



**Judicial Information System Committee (JISC)**  
**Friday, October 26, 2018 (10:00 a.m. – 1:15 p.m.)**  
**CALL IN NUMBER: 877-820-7831 PC: 394116#**  
**SeaTac Facility: 18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 9818**

**AGENDA**

1.	<b>Call to Order</b> a. Introductions b. Approval of Minutes c. New JISC Member Tenure: 1. Judge Scott Ahlf, CLJ (DMCJA) d. Announcement of New State Court Administrator e. Callie's last JISC Meeting	Chief Justice Mary Fairhurst, Chair	10:00 – 10:10	Tab 1
2.	<b>JIS Budget Update</b> a. 17-19 Budget Update b. 19-21 Biennial Budget Requests Update	Mr. Ramsey Radwan, MSD Director	10:10 – 10:20	Tab 2
3.	<b>External Equipment Replacement Policy</b> a. <b>Decision Point:</b> Laptop reimbursement request	Mr. Dennis Longnecker, ISD Infrastructure Manager	10:20 – 10:40	Tab 3
4.	<b>External Equipment Replacement Policy</b> a. New Proposal for Discussion	Mr. Ramsey Radwan, MSD Director	10:40 – 11:00	Tab 4
<b>Break</b>			11:00 – 11:10	
5.	<b>Access to Justice (ATJ)</b> a. Proposed Technology Court Rules	Mr. Sart Rowe	11:10 – 11:30	Tab 5
6.	<b>JIS Priority Project #1 (ITG 2):  Superior Court Case Management System (SC-CMS) Update</b>	Mr. Keith Curry, PM Ms. Uma Nalluri-Marsh, Deputy PM	11:30 – 11:40	Tab 6
7.	<b>JIS Priority Project #2 (ITG 102):  Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Update</b>	Mr. Mike Walsh, PMP	11:40 – 11:55	Tab 7
8.	<b>AOC DRIVES Successful Go-Live Report</b>	Mr. Kevin Ammons, PMP	11:55 – 12:00	
<b>Working Lunch</b>			12:00 – 12:20	
9.	<b>AOC Expedited Data Exchange (EDE) Pilot Implementation Project</b> a. King County Clerk's Office Update b. King County District Court Update c. AOC Project Update	Ms. Barb Miner Judge Donna Tucker Mr. Othniel Palomino Mr. Kevin Ammons, PMP	12:20 – 1:00	Tab 8
10.	<b>Committee Reports</b> a. Data Dissemination Committee (DDC)	Judge J. Robert Leach, Chair	1:00 – 1:10	Tab 9
11.	<b>BJA Update</b> a. June 15 <sup>th</sup> Meeting	Chief Justice Mary Fairhurst, Chair		Tab 10

12.	<b>Meeting Wrap Up</b>	Chief Justice Mary Fairhurst, Chair	1:10 – 1:15	
13.	<b>Informational Materials</b> a. ITG Status Report b. SeaTac Evacuation Map			Tab 11

Persons with a disability, who require accommodation, should notify Brian Elvin at 360-705-5277 [brian.elvin@courts.wa.gov](mailto:brian.elvin@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:

### 2019 – Schedule

- February 22, 2019**
- April 26, 2019**
- June 28, 2019**
- August 23, 2019**
- October 25, 2019**
- December 6, 2019**

# JUDICIAL INFORMATION SYSTEM COMMITTEE

June 22, 2018  
10:00 a.m. to 12:00 p.m.  
AOC Office, SeaTac WA

## Minutes

### Members Present:

Chief Justice Mary Fairhurst, Chair  
Mr. Larry Barker  
Ms. Lynne Campeau – Phone  
Judge Jeanette Dalton – Phone  
Judge John Hart – Phone  
Mr. Rich Johnson  
Judge J. Robert Leach  
Mr. Frank Maiocco  
Chief Brad Moericke  
Ms. Brooke Powell - Phone  
Ms. Paulette Revoir - Phone  
Judge David Svaren - Phone  
Mr. Bob Taylor - Phone

### Members Absent:

Ms. Callie Dietz  
Judge G. Scott Marinella  
Ms. Barb Miner  
Mr. Jon Tunheim

### AOC Staff Present:

Mr. Kevin Ammons  
Ms. Vicky Cullinane – Phone  
Mr. Keith Curry  
Ms. Vonnie Diseth  
Mr. Curtis Dunn  
Mr. Brian Elvin  
Mr. Brady Horenstein  
Mr. Mike Keeling  
Ms. Keturah Knutson  
Mr. Dirk Marler  
Mr. Ramsey Radwan  
Mr. Mike Walsh  
Mr. Kumar Yajamanam - Phone

### Guests Present:

Mr. Sart Rowe – Phone  
Judge Donna Tucker  
Ms. Elizabeth Baldwin  
Mr. Enrique Kuttemplon  
Mr. Tom Boatright

## Call to Order

Chief Justice Fairhurst called the meeting to order at 10:00 a.m. and introductions were made.

## April 27, 2018 Meeting Minutes

Chief Justice Fairhurst asked if there were any changes to be made to the April 27, 2018 meeting minutes. Hearing none, Chief Justice Fairhurst deemed the minutes approved. Chief Justice Fairhurst alerted the Committee this will be the last JISC meeting for Judge Marinella's term, as he will not be continuing on for another term. Thanks was given to Judge Marinella for his time and participation on the Committee. Chief Justice Fairhurst mentioned those continuing in new appointments as of August 1<sup>st</sup>, including Lynne Campeau, Judge John Hart, and Chief Brad Moericke, as well as Mr. Bob Taylor, pending his association's nomination. Judge Scott Ahlf, who was nominated by the DMCJA, will be starting a new appointment at the expiration of Judge Marinella's current term on July 31<sup>st</sup>.

## JIS Budget Update

Mr. Ramsey Radwan reported on the 17-19 budget using the green sheet, which is a snapshot of select projects within the AOC Information Services Division budget. It identifies the amount allocated or allotted, the amount expended to date plus projected, with the last column reflecting the estimated variances at the end of the biennium. Regarding the Expedited Data Exchange (EDE) Project, Mr. Radwan does not see any red flags or warnings and has projected a zero dollar variance by the end of the biennium on June 30<sup>th</sup>, 2019. The Superior Court Case Management System (SC-CMS) stands at

a positive variance of approximately \$320,000 including the staffing projections and expenditures to date through June 30<sup>th</sup>, 2019. The Courts of Limited Jurisdiction Case Management System (CLJ-CMS) is projected to have a variance of approximately \$8.4 million dollars due to the termination of the contract negotiations with the previously identified apparent successful vendor. This projection includes the current staffing levels, which currently stands at four. Based on the current spending and upcoming CLJ-CMS activities, the variance is not expected to dip below \$8 million prior to the end of the biennium. Upon finishing the green sheet presentation, Mr. Radwan asked if there were questions. Hearing none the presentation continued with the review of the blue sheet.

Mr. Radwan drew the Committee's attention to the first two pages of the blue sheet, which contain the ordered priorities for the 2019-2021 Information Technology requests as approved and prioritized by the JISC at the April 27, 2018 JISC meeting. Mr. Radwan stated the amounts have changed to a very small extent: AC-ECMS increased by approximately \$60,000 while EDE Operations and Maintenance decreased slightly. Mr. Radwan alerted the Committee to the four packages he suggests be included in the State General Fund (SGF) request submittal (as denoted by the "SGF" after the title). Mr. Radwan stated his belief the items are SGF-fundable and believes the Legislature will understand why the request is being submitted for them specifically. While not a decision point, Mr. Radwan restated his belief that the four items should be submitted for SFG monies in order to get AOC to zero in terms of budget. Previously, the Legislature has provided \$2.6 million of General Fund monies to the JIS account and the 2018 Supplemental Request. This shows there is an understanding by the Legislature, that the projects are not just for the Judicial branch but statewide for state, city or county governments and are for the benefit and good of the people. Chief Justice Fairhurst stated that while not a decision point, she would like some discussion on the matter. Chief Justice Fairhurst pointed out if the four priorities (numbers 4, 6, 7 and 8) were pulled out of the JIS request and put into the SFG request but were not funded, there is the possibility of them not being funded. Mr. Radwan replied that was the case if looked at from a solely linear context. If AOC is able to talk with the Legislature concerning the list of priorities, he does not feel they would fall out completely. AOC would be able to receive some indication whether or not the Legislature would commit funds. If not, they could be repackaged into the JIS request and retain their priority.

