support.

CMC: Court Administrator Model Job Description

Dawn Marie Rubio discussed the amendments to the Model Court Administrator Job Description. The job description was updated last year by the Court Management Council (CMC) and approved by the BJA. This year's updates reflect and incorporate the new mandatory training requirements under ARLJ 14, requiring court administrators to participate in

the Courts of Limited Jurisdiction (CLJ) academy within one year of hiring. A letter from the CMC co-chairs and an updated version of the job description with the changes indicated was included in the meeting materials.

**It was moved by Chief Justice Gonzalez and seconded by Judge Smith to approve the edits to the Model Court Administrator Job Description as presented in the meeting materials. The motion passed unanimously.**

#### Interbranch Advisory Committee (IAC)

Jack Bridgewater was hired as the coordinator for the IAC. He is the contact for agenda items. The most recent meeting was September 22, 2023, and was recorded on TVW. The meeting included a discussion of the judicial branch and budget and policy requests.

Carolyn Cole, who recently joined the AOC's Equity and Access program, discussed the prioritization of access to justice for unrepresented litigants. There will also be a focus on building partnerships and communications with communities and justice partners, and providing training and educational materials to all levels of court. She plans to have a draft of a strategic plan at the November BJA meeting.

Judge Burton introduced Joslyn Nelson, who will be working as the BJA Project Coordinator to coordinate the development and implementation of model policies for electronic monitoring and victim notification technology. The project work group's kick off will be November 8, 2023.

#### September 15, 2023 Minutes

**The September 15, 2023, meeting minutes were approved by consensus.**

#### Information Sharing

Judge Smith: The first CLJ Summit will be next Friday in Tukwila and will include leadership from the District and Municipal Court Judges' Association (DMCJA), the District and Municipal Court Management Association (DMCMA) and the Misdemeanor Probation Association. Judge Smith thanked Latricia Kinlow for her leadership in putting the Summit together.

Dawn Marie Rubio: As of Wednesday, Tacoma Municipal Court will no longer be on DISCIS; they will be going live this weekend with the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) pilot. This has been many years in the making, with a lot of hard work for the CLJ-CMS Steering Committee, the DMCJA, the DMCMA, and the AOC.

Chief Justice González: He thanked Judge Burton for her leadership, and thanked Jeanne Englert for her meeting coordination.

#### Adjourn

The meeting adjourned at 11:20 a.m.

#### **Recap of Motions from the October 20, 2023 Meeting**

<b>Motion Summary</b>	<b>Status</b>
Approve the BJA goals as presented in the meeting materials.	Passed
Endorse a letter of support for the Office of Public Defense budget request as presented in the meeting materials.	Passed

<b>Motion Summary</b>	<b>Status</b>
Approve the edits to the Model Court Administrator Job Description as presented in the meeting materials.	Passed
Approve the September 15, 2023 meeting minutes.	Passed

**Action Items from the October 20, 2023 Meeting**

<b>Action Item</b>	<b>Status</b>
Jeanne Englert will coordinate a letter of support from the BJA for the Office of Public Defense budget request.	
The Remote Proceedings Work Group plan to have bench cards, and reference guides and detailed information for participants, attorneys, and pro se litigants at a future BJA meeting.	
Carolyn Cole from the Equity and Access Program plans to have a draft of a strategic plan at the November BJA meeting.	
<u>September 15, 2023, BJA Meeting Minutes</u> <ul style="list-style-type: none"> <li>• Post the minutes online</li> <li>• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.</li> </ul>	Done Done



# IT Governance Status

January 2024 Report

# Summary of Changes

**New Requests:** 1372 – Exhibit Management Software

**Endorsements:** None

**Analyzed:** None

**CLUG Decision:** None

**Authorized:** 1366 – Ability to Remove All Non-Required Parties  
From a Case

**In Progress:** None

**Completed:** None

**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	1355	Replace Appellate Court Case Management and E-Filing Systems	Authorized	Appellate
3	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	CLJ
4	1340	Enterprise Integration Platform and External API	In Progress	Non-JIS
5	1308	Integrated eFiling for Odyssey DMS Superior Courts	In Progress	Non-JIS
6	1357	Guardianship Monitoring and Tracking System	Authorized	Superior

