JIS General Policies

With Comments

Last Revised by the JISC: June 26, 2015

Authority

RCW 2.68.010 gives the JISC the authority to "determine all matters pertaining to the delivery of services available from the judicial information system." JISC Rule 1 provides for AOC to operate the Judicial Information System (JIS) under the direction of the JISC and with the approval of the Supreme Court pursuant to RCW 2.56. RCW 2.68.050 directs the courts, through the JISC, to provide electronic access to judicial information.

Scope

These policies apply to all persons, organizations, or agencies that operate, manage, or use the portfolio of IT products and services provided by AOC.

1. EQUIPMENT

1.1 General

COMMENT

Historically the JIS provided some end user equipment as each trial court system (SCOMIS, DISCIS, JUVIS) was implemented. The amount of equipment distributed depended on the available funds. With the implementation of the IP network and the need to replace "dumb" terminals with personal computers, the JIS initiated the first equipment replacement plan in 1996.

1.1.1 The Judicial Information System (JIS) is the system owned and maintained by the Administrative Office of the Courts (AOC). A JIS court is a court that uses the JIS to process its cases from filing to closure. A non-JIS court is a court that contributes information electronically to the statewide JIS database.

1.1.2 Subject to available funding, the AOC provides end-user equipment including personal computers and printers for court personnel and county clerks in JIS and non-JIS courts. The AOC does not provide equipment for users other than courts and county clerks.

COMMENT

The JIS is funded for equipment in the Judicial Branch and County Clerks (who are the clerks of the superior courts) only.

1.1.3 Subject to legislative funding, the number of JIS computers provided to courts is calculated at up to 75 percent (75%) of the FTEs from the most recent staffing report published by AOC; one report printer per six administrative or clerical FTEs with a minimum of one report printer per court or clerk's office; for limited jurisdiction courts, one receipt printer per cashier with a minimum of one receipt printer per court or clerk's office; and for superior court clerks one cash drawer, slip printer and receipt printer per cashier with a minimum of one cash drawer, slip printer and receipt printer per court.

COMMENT

The policy of JIS funding up to 75% of personal computers, based on FTE counts, was decided by the JIS Executive Committee on April 18, 2006, based on the principle of a need for local-state cooperation to share responsibility for equipment that is used for JIS applications and for local applications and tasks. However, all JIS equipment replacement is limited by legislative funding.

1.1.4 Equipment is provided to the users defined in sub-sections 1.1.1 and 1.1.2 for the purpose of enabling judicial officers, clerks, court administrators, and clerks' and court administrators' staff to access and update the JIS, to do legal research, or for other court business purposes. JIS-owned equipment not used for court business purposes shall be returned to the AOC.

1.2 Replacement of Personal Computers, Printers, and Related Equipment

1.2.1 Basic Rule

Subject to legislative funding, the JIS provides a one for one replacement of JIS supplied and JIS funded equipment on a five year cycle.

COMMENT

The five year standard was established with the first replacement cycle in 1996.

1.2.2 Reimbursement for Locally Purchased Personal Computers

COMMENT

Because of the nature of the JIS network architecture, which often includes local jurisdictions' area networks, it is often desirable for local jurisdictions to buy and maintain equipment themselves. Therefore, the JIS provides for local purchase of JIS-funded court and county clerk equipment under reimbursement plans. This allows the local jurisdictions to maintain consistent equipment standards and simplifies maintenance.

1.2.2.1 If a local court or county clerk's office prefers to purchase its replacement computer equipment rather than use that supplied by the JIS, the JIS will reimburse the court or county clerk for the actual cost of the equipment or a specified amount based on current market prices per device, whichever is less.

1.2.2.2 The JIS will not provide maintenance coverage for locally purchased equipment covered by a reimbursement plan.

1.2.2.3 Computer equipment purchased under a reimbursement plan must meet current published JIS minimum standards.

COMMENT

In order to help ensure the efficient delivery of the JIS to the courts and county clerks, the JIS maintains, through the AOC, standards for personal computers. The standards include minimum requirements for processor speed, RAM capacity, hard drives, CD-ROM drives, display, sound, and web browser.