Discussion continued on various possibilities and strategies Mr. Radwan is looking into to ensure all AOC priorities are funded, whether in a JIS request or SGF request. Specific questions were brought up by Mr. Rich Johnson as to the effect moving the four requests to the General Fund. The key takeaway is the importance of explaining all the requests and why they should all be funded regardless of fund sources.

Discussion continued on the ramifications and technicalities of removing the specified priorities from the JIS request and adding them to the SGF request. Budget requests are assigned a code and assigned whatever fund source the requestor designates. Therefore, any requests coming from the JISC will be in the JIS funds or SGF groups, depending on how they are assigned.

Chief Justice Fairhurst then summarized the next steps: all requests will be presented to the Court Funding Committee (CFC), then the JISC will have another discussion, and subsequently the requests will proceed to the Supreme Court for finalization and submittal upon completion. Mr. Radwan gave a high level general breakdown of SGF requests the CFC will review which flow through AOC. The CFC

will review the recommendations from the Budget and Funding Committee (BFC), including the Board for Judicial Administration (BJA). Once the CFC reviews the recommendations, those recommendations will move forward to the Supreme Court for consideration. Mr. Radwan then drew the Committee's attention to the last section of the budget update containing the BJA priorities that are officially transmitted to the CFC for consideration. This information is currently for informational purposes only.

### **JIS Priority Project #1 (ITG2): SC-CMS Project Update**

Mr. Keith Curry presented the project update on the Superior Courts Case Management System (SC-CMS) project. He provided status on a successful Event 7 implementation event. He also provided status on the progress for the Event 8 implementation on November 5, 2018. In addition, Mr. Curry discussed Phase 2 of the link-only implementation. The discussion was centered on the Link-Only Summit scheduled for July 27, 2018. This summit will provide counties with the opportunity to establish a plan to provide statewide access to third party DMS documents before the end of the project. Additionally, AOC and Tyler are offering counties to switch to Odyssey Document Management System if they desire, provided it can be accomplished before the end of the project. Finally, Mr. Curry presented the project close-out activities that will take place prior to December 31, 2018.

### **JIS Priority Project #1 (ITG102): CLJ-CMS Project Update**

Mr. Michael Walsh presented the project update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Following the decision to close the procurement without selecting a vendor, the project is considering other options for a JIS replacement. As part of the consideration, the Project Steering Committee has requested the following work activities: have the Steering Committee establish guiding principles and a list of imperatives for the CLJ-CMS solution, move forward with an RFP for a vendor to perform an analysis on potential alternate solutions, gather, document, and apply lessons learned from the initial RFP, and apply process improvements to our procurement plans going forward.

Following the presentation Chief Justice Fairhurst alerted the Committee to Bluecrane's QA Assessment directly following the CLJ-CMS presentation. Mr. Allen Mills was unable to attend in person.

### **AOC Expedited Data Exchange (EDE) Pilot Implementation Project Update**

Ms. Barb Miner was unable to attend in person or call in, so Chief Justice Fairhurst brought attention to the King County Clerk Office (KCCO) materials she provided for the packet.

Judge Donna Tucker presented the project update for King County District Court's (KCDC) EDE Project. Judge Tucker reminded the Committee that Phase 1, Limited Civil cases only, was implemented in October 2017. During the first five months of 2018, KCDC clerks have had to scan approximately one third of the documents as were scanned in the same time period of 2017, with approximately 300,000 documents being filed electronically via the eFiling portal. Judge Tucker stated the majority of glitches have been resolved, with judges and lawyers satisfied with the functionality. Judge Tucker mentioned specific features of the eFiling functionality that have been used successfully,

including a judge from a different location being able to pick up another judge's ex parte cases while he is on vacation. Due to eFiling, judges and clerks are able to help each other remotely without physically moving a body to that location.

Judge Tucker reported KCDC is currently working on Phase 2 of their implementation, which contains Criminal and Infraction case types. Recently, KCDC made the decision to delay the implementation go-live; it will now take place in the first quarter of 2019. In part, the delay is due to the decision to implement eProbation and the Criminal case type at the same time. Originally, it would have been staggered with Criminal, then integrate eProbation subsequently. After reviewing other delays, the decision made sense to implement both at the same time rather than one after the other. Currently, in Phase 2, KCDC is continuing work on workflow configurations, interface development, and data conversion mapping. Data conversion mapping is especially important due to the numerous number of court locations. In addition, power users are scheduled to start testing on mock courts in July, dealing primarily with Criminal at this point.

Mr. Kevin Ammons presented the update on the Expedited Data Exchange (EDE) Project. Mr. Ammons began by stating that previous updates were prepared with a focus on the readiness of the EDE program for a specific KCCO planned implementation date for their new case management system. Because KCCO has not scheduled a new implementation date, Mr. Ammons reported that he has altered the format of the report to focus on where specific components of the program are in the software development lifecycle. He began by providing a short overview of the software development lifecycle to provide context for the rest of the report. Mr. Ammons then went through an application-by-application review of the integration status and readiness for KCCO's implementation. He also identified the applications that were likely to experience the most significant impacts. Those applications were the partner Data Exchanges and JABS. Mr. Ammons concluded by emphasizing that the EDE program continues to work to mitigate any potential impacts to the statewide system.

Mr. Tom Boatright gave a verbal update on Integrated Solutions Group's (ISG) team process on their statewide assessment. Mr. Boatright stated ISG is directed by the EDE Project Steering Committee in regards to the timing of their reports, with reports generally being given every quarter. ISG's focus and charge is to provide QA across the program. Currently, ISG is mid-cycle in terms of when the next report is due. While in the process of evaluating the program for go-live, ISG was asked by executive sponsorship and sponsors in the program if ISG would consider extending the report to looking at the readiness of the go-live event. Subsequently, ISG was asked if they would extend their services to include a more in-depth assessment of KCCO as well, in terms of go-live readiness. This would provide a comprehensive, deep analysis, which ISG has agreed to do. In terms of timing, ISG will provide a verbal report at the mid-July Project Steering Committee meeting on their assessment of go-live readiness. The final report will be finalized by end of July or early August. ISG will then provide a post go-live report sometime in September, which will be their last report.

Mr. Boatright alerted the Committee that ISG provides the program leadership with bi-weekly status reports where they provide interim recommendations. ISG has been reemphasizing program management as it has been a challenge for the program since ISG was brought onboard for QA. A great deal of emphasis has been on the integration points across all the projects, looking at the bigger picture of all projects as a whole, and not becoming too focused on one's own project. In addition, ISG

noted the importance of the pilot project and the support of the Committee. Mr. Boatright stated he would be prepared to present the go-live report at the August 24<sup>th</sup> JISC Meeting.

### **Data Dissemination Committee Report (DDC)**

Judge J. Robert Leach reported on the Data Dissemination Committee (DDC) meeting held directly before the JISC. Judge Leach reported on the requests per the agenda in the JISC packet. The first request dealt with the ACLU's data request to include confidential data elements. The ACLU has been receiving information about court records, including juvenile, for about four years. During the last request cycle the DDC changed their categorization of what is confidential to make dates of birth confidential information. The ACLU needs this information in order to do its research and prepare its publication. After discussions with ACLU, the DDC found they only needed the months and years, which provides sufficient information for their purposes. After the ACLU modified their request without the unique day identifier, the request was approved.

