

**MINUTES
JUDICIAL INFORMATION SYSTEM COMMITTEE**

February 25, 2000

Members Present:

Justice Philip A. Talmadge, Chair
Judge C. Kenneth Grosse, Vice Chair
Judge Dale B. Ramerman
Judge Thomas C. Warren
Judge Thomas C. Wynne
Judge James R. Heller
Judge Clifford L. Stilz
Ms. Cathleen M. Grindle
Mr. Michael Planet
Ms. Siri Woods
Mr. David Ponzoha
Ms. Virginia Kirk

Staff Present:

Dr. Tom Clarke
Ms. Janet McLane
Mr. Brian Backus
Ms. Jennifer Peters

Guests Present:

Justice Bobbe Bridge, Supreme Court
Mr. Rich Johnson, Court of Appeals
Ms. Yolande Williams, Seattle Municipal Court
Mr. Roger Winters, King Co. Superior Court
Ms. Bev Hempleman
Mr. Dennis Hausman, DIS

Members Absent:

Ms. Mary McQueen
Mr. Gary Riesen
Mr. John Klei
Mr. David Reynolds

Call to Order

Justice Talmadge opened the meeting with a few words of farewell. He stated that Chief Justice Guy will be temporarily chairing the Committee until a permanent chair is named.. He thanked all that have served on the Committee and noted that outstanding things have been done over the last four years, the system is remarkably efficient and effective, and the Committee has done a good job of stewarding the people's money. Justice Talmadge turned the meeting over to Judge Grosse.

Judge Grosse called the business meeting to order at 9:00 a.m. He reported that Chief Justice Guy wants to invigorate the interest of the judiciary in the uses and applications of technology. The Chief and Mary McQueen are seeking federal money for a "courtroom of the future" to be demonstrated by August 2001.

The minutes of the October 22, 1999 meeting were approved as written.

Project Status Reports

Dr. Clarke reported that:

- The ACORDS project has released a third prototype and is moving ahead on a calendaring module.
- The CAPS project has been reinvigorated. CAPS will leverage the calendaring module from ACORDS and is concentrating on the Superior Courts and a unified business process for calendaring.
- The Juvenile Court (JCI) project has released Phase IB. Because of the implications of the person database for the business processes of the juvenile courts, the impact on the way juvenile courts do business is significant.
- The DISCIS Expansion is on schedule.

Mr. Backus reported that the Pro Se project will web-enable forms in the domestic area. The project group identified the forms and will make a prototype available for review in a few months.

Judge Ramerman requested Web-enabled Findings, Decree, Parenting Plan and Child Support Order forms for judges to speed up the process considerably. Mr. Backus responded that the Pro Se forms are a proof of concept project. If it works, then the JIS can include other forms.

Dr. Clarke reported that the electronic citation upload is in its early stages. The OAC is working with DIS and the JIN group on data standards and data architecture for the criminal justice community in Washington State.

Mr. Hausman added that money has been a problem. The Federal Government may have some federal dollars available for this kind of project. DIS and DOL are planning to talk with the National Highway Safety Commission. Dr. Clarke added that another problem is getting law enforcement's technology to the point where they can upload electronically.

Legislative Report

Dr. Clarke noted four bills of particular interest to this committee:

- The first bill limits domestic violence identifiers. Judge Ramerman, Commissioner Kim Prochnau and Judge Stiliz testified to the Senate Judiciary Committee that judges view the processing and entry of domestic violence orders as critically important. For the benefit of all users, we need to have a good database, and to the extent that we limit the identifiers, we run the risk of depriving the database of the integrity it needs.
- The second bill would require government agencies to keep PCs and software for at least three years. This bill died.
- The third bill would establish statewide processing for warrants (including the monies involved). In its current state the JIS would not be able to handle this mandate properly. The legislation was modified to provide for a pilot study, and the judicial impact note implies that the pilot should involve manual processing only. A project is required to modify JIS for automated processing.
- The fourth bill is the Supplemental Budget. The request for salary reclassification will likely be approved. However, House versions take away some funds. The hope is that the Senate version will restore some of the funding cuts.

New Business

Judge Grosse reported on the status of the COA budget for the current fiscal year. The legislature appropriated \$32,000 for the COA in the JIS budget. He requested formal Committee approval to spend that money.

MOTION: IT WAS MOVED, SECONDED AND APPROVED TO ACCEPT THE \$32,000 APPROPRIATION FROM THE JIS BUDGET FOR THE COURT OF APPEALS.

JIS Strategic Plan Revision

Dr. Clarke presented the draft updated JIS Strategic Plan (which was last revised in 1994). It is a high-level document intentionally formatted to conform with the portfolio management process used by the Executive Branch, to justify IT projects to the legislature. Projects are grouped according to the five trial court performance areas adopted by the BJA. Dr. Clarke noted the project list in both the body of the report and in Appendix A is provisional and does not include all of the currently planned projects. Some of the completion dates will also change.

ACTION: Members were asked to take the plan, review it, and make comments. It will be presented for review at the next meeting of the JISC.

JIS Migration Plan

Dr. Clarke reported that the JIS will move from a traditional mainframe-based system to a modern Internet-based architecture. Because JIS is so integrated, it is not easy to move pieces of the JIS system to the new architecture. Careful sequencing is required to maintain database integrity. The OAC has assigned a project manager to work on the plan. Dr. Clarke will make a presentation on the plan at the next meeting.