1.2.2.4 Contractual agreements will be used for reimbursements.

COMMENT

The JIS Committee approved the use of reimbursements and Inter-Local Cooperative Agreements to implement them on June 21, 1996. The Interlocal Cooperation Act, Chapter 39.34 RCW, provides for and governs the use of such agreements.

1.2.3 Retention of Old Equipment

Courts and county clerks may keep old JIS-owned equipment after it has been replaced. State inventory tags must be removed from the equipment and replaced equipment becomes locally owned. Repair and maintenance of this equipment is the responsibility of the court or county clerk.

In some instances, older computers may not be able to support up-to-date security controls or requirements. In such instances, where older hardware is incompatible with current security measures, AOC may disallow or block connection from obsolete devices.

1.2.4 New Judges and Employees

1.2.4.1 Equipment for court and county clerk staff who were added after a replacement cycle will be provided in the next cycle, provided sufficient funds are available.

1.2.4.2 Equipment for new judges will be provided at the time judgeships are funded and filled, provided sufficient funds are available.

1.3 Locally Owned Equipment

1.3.1 Courts and county clerks may use locally owned equipment to access and use the JIS.

1.3.2 IBM-compatible equipment is required for courts and county clerks to connect to and use JIS.

1.4 Security and Care of JIS Owned Equipment

1.4.1 Courts and county clerks must exercise due care (1) to ensure that JIS-owned equipment is installed in locations that are secure, and (2) in their use of JIS-owned equipment. The JIS insures equipment against loss and theft. Damage due to negligence is the responsibility of the court or county clerk.

1.4.2 When connecting personal computers and printers to electrical power, courts and county clerks must use surge protectors that meet JIS standards.

1.5 Maintenance of Equipment; Service Calls

1.5.1 The JIS provides maintenance coverage for any JIS-owned equipment (subject to the exceptions identified in these policies).

1.5.2 The JIS pays repair costs for broken JIS-owned equipment and for the resolution of problems related to the JIS provided software when the problem is determined to be caused by defective hardware, or an act of nature (fire, storm damage, etc.). Costs for repairs related to negligence (e.g., damage resulting from spillage, falls, misuse, etc.) are the responsibility of the court or county clerk. Repair costs include parts, travel, and labor costs.

1.5.3 AOC Customer Services handles service calls from courts for JIS-owned hardware. Customer Services will only accept calls from authorized callers (those authorized by court or county clerk management), Site Coordinators, Administrators, or County Clerks.

1.5.4 AOC Customer Services handles service calls from courts and county clerks for court and county clerk-owned equipment when the court or county clerk has a maintenance contract with the same maintenance vendor as the JIS (currently Cascade Computer Maintenance). In such cases, CCM will directly bill the court or county clerk for charges resulting from such calls.

COMMENT

Customer Services recommends that courts and county clerks discuss all hardware issues with their local Information Services departments, if they have one, prior to calling Customer Services for a service call. This will alleviate unnecessary service calls and subsequent billings at the court or county clerk's expense for local network settings that are handled at a local level.

1.6 Upgrades of JIS Owned Equipment

1.6.1 Unauthorized peripherals (monitors, keyboards, speakers, etc.) may not be attached to JIS-owned personal computers.

COMMENT

The attachment of such peripherals negates the PC warranty and complicates problem resolution and service provisions.

1.6.2 Unauthorized components (additional hard drives, memory, etc.) may not be installed in JIS-owned personal computers.

COMMENT

The addition of such components negates the PC warranty and complicates problem resolution and service provisions.

1.7 Equipment for Judges

COMMENT

Policies for judges' equipment were established by the JIS Equipment Subcommittee on October 13, 1998 and reviewed by the JIS Committee on October 23, 1998. The allocation policy for municipal court judges was established by the JIS Equipment Subcommittee on November 19, 1999. In the original distribution to municipal court judges, the standard was that the court have a minimum annual domestic violence case load of 48 cases, based on 1998 numbers.

1.7.1 Each superior and district court judge and each commissioner employed .5 FTE or more is eligible for one personal computer and one laser printer.

1.7.2 Judicial officers in Judicial Districts are eligible for one printer per courtroom at each court location.

1.7.3 Municipal court judges who are either full-time, or whose courts have a substantial domestic violence caseload, are eligible for one personal computer and one laser printer.

1.7.4 Judges' personal computers are eligible for reimbursement contracts.