The second request was received from the King County Bar Association, who has a program to help people vacate criminal convictions, assist people in getting housing and jobs, as well as access to funding for school. They have expanded from one attorney to two attorneys and a staff person. The difficult task they face is trying to find out if the individual people they are working with qualify. Part of this is due to needing to ascertain if all their legal financial obligations have been satisfied, which they do not have access to online. This requires phone calls to individual courts, going out on-site and looking at individual files, and spending an estimated five hours to qualify one individual for assistance. Thus, they have asked for an elevated JIS Link access at level 20. The DDC asked for clarification on who would need this access, with the final agreement that it would be limited to just the three people working these type of cases. Furthermore, it would be a separate account so anyone else from the King County Bar not involved in the program would be precluded from access level 20 records. After reaching agreement on access monitoring and the aforementioned conditions, access was approved. Further negotiations concerning specific terms will continue with Ms. Stephanie Happold to ensure security requirements are met.

The DDC also did the final review of the modifications they use specifically in the JIS Link contract. The major concern was to ensure people are following the requirements of the contract and auditing to ensure compliance. The language was amended to nullify this concern. Also reviewed was the Public Index contract due to it having the same concerns as the JIS Link. The contract will now contain a provision that if the licensee does not follow all of the rules, then the DDC is able to terminate the contract. This is discretionary rather than mandatory to give AOC flexibility on solvable minor one-shot indiscretions versus a major violation necessitating termination of the contract. This language was given approval by the DDC.

The last item of business for the DDC was the discussion on the preparations for the DDC seminar at the Fall Judicial Conference on expunging and sealing files.

### Board for Judicial Administration Report (BJA)

Chief Justice Fairhurst reminded the Committee the BJA minutes are contained in the JISC packet behind Tab 7. The BJA and JISC reciprocally provide the minutes of their meetings so both committees are aware of the other's activities.

### Adjournment

Chief Justice Fairhurst adjourned the meeting at 11:58am.

### Next Meeting

The next meeting will be August 24, 2018, at the AOC SeaTac Facility from 10:00 a.m. to 2:00 p.m.

### Action Items

	Action Items	Owner	Status

The Supreme Court  
State of Washington

MARY E. FAIRHURST  
CHIEF JUSTICE  
TEMPLE OF JUSTICE  
POST OFFICE BOX 40929  
OLYMPIA, WASHINGTON  
98504-0929



(360) 357-2053  
E-MAIL MARY.FAIRHURST@COURTS.WA.GOV

June 22, 2018

Honorable Scott K. Ahlf  
Olympia Municipal Court  
PO Box 1967  
Olympia, WA 985007-1967

Re: Appointment to the Judicial Information System Committee

Dear Judge Ahlf:

At the request of the District and Municipal Court Judges Association (DMCJA), I am pleased to appoint you as a DMCJA representative to the Judicial Information System Committee (JISC). JISC Rule 2 provides for the appointment of five members from the courts of limited jurisdiction to the JISC. Your appointment is effective August 1, 2018 and continues through July 31, 2021.

Thank you for your interest in the success of the JISC. I appreciate your willingness to serve, and I am sure you will be a valuable asset to the committee.

Very truly yours,

MARY E. FAIRHURST  
Chief Justice and Chair of JISC

cc: Judge Rebecca C. Robertson, DMCJA President  
Ms. Callie Dietz, AOC Court Administrator  
Ms. Vonnie Diseth, AOC ISD Director  
Ms. Vicky Cullinane, AOC JIS Business Liaison  
Ms. Sharon Harvey, AOC DMCJA Liaison

**Administrative Office of the Courts  
Information Services Division Project Allocation & Expenditure Update  
2017-2019 Allocation**

**Biennial Balances as of 09/30/2018**

Initiatives--JIS Transition	ALLOTTED	EXPENDED AND PROJECTED	VARIANCE
<b>Expedited Data Exchange (EDE)</b>			
17-19 Allocation	\$4,339,000	\$4,339,000	\$0
<b>Information Networking Hub (INH) - Subtotal</b>	<b>\$4,339,000</b>	<b>\$4,339,000</b>	<b>\$0</b>
<b>Superior Court CMS</b>			
17-19 Allocation	\$12,000,000	\$11,719,771	\$280,229
<b>Superior Court CMS Subtotal</b>	<b>\$12,000,000</b>	<b>\$11,719,771</b>	<b>\$280,229</b>
<b>Courts of Limited Jurisdiction CMS</b>			
17-19 Allocation	\$10,000,000	\$1,984,145	\$8,015,855
<b>Courts of Limited Jurisdiction CMS - Subtotal</b>	<b>\$10,000,000</b>	<b>\$1,984,145</b>	<b>\$8,015,855</b>
<b>TOTAL 2017-2019</b>	<b>\$26,339,000</b>	<b>\$18,042,916</b>	<b>\$8,296,084</b>



**Final-Administrative Office of the Courts  
2019-2021 State General Fund Pass Through or Programmatic Budget Requests**

Title	FTE	Amount Requested	SCBC Recommendation
<b>Thurston County Impact Fee</b>	<b>0.0</b>	<b>\$2,000,000</b>	<b>Submit</b>
Funding is requested for the disproportionate impact of civil case filings in Thurston County. <b>Current level \$0.</b>			
<b>Finding Fathers – Dependency Cases</b>	<b>0.0</b>	<b>\$0-See FJCIP</b>	<b>Combine</b>
Funding is requested to provide courts low-cost DNA testing for alleged fathers in dependency cases. <b>COMBINED</b> with FJCIP. <b>Current level FJCIP \$1.2 million; Finding Fathers \$0.</b>			
<b>CASA Program</b>	<b>0.0</b>	<b>\$0</b>	<b>Do not submit</b>
Funding is requested for local CASA program expansion. Original request for inclusion in the AOC budget \$10,900,000. <b>Current Level \$6.4 million.</b>			
<b>Funding for Language Access</b>	<b>1.0</b>	<b>\$2,160,000</b>	<b>Submit</b>
Funding is requested to expand the state Interpreter Reimbursement Program. <b>Current level \$1.2 million.</b>			
<b>Statewide Court System Online Training</b>	<b>1.5</b>	<b>\$496,000</b>	<b>Submit</b>
Funding is requested to develop a statewide online delivery system for training judicial officers and court staff. <b>Current level \$0.</b>			
<b>Timely and Essential Court Training</b>	<b>1.0</b>	<b>\$911,000</b>	<b>Submit</b>
Funding is requested to expand training opportunities and financial support to judicial officers and court staff to attend training. <b>Current level \$625,000.</b>			
<b>Family &amp; Juv. Court Improve. Program</b>	<b>0.5</b>	<b>\$729,000</b>	<b>Submit</b>
Funding is requested to provide an increase in the Family & Juvenile Court Improvement Program (FJCIP). Funding is also requested to provide low-cost DNA testing for alleged fathers in dependency cases. Finding Fathers request combined with FJCIP. <b>Current level FJCIP \$1.2 million; Finding Fathers \$0.</b>			
<b>Total 2019-2021 SGF Request-Pass Through/Programmatic</b>	<b>4.0</b>	<b>\$6,296,000</b>	

**Pass Through:** Funds that are appropriated to the AOC for direct pass through to courts, clerks' offices, state or local agencies or other entities. **Generally, no funding is kept or allocated to the AOC for program or activity management.**

**Programmatic:** Funds that are appropriated to the AOC for allocation to courts, clerks' offices, state or local agencies or other entities. Generally, funds (FTEs, etc.) are allocated to the AOC for program or activity management.