■ Authorized   
 ■ In Progress   
 ■ Completed   
 ■ Withdrawn or Closed



# ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Authority	Importance
<b>Superior CLUG</b>					
1	248	Washington State Juvenile Court Assessment (JCAT)	In Progress	Administrator	High
2	270	Allow MH-JDAT data to be accessed through BIT from the Data Warehouse	Authorized	CIO	High
3	284	Criminal cases w/HNO & DVP case types allow DV Y/N	In-Progress	CIO	Medium
4	269	Installation of Clerks Edition for Franklin County Superior Court Clerks Office	Authorized	CIO	Low
5	1357	Guardianship Monitoring and Tracking System	Authorized	JISC	Medium
<b>Courts of Limited Jurisdiction CLUG</b>					
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	JISC	High
2	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	JISC	High
3	1345	Integration of OCourt Platform into CLJ-CMS	Authorized	CIO	High
4	265	Kitsap District Court CMS to EDR Data Exchange	In-Progress	Administrator	High
5	256	Spokane Municipal Court CMS to EDR Data Exchange	Authorized	Administrator	High

■ Authorized   
 ■ In Progress   
 ■ Completed   
 ■ Withdrawn or Closed

# ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
<b>Appellate CLUG</b>					
1	1355	Replace Appellate Court Case Management and E-Filing Systems	Authorized	JISC	High
2	1313	Supreme Court Opinion Routing/Tracking System	In Progress	CIO	High
3	1324	Appellate Court Records Retention	Authorized	CIO	High
4	1356	Rebuild the Appellate Inmate E-Filing Application	In Progress	Administrator	High
5	1353	Build New Supreme Court Case Document Web Page	Authorized	CIO	Medium
<b>Multi-Court Level CLUG</b>					
1	1326	Online Interpreter Scheduling	In Progress	Administrator	Medium

■ Authorized   
 ■ In Progress   
 ■ Completed   
 ■ Withdrawn or Closed

# ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
<b>Non-JIS CLUG (ISD Maintenance Work &amp; Legislative Mandates)</b>					
1	1369	Juvenile Records to DOL Exchange	Authorized	CIO	Mandate
2	1340	Enterprise Integration Platform and External API	In Progress	JISC	Maintenance
3	1348	Blake Certification System	In Progress	Administrator	Proviso
4	1352	Upgrade SC-CMS to Enterprise Justice 2023	In Progress	Administrator	Maintenance
5	286	Statewide Reporting	In Progress	Administrator	Maintenance
6	276	Parking Tickets issued in SECTOR - Interim resolution	In Progress	Administrator	Maintenance
7	1361	Migrate to Office 365	In Progress	Administrator	Maintenance
8	1332	JCS Platform Migration	In Progress	CIO	Maintenance
9	1346	Create Application Configuration Vault	In Progress	CIO	Maintenance
10	1362	Upgrade BIT	In Progress	Administrator	Maintenance
11	1308	Integrated eFiling for Odyssey DMS Superior Courts	In Progress	JISC	Proviso
12	1366	Ability to Remove All Non-Required Parties From a Case	Authorized	CIO	Maintenance
13	1296*	Superior Court Text Messaging and E-mail Notifications	On Hold	CIO	Maintenance
14	1365	NaturalONE Upgrade	In Progress	CIO	Maintenance
15	275	Odyssey to EDR	Authorized	CIO	Maintenance
16	1331	Judicial Contract Tracking System	In Progress	CIO	Maintenance
17	1320	Public Case Search Modernization	Authorized	CIO	Maintenance
18	1297	Self-represented Litigants Access	Recommended	Administrator	New Program
19	1350	Embarcadero IT Modeling System Replacement	Authorized	CIO	Maintenance
20	1368	1368 - AOC Enterprise Azure DevOps Onboarding	Authorized	CIO	Maintenance