Court Supplies

Mr. Backus stated that OAC currently provides standard paper forms, labels and ribbons to the courts (does not include local forms). This is not an efficient process, so OAC wants to get out of the "middleman" role. The OAC proposes that the courts buy supplies directly from the vendors and the OAC reimburse them up to specified amounts. The current budget remains the same for the reimbursement.

Judge Stiliz suggested that this request go to the JIS Advisory Committee for input from the Administrators.

MOTION: THE SUPPLIES REIMBURSEMENT PROPOSAL WAS MOVED, SECONDED AND APPROVED AS A POLICY MATTER, SUBJECT TO REVIEW BY THE JIS ADVISORY COMMITTEE.

Old Business

No old business was discussed.

Committee/Subcommittee Reports

RECORDS MANAGEMENT ADVISORY COMMITTEE

Mr. Johnson reported on the last meeting of RMAC. The subcommittee is working on three major objectives:

1. Public information brochure on challenging, sealing, vacating and expunging records. A subcommittee is working on the brochure. A final draft will go to the CMC in March. It will then come to the JISC for approval before printing.
2. Electronic retention and storage of court reporter notes. RMAC is looking into technologies in this area.
3. Electronic recording equipment and standards. Because of the proposal that all CLJ proceedings be recorded, RMAC needs to review the existing requirements, which are about ten years old, and determine what technologies should be recommended as a minimum standard statewide.

DATA and E-FILING STANDARDS WORK GROUP

Judge Ramerman reported that the work group formed a task force to develop statewide standards for electronic filing. A technical subgroup, chaired by Roger Winters from the King County Superior Court Clerk's Office, studied the issues and wrote the recommendations which are now before the committee. Mr. Winters has also been involved in a national effort to build XML (eXtensible Mark-up Language) standards for the courts.

The work group made four recommendations for the JIS to consider and adopt:

- Washington's Courts will pursue an eXtensible Mark-up Language (XML) based approach to electronic court filing. JIS supports efforts to build national XML standards for Court

filings and will review them before adopting XML Standards for Courts in the State of Washington.

- Courts in Washington developing XML based electronic filing systems should consider only vendors whose products are built on open, non-proprietary XML Standards.
- Digital imaging, as part of a hybrid approach to e-filing, may be part of an overall electronic court records strategy. Courts must require that images and index information be created and stored in formats that comply with State standards.
- When XML tagging is used in electronic court filings where preserving the appearance and structure of documents is critical, software like Adobe's PDF and Microsoft's RTF may be valuable.

Mr. Winters gave a brief overview of XML. Dr. Clarke noted that the executive branch and the National Association of State IT Directors have both identified XML as one of the enabling technology standards for E-Government. Mr. Winters added that the national effort includes an XML standard for legal documents.

ACTION: Judge Grosse asked to have members review this summary document of recommendations from the work group, and bring it back to the next meeting to approve with any necessary changes.

JIS ADVISORY COMMITTEE

Ms. Grindle reported that this committee met three times since the last JISC meeting (October 1999). They have completed the list of subcommittee members nominated by the associations. So far the meetings have consisted mostly of housekeeping matters (how they are going to operate and integrate with the subcommittees).

DATA DISSEMINATION SUBCOMMITTEE

Judge Grosse reviewed efforts to rewrite the Data Dissemination Policy. He reported to the Supreme Court on a recommended general approach in January. The justices commented on the need to carefully structure the policy to protect information appropriately and reach some consensus on what is private. The subcommittee would like to build a separate data warehouse for public data, against which anyone who is interested can run queries. The media is willing to help with this effort by encouraging the legislature during budget negotiations for the next biennium.

Judge Grosse distributed a handout with proposed language for a new court rule to more specifically define the policy for disclosure of judicial records. He is requesting that the JISC approve the proposed language.

ACTION: Judge Grosse asked that a letter with some specific suggestions by Mark Weiss, on behalf of the Family Law Bar, be copied and distributed to JISC members.

Judge Ramerman noted that the Pattern Forms Committee has revised the basic family law forms to put lots of confidential information in the basic forms (social security numbers, etc.). He urged more coordinated efforts in this area.

Judge Stilz asked if there was a sense that the Supreme Court would be receptive to blending GR15 with the Data Dissemination Policy. There needs to be a consistent approach to records in both hard copy and electronic versions.

Justice Bridge commented on the need to start with public access and then address what's private -- to focus on public access to public records, then show the exceptions.

Judge Grosse agreed to draft a “preamble” of this draft policy. Judge Ramerman added that it is important for us to acknowledge up front that we are concerned about protecting personal information.

Future Meetings

The next JIS Committee meeting will be on March 31, 2000, (changed from April 28, 2000) at Two Union Square, Room 1606, Seattle, WA at 9:00 a.m. to approximately 11:00 a.m.

***The JISC Retreat date has been moved up from June 30, 2000, to May 26, 2000. The location will be announced soon.*

***The Data Dissemination meeting originally scheduled for May 26, 2000 has been moved to June 30, 2000.*

The next JIS Data Dissemination Subcommittee will meet on March 31, 2000, at Two Union Square, Room 1606, Seattle, WA (following the JISC meeting).

The next JIS Advisory Committee will meet on March 16, 2000, at Two Union Square, Room 1606, Seattle, WA.

The next SCJA & DMCJA Joint Technology Committees will meet on April 20, 2000, Two Union Square, Room 1606, Seattle, WA.