**Final-Administrative Office of the Courts  
2019-2021 State General Fund Pass Through or Programmatic Budget Requests**

Title	FTE	Amount Requested	SCBC Recommendation
<b>Judicial Bench Books</b>	<b>3.0</b>	<b>\$487,000</b>	<b>Submit</b>
Funding is requested for staffing to revise outdated legal reference guides known as “bench books” or “bench guides”. <b>Current level &gt;1.0 FTE.</b>			
<b>Web Services</b>	<b>1.0</b>	<b>\$277,000</b>	<b>Submit</b>
Funding is requested for additional Web Services staff support necessary to serve the increasing demand. <b>Current level ~3.0 FTE.</b>			
<b>Guardianship Services</b>	<b>2.0</b>	<b>\$1,708,000</b>	<b>Submit</b>
Funding is requested to increase the number of public guardian contracts for guardianship services. <b>Current level \$948,000.</b>			
<b>Guardianship Monitoring</b>	<b>6.5</b>	<b>\$1,399,000</b>	<b>Submit</b>
Funding is requested for a regional program designed to monitor guardianships. <b>Current level \$0.</b>			
<b>Therapeutic Courts</b>	<b>1.5</b>	<b>\$340,000</b>	<b>Submit</b>
Funding is requested for a statewide therapeutic courts coordinator to stand up and operate these courts more effectively. <b>Current level \$0.</b>			
<b>Ody. Business &amp; Train. Support-SGF</b>	<b>8.5</b>	<b>\$2,017,000</b>	<b>Submit</b>
Funding is requested to retain staff to adequately support the Superior Courts and county clerks that have implemented Odyssey. <b>Current level \$0.</b>			
<b>EDR Operations &amp; Maintenance-SGF</b>	<b>8.0</b>	<b>\$1,881,000</b>	<b>Submit</b>
Funding is requested for permanent staffing for maintenance and operations of the Information Networking Hub – ED. <b>Current level \$0.</b>			
<b>AC-ECMS-Project-SGF</b>	<b>4.0</b>	<b>\$2,207,000</b>	<b>Submit</b>
Funding is requested for implementation of Appellate Electronic Court Records in the 2019-2021 biennium. <b>Current level ~1.0 FTE.</b>			
<b>EDR Future Integrations-SGF</b>	<b>0.0</b>	<b>\$500,000</b>	<b>Amend/Submit</b>
Funding is requested to integrate additional systems with the Information Networking Hub. Original proposal \$1.5 million. <b>Current level \$0.</b>			
<b>Total 2019-2021 SGF Request-Infrastructure</b>	<b>34.5</b>	<b>\$10,816,000</b>	
<b>Total 2019-2021 SGF Proposal</b>	<b>38.5</b>	<b>\$17,112,000</b>	<b>Approximately a 13.5% increase in near general fund.</b>

**AOC Infrastructure:** Funds that are appropriated to the AOC for services and operations for the support of the agency, agency initiatives, court or clerk office services where funding is managed almost entirely by the AOC.



## Final-Administrative Office of the Courts 2019 – 2021 Information Technology Biennial Budget Request Approved by JISC

Title	FTE	Amount Requested-JIS Account
<b>CLJ-CMS</b>	<b>21.50</b>	<b>\$14,486,000</b>
Funding is requested to continue the selection and implementation of a case management system for the Courts of Limited Jurisdiction. <b>Current level \$0.</b>		
<b>SC-CMS Ongoing Operations</b>	<b>6.0</b>	<b>\$1,440,000</b>
Funding is requested to establish permanent funding for staff to perform maintenance, operations and support of the SC-CMS. <b>Current level \$0.</b>		
<b>Odyssey Continuing Operations Support</b>	<b>8.0</b>	<b>\$707,000</b>
Funding is requested for continuing Odyssey operations support staff for transition from project to operational status. <b>Current level \$0.</b>		
<b>Odyssey Business &amp; Training Support</b>	<b>Above</b>	<b>Amount included in SGF Request</b>
Funding is requested to retain staff to adequately support the Superior Courts and county clerks that have implemented Odyssey. <b>Current level \$0.</b>		
<b>Odyssey Maintenance</b>	<b>0.0</b>	<b>\$2,030,000</b>
Funding is requested for semi-annual maintenance and support payments for the Odyssey case management system. <b>Current level \$0.</b>		
<b>EDR Operations &amp; Maintenance</b>	<b>Above</b>	<b>Amount included in SGF Request</b>
Funding is requested for permanent staffing for maintenance and operations the Information Networking Hub – EDR. <b>Current level \$0.</b>		
<b>AC-ECMS</b>	<b>Above</b>	<b>Amount included in SGF Request</b>
Funding is requested for implementation of Appellate Electronic Court Records in the 2019-2021 biennium. <b>Current level ~1.0 FTE.</b>		
<b>EDR Future Integrations</b>	<b>Above</b>	<b>Amount included in SGF Request</b>
Funding to integrate additional case management systems with the INH. <b>SCBC recommends amending amount to \$500,000. Current level \$0.</b>		
<b>Internal Equipment Replacement</b>	<b>0.0</b>	<b>\$1,913,000</b>
Funding is requested to replace end of life equipment and to improve performance of heavily used JIS services.		



**Final-Administrative Office of the Courts  
2019 – 2021 Information Technology Biennial Budget Request Approved by JISC-Continued**

Title	FTE	Amount Requested-JIS Account
<b>Odyssey Development Hours</b>	<b>0.0</b>	<b>\$574,000</b>
Funding is requested for additional Tyler development hours for system corrections, modifications or enhancements. <b>Current level \$0.</b>		
<b>External Equipment Replacement</b>	<b>0.0</b>	<b>\$1,645,000</b>
Funding is requested to replace aged computer equipment at the courts and county clerk's offices. <b>Current level \$0.</b>		
<b>Total Information Tech. Requests-JISC Acct.</b>	<b>35.5</b>	<b>\$27,795,000</b>

**Total Administrative Office of the Courts  
2019 – 2021 Biennial Budget Request**

Title	FTE	Amount
<b>Total State General Fund Requests</b>	<b>38.5</b>	<b>\$17,112,000</b>
<b>Total Info. Tech. Requests (JIS Acct.)</b>	<b>35.5</b>	<b>\$22,795,000</b>
<b>Total All Requests</b>	<b>74.0</b>	<b>\$39,907,000</b>
<b>Total Proposed SGF Request \$17.1 million - approximately 13.5% greater than carryforward level.</b>		

Judicial Information System Committee Meeting

October 26, 2018

## **DECISION POINT – JIS General Policies**

### **MOTION:**

- I move to modify the AOC practice, pursuant to JIS General Policy 1, to allow courts and clerks' offices to be reimbursed, up to the current budgetary allowance of \$790 for the purchase of replacement laptops for court staff. In future biennia, courts and clerks' offices would be eligible for reimbursement for laptops only at that biennium's desktop rate.

### **I. BACKGROUND**

As each court was implemented with the Judicial Information System (SCOMIS, DISCIS, JUVIS), the JIS fund provided some end user equipment to enable users to access the system. With the implementation of the IP network, and the need to replace "dumb" terminals, in 1996, AOC began supplying personal computers to courts and clerks' offices. The amount of equipment AOC supplied depended on available funds.

JIS General Policy 1.1 provides that, subject to legislative funding, the JIS fund will provide personal computers and printers at up to 75% of FTEs for courts and county clerks. Pursuant to JIS Policy 1.1.4, equipment is provided to users to enable judicial officers, clerks, court administrators, and their staff to access and update the JIS, do legal research, or for other court business purposes.

JIS General Policy 1.2 provides for replacement of existing AOC-supplied equipment every five years, subject to legislative funding. JIS General Policy 1.2.2.1 allows courts and county clerks to purchase their own replacement equipment and be reimbursed for the actual cost of the equipment or an amount based on current market prices, whichever is less.

JIS General Policy 1.7 provides that each superior and district court judge and each full-time commissioner receives one personal computer. Full-time municipal court judges, and those whose courts have a substantial domestic violence caseload, receive one personal computer. Judges' personal computers are eligible for reimbursement contracts. Policies for judges' equipment were established in 1998, and the allocation for municipal court judges was established in 1999.

### **II. DISCUSSION**

It has been the practice of AOC to reimburse courts and clerks offices for the purchase of desktop computers for court or clerk's office staff, and to reimburse for laptops only for judges. In the current budget cycle, desktop computers are reimbursed at the rate of up to \$790 and laptops are reimbursed at a rate of up to \$1,050.