■ Authorized   
 ■ In Progress   
 ■ Completed   
 ■ Withdrawn or Closed

# ITG Request Progress

\*\* On Hold

Awaiting Endorsement	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting CLUG Recommendation	Awaiting Authorization	Awaiting Scheduling
<p><b>1372</b> - Exhibit Management Software</p>	<p><b>1321**</b> - Send JCAT data to the Data Warehouse to Facilitate Reporting  <b>1370</b>- Retire Assessments.com (Vant4ge) Servers  <b>1371</b> - Allowing Multiple use of the Same Well-Identified (WIP) Record on one Case</p>			<p><b>1297</b> - Self-Represented Litigants (SRL) Access to SC &amp; CLJ Courts</p>	<p><b>256**</b> - Spokane Municipal Court CMS to EDR Data Exchange  <b>269**</b> - Installation Of Clerks Edition For Franklin County Superior Court Clerks Office  <b>270**</b> - Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse  <b>275**</b> - Odyssey to EDR  <b>1320</b> - Public Case Search Modernization  <b>1324</b> - Appellate Court Electronic Record Retention  <b>1345**</b> - Integration of OCourt into CLJ-CMS  <b>1350*</b> - IT Modelling System Replacement  <b>1353</b> - Build New Supreme Court Web Page  <b>1355</b> - Replace Appellate Court Case Management &amp; E-Filing Systems  <b>1357</b> – Guardianship Monitoring and Tracking  <b>1366</b> – Ability to Remove All Non-Required Parties From a Case  <b>1368</b> – AOC Enterprise Azure DevOps Onboarding  <b>1369</b>- Juvenile Records to DOL Exchange</p>

**2024 Meeting Schedule**  
**Judicial Information System Committee (JISC)**  
*See Agenda for Zoom Registration Info*

<b>JISC Meetings</b> <b>10:00 a.m. - 12:00 p.m.</b>
February 23, 2024
April 26, 2024
June 28, 2024
August 23, 2024
October 25, 2024
December 6, 2024

JISC Meeting Material: [JISC Meeting Material](#)

Meetings are currently being held virtually via Zoom. Meeting registration info is posted in the meeting materials.

AOC SeaTac Facility  
18000 International Boulevard, Suite 1106  
SeaTac, WA 98188  
(Dates/Times/Locations Subject to Change)

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## Judicial Information System Committee Membership

Name	Representing / Terms
<b>Justice Barbara A. Madsen *</b> WA Supreme Court Chair	Supreme Court Open
<b>Judge John Hart *</b> Whitman County District Court Vice Chair	Court of Limited Jurisdiction 08-01-2021 to 7-31-2024
<b>Judge Valerie Bouffiu</b> Lynnwood Municipal Court	Courts of Limited Jurisdiction 10-19-2023 to 7-31-2024
<b>Mindy Breiner</b> Probation Officer Tukwila Municipal Court	Misdemeanant Probation Association 08-01-2022 to 7-31-2025
<b>Joseph Brusic</b> Yakima County Prosecutor	Washington State Association of Prosecuting Attorneys 08-01-2023 to 7-31-2026
<b>Derek Byrne</b> Clerk/Administrator Court of Appeals, Division II	Appellate Court 04-01-2022 to 07-31-2025
<b>Donald Graham</b> Attorney at Law	Washington State Bar Association 09-01-2021 to 7-31-2024
<b>Stephanie Kraft</b> Juvenile Court Administrator Whatcom County Superior Court	Superior Court 12-01-2023 to 7-31-2026
<b>Frank Maiocco *</b> Administrator Kitsap County Superior Court	Superior Court 08-01-2022 to 7-31-2025
<b>Judge David Mann *</b> Court of Appeals, Division I	Appellate Court 03-02-2023 to 07-31-2025
<b>Brad Moericke</b> Sumner Police Department	Washington Association of Sheriffs and Police Chiefs 08-01-2021 to 7-31-2024
<b>Judge Robert Olson *</b> Whatcom Superior Court	Superior Court 08-01-2023 to 7-31-2026
<b>Heidi Percy *</b> Snohomish County Clerk	Superior Court 08-01-2023 to 7-31-2026
<b>Paulette Revoir *</b> Administrator Lynnwood Municipal Court	Courts of Limited Jurisdiction 08-01-2022 to 7-31-2025
<b>Dawn Marie Rubio *</b> State Court Administrator	Administrative Office of the Courts Open
<b>Margaret Yetter</b> Administrator Kent Municipal Court	Courts of Limited Jurisdiction 03-03-2021 to 7-31-2024
<b>Judge Allyson Zipp</b> Thurston County Superior Court	Superior Court 08-01-2023 to 7-31-2026

*Revised: November 16, 2023*

\*: *Member of the Executive Committee*