On September 7, 2018, the District and Municipal Court Management Association (DMCMA) sent a letter to Chief Justice Fairhurst asking the JISC to update the AOC practice to reimburse courts for the purchase of laptops at the amount allotted for court staff in the current budget cycle, \$790. The DMCMA also requested reimbursement regardless of whether the computers are purchased or leased by cities and counties.

On October 11, 2018, the District and Municipal Court Judges' Association sent a letter to Chief Justice Fairhurst supporting the DMCMA's request to allow reimbursement for purchase of laptops for court staff.

**OUTCOME IF NOT PASSED –**

If this change is not made, courts and clerks' offices will be limited to purchasing desktops for their staff if they want to be reimbursed for those costs from the JIS fund.

# 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.



# DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

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September 7, 2018

Chief Justice Mary E. Fairhurst  
P.O. Box 40929  
Olympia, WA 98504

Re: Equipment Replacement Project

Dear Chief Justice and Members of the JISC,

It has recently come to our attention that the AOC policy for reimbursement of computer equipment includes laptop computers for judges only. Courts are not given reimbursement for staff computers unless they are willing to buy desktops.

While researching the issue, the District and Municipal Court Management Association, (DMCMA) couldn't locate a policy that declared laptops ineligible for reimbursement. The JIS General Policies on equipment do not appear to specify the type of computer that is allowable. They only use the term, "Personal Computer". The relevant sections of the JIS General Policy are as follows:

**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.

**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.

It is our belief that the definition of a personal computer is, just that, a computer that is designed to be used by one person. The definition does not differentiate between laptop and desktop.

The DMCMA would urge the JISC to consider updating the policy to allow reimbursement of laptops for court staff as well as judges.

We would ask that this reimbursement occur regardless if the computers are leased or purchased by the cities and counties. DMCMA is not suggesting additional funding for this program. We are asking that reimbursement be made in the current budgeted amount of \$790, which is the current amount allotted for staff computers, (\$675 computer and \$115 monitor).

Please contact me if you would like to discuss this matter further.

Sincerely,



Margaret Yetter  
DMCMA President  
Kent Municipal Court

Cc: Vonnie Diseth  
Ramsey Radwan  
Judge Rebecca Robertson  
Sharon Harvey  
Vicky Cullinane



WASHINGTON  
COURTS

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**JUDGE CHARLES D. SHORT**  
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**JUDGE JEFFREY R. SMITH**  
Spokane County District Court  
(509) 477-2959

October 11, 2018

Honorable Mary E. Fairhurst  
Washington State Supreme Court  
Temple of Justice  
P.O. Box 40929  
Olympia, WA 98504

RE: District and Municipal Court Judges' Association (DMCJA)  
Support for JIS Equipment Replacement Policy Update

Dear Chief Justice Fairhurst and JISC Members:

The DMCJA supports the District and Municipal Court Management Association's (DMCMA's) request for the Judicial Information System Committee (JISC) to update its policy regarding equipment replacement.

On September 7, 2018, the DMCMA submitted a letter to the JISC requesting the JISC to consider updating its equipment replacement policy to allow reimbursement for laptop computers for both court staff and judges. Ms. Margaret Yetter, DMCMA President, states in this letter that the Administrative Office of the Courts' policy for reimbursement of computer equipment includes laptop computers for judges but not court staff. Courts are only provided reimbursement for staff computers if they are willing to buy desktops. The DMCMA would also like for reimbursement to occur whether computers are leased or purchased by the cities or counties. No additional funds are requested for the policy change. The DMCJA agrees with the DMCMA, and, therefore, supports the request.

Please contact me with any questions or concerns regarding DMCJA support for DMCMA's request for a JISC policy change regarding equipment replacement. Thank you for your consideration of our support.

Sincerely,

Judge Rebecca C. Robertson  
DMCJA President

cc: Ms. Vonnie Diseth  
Mr. Ramsey Radwan  
Ms. Margaret Yetter  
Ms. Vicky Cullinane

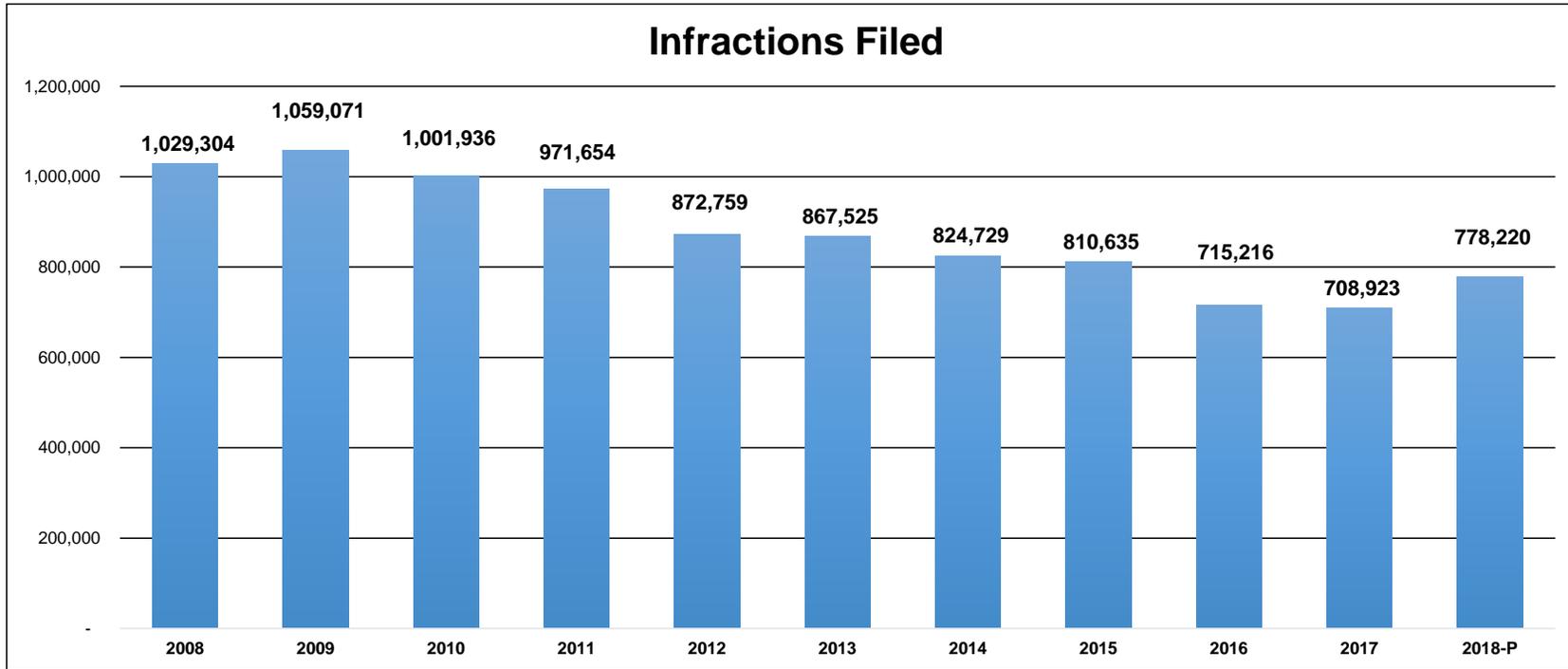
**Introduction**  
**October 26, 2018 JISC Meeting**  
**Tab 4**

The following pages provide background context for a discussion regarding the capacity of the Judicial Information Systems Account. As we have previously discussed many times expenditures are outpacing revenue.

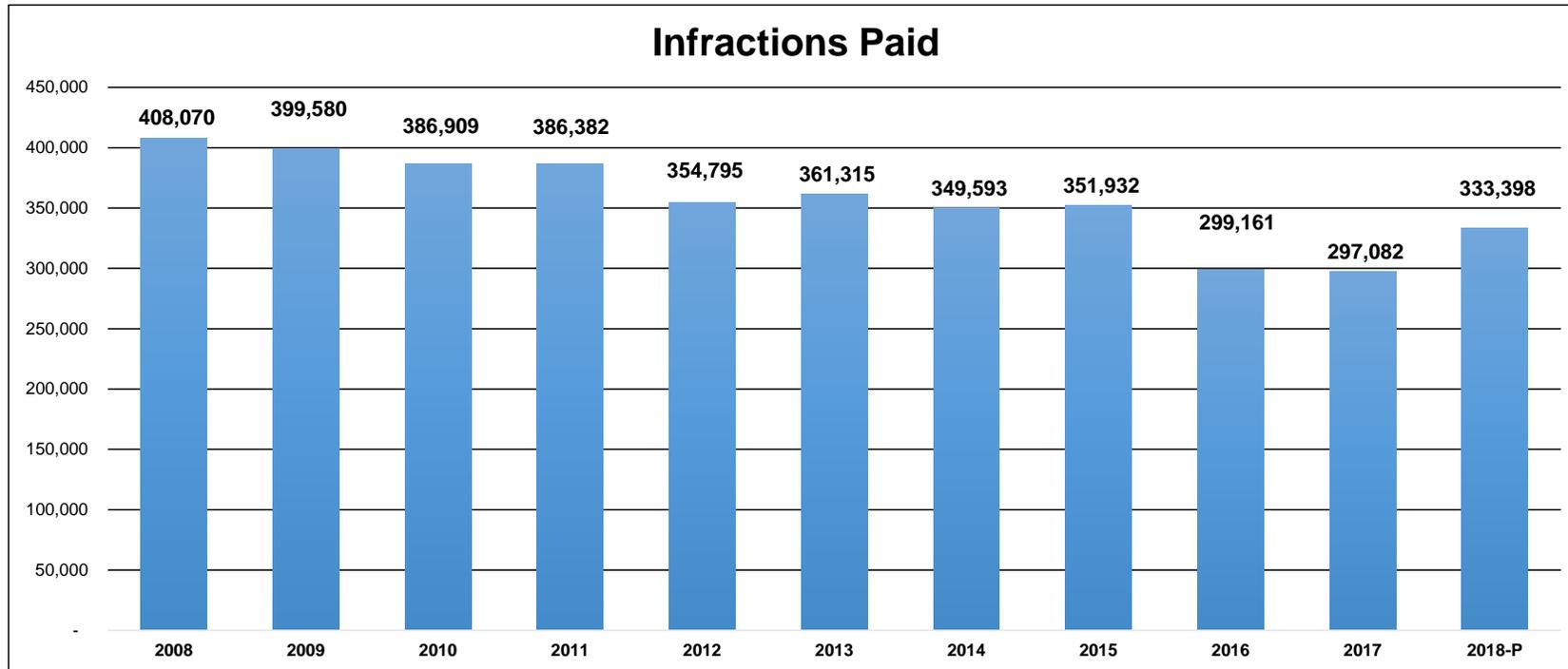
The Potential Cost Savings Options are provided to begin the discussion of how we move forward regarding future funding for statewide judicial information technology projects. The options are for discussion purposes only; no recommendation is being made, nor will a decision, at this point, be required.

**Administrative Office of the Courts Select Judicial Information System Account (JIS) Budget History**

<b>Biennium</b>	<b>Ongoing</b>	<b>FTEs</b>	<b>PSEA</b>	<b>JIS</b>	<b>Notes</b>
1997-1999	Fund Shift (leg initiated)	0.00	(\$1,350,000)	\$1,350,000	
1999-2001	Leg Initiated Carryforward Level Adjustment (CA)	0.00	(\$245,000)	\$245,000	
2001-2003	Leg Initiated Performance Level Adjustment	0.00	(\$606,000)	\$606,000	
2003-2005	AOC Requested Maint. Adjustment	10.00	(\$3,692,000)	\$3,692,000	
2006 Supp	Disaster Recovery	0.00	(\$380,000)	\$380,000	All future DR from JIS
2008 Supp	Disaster Recovery	0.00	(\$107,000)	\$107,000	All future DR from JIS
	<b>Total Ongoing JIS Impacts</b>	<b>10.00</b>	<b>(\$6,380,000)</b>	<b>\$6,380,000</b>	
<b>Biennium</b>	<b>One-Time</b>	<b>FTEs</b>	<b>PSEA</b>	<b>JIS</b>	<b>Notes</b>
1999-2001	JIS System Maintenance	0.00	(\$680,000)	\$680,000	
2007-2009	Equipment Replacement	0.00	(\$1,545,000)	\$1,545,000	All future ER requested from JIS
	<b>Total One-Time Impacts</b>	<b>0.00</b>	<b>(\$2,225,000)</b>	<b>\$2,225,000</b>	
<b>Biennium</b>	<b>Fund Balance Shift (One-Time)</b>	<b>FTEs</b>	<b>N/A</b>	<b>JIS</b>	<b>Notes</b>
2007-2009	Transfer to GF	0.00	\$0	\$1,500,000	2008 Supplemental (Section 112, ESHB 2687) transferred \$1.5 million from PSEA to JIS account. Reversed in 09-11 CFL.
2009-2011	ESHB 1244: \$5 million transferred in FY 09 to GF	0.00	\$0	\$5,000,000	Section 1702 ESHB 1244 (2009 supplemental budget)
2009-2011	ESHB 1244: \$2.5 million per fiscal year to GF	0.00	\$0	\$5,000,000	Section 805 ESHB 1244 09-11-- Biennial
2009-2011	SB 6444 increased transfer by \$750,000/FY	0.00	\$0	\$1,500,000	Section 803 SB 6444 first 2010 Supplemental
2011-2013	HB 1087 \$6,011,000	0.00	\$0	\$6,011,000	Reversed in CFL. Waiting for Final 13-15 Budget
2011-2013	3ESHB 2127: \$1.5 million to State Law Library	0.00	\$0	\$1,500,000	JIS used to fund the State Law Library in FY 2013
2013-2015	3ESSB 5034	0.00	\$0	\$3,000,000	SGF/JIS Fund Switch in budget
2015-2017	ESSB6052 Expedited Data Exchange	0.00	\$0	\$5,344,000	Expedited Data Exchange (s/have been SGF)
2017-2019	ESSB 6032 2018 Supplemental	0.00	\$0	(\$2,665,000)	Provided SGF monies to JIS Account
	<b>Total Fund Balance Shift (One-Time)</b>	<b>0.00</b>	<b>\$0</b>	<b>\$26,190,000</b>	
	<b>Total Cost Shift/Fund Swap to JIS</b>			<b>\$34,795,000</b>	

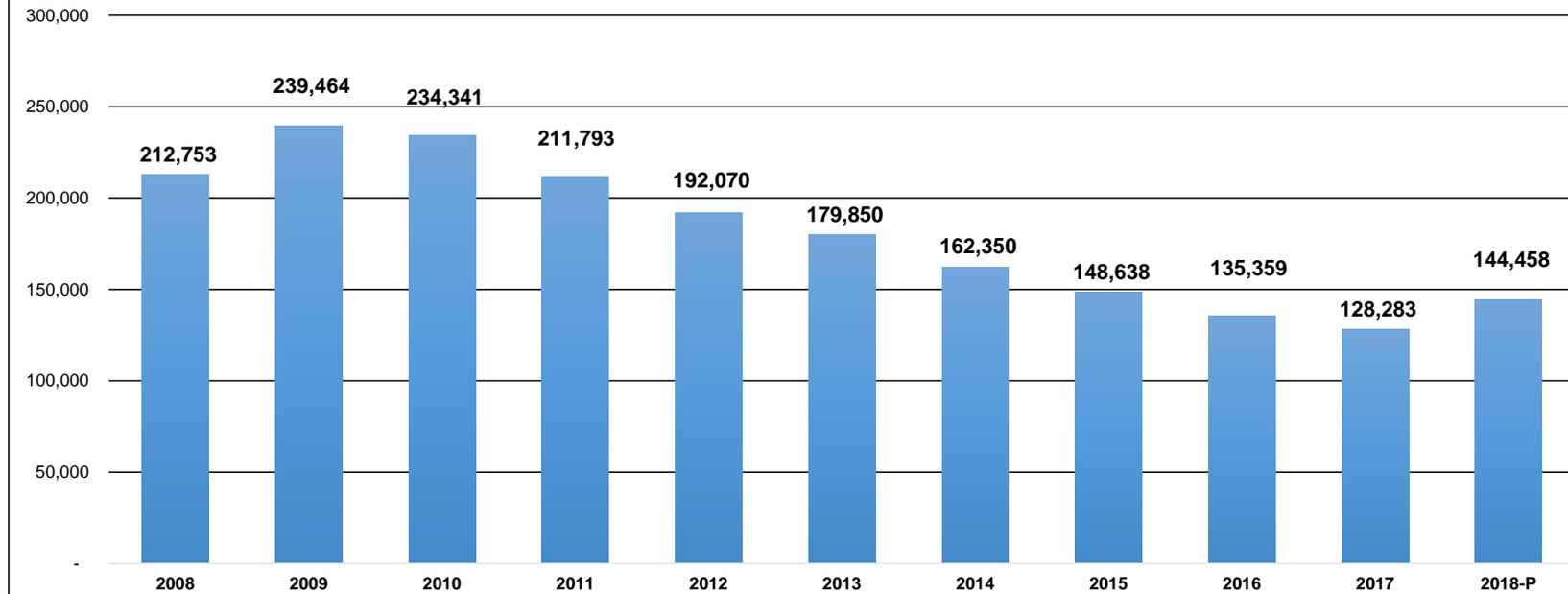


	Calendar Year										Projected
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018-P
Infractions Filed	1,029,304	1,059,071	1,001,936	971,654	872,759	867,525	824,729	810,635	715,216	708,923	778,220
Infractions Paid	408,070	399,580	386,909	386,382	354,795	361,315	349,593	351,932	299,161	297,082	333,398
Infractions Charged	1,234,822	1,280,185	1,216,501	1,170,275	1,046,052	1,038,863	983,015	961,074	860,803	850,607	929,997
Infractions Deferred	95,452	98,876	89,857	80,877	69,360	64,170	61,836	61,473	58,189	57,763	63,327
Infractions Dismissed	212,753	239,464	234,341	211,793	192,070	179,850	162,350	148,638	135,359	128,283	144,458



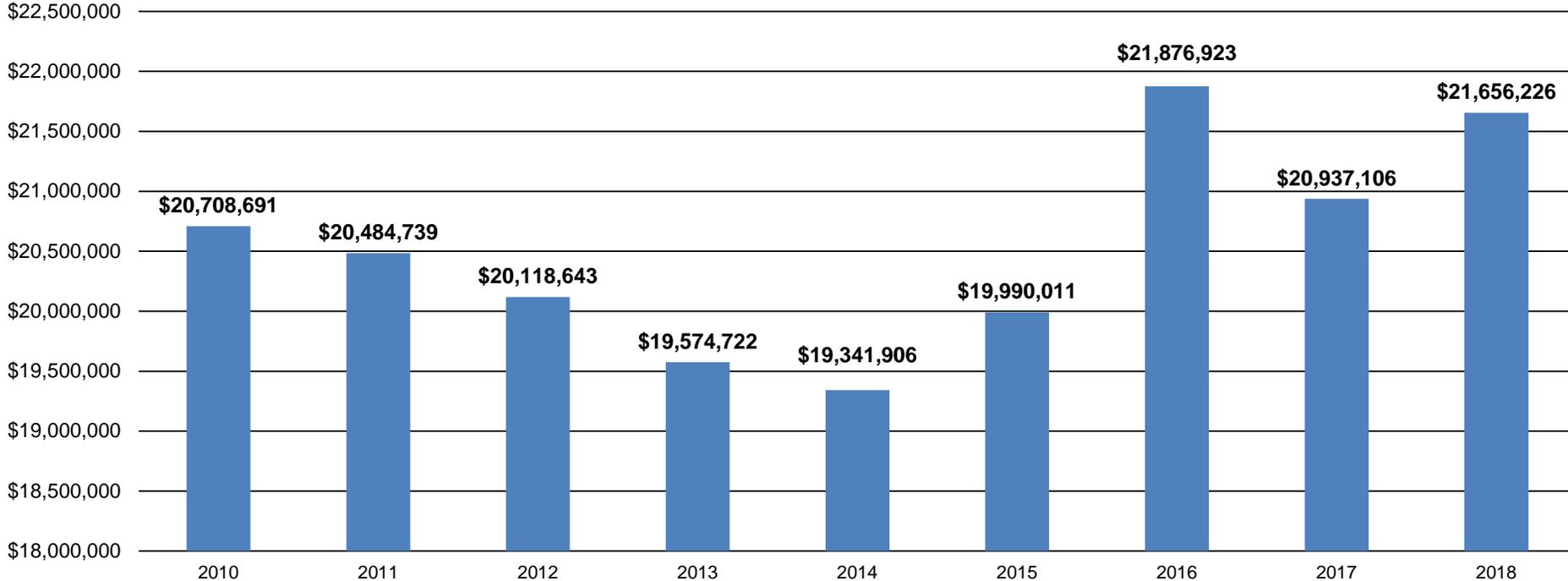
	Calendar Year										Projected
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018-P
Infractions Filed	1,029,304	1,059,071	1,001,936	971,654	872,759	867,525	824,729	810,635	715,216	708,923	778,220
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Infractions Deferred	95,452	98,876	89,857	80,877	69,360	64,170	61,836	61,473	58,189	57,763	63,327
Infractions Dismissed	212,753	239,464	234,341	211,793	192,070	179,850	162,350	148,638	135,359	128,283	144,458

## Infractions Dismissed

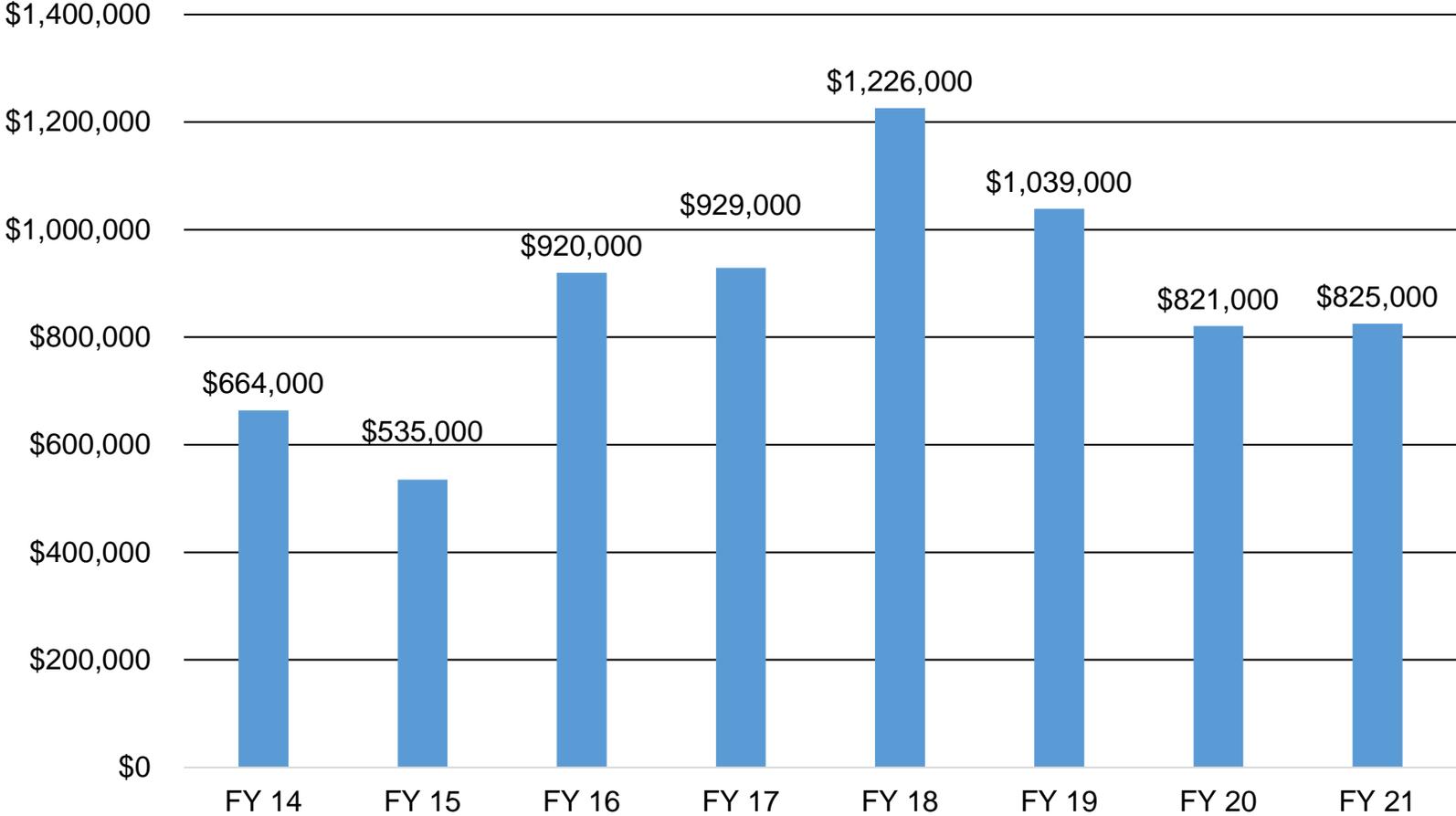


	Calendar Year										Projected
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018-P
Infractions Filed	1,029,304	1,059,071	1,001,936	971,654	872,759	867,525	824,729	810,635	715,216	708,923	778,220
Infractions Paid	408,070	399,580	386,909	386,382	354,795	361,315	349,593	351,932	299,161	297,082	333,398
Infractions Charged	1,234,822	1,280,185	1,216,501	1,170,275	1,046,052	1,038,863	983,015	961,074	860,803	850,607	929,997
Infractions Deferred	95,452	98,876	89,857	80,877	69,360	64,170	61,836	61,473	58,189	57,763	63,327
Infractions Dismissed	212,753	239,464	234,341	211,793	192,070	179,850	162,350	148,638	135,359	128,283	144,458

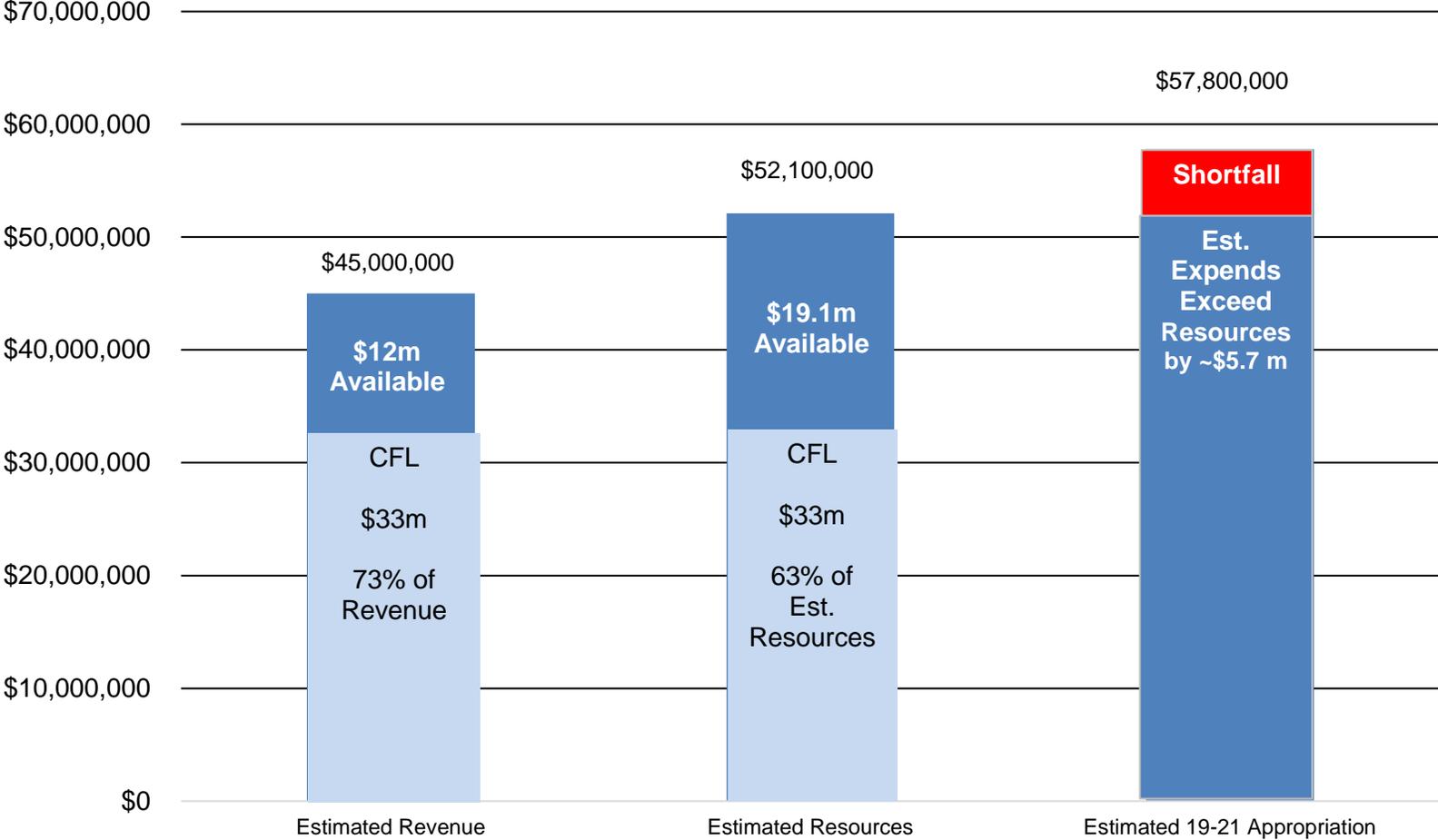
Total - JIS Fines & Fees, JIS Link



### External Equipment Replacement



### Resources Available vs Estimated Expenditures



## External Equipment Replacement Potential Cost Savings Options

Options	Approximate Potential Annual Savings
1. Discontinue purchasing information technology equipment <b>effective July 1, 2021</b>	\$1,000,000
2. Discontinue purchasing information technology equipment for non-JIS courts <b>effective July 1, 2021</b> . Includes King County Superior Court, King County Clerk, King County District Court, Pierce County Superior Court, Pierce County Clerk, Seattle Municipal Court and Spokane Municipal Court.	\$250,000 Average over 5 years
3. Reimburse a flat rate for all courts <b>effective July 1, 2021</b> . Example savings based on a \$500 reimbursement rate.	\$450,000
4. Extend replacement cycle to 7 years <b>effective July 1, 2021</b> .	\$110,000

**Notes:**

1. Based on current patterns. No adjustment for age if IT equipment on July 1, 2021.
2. All but Spokane Municipal Court would have equipment less than 3 years old on July 1, 2021.
3. Savings based on “units” that will be purchased in fiscal years 2020 and 2021.
4. Savings based on average cost per computer plus maintenance.

# WASHINGTON STATE B A R A S S O C I A T I O N

Office of the Executive Director  
Paula C. Littlewood, Executive Director

October 15, 2018

VIA ELECTRONIC AND FIRST CLASS MAIL

Honorable Mary E. Fairhurst  
Chief Justice, Washington Supreme Court  
Temple of Justice  
P.O. Box 40929  
Olympia, Washington 98504-0929

Honorable Charles W. Johnson  
Associate Chief Justice, Washington Supreme Court  
Temple of Justice  
P.O. Box 40929  
Olympia, WA 98504-0929

**RE: Request to Enact Newly Revised Technology Principles as Court Rules**

Dear Chief Justice Fairhurst and Justice Johnson:

We are writing to submit the enclosed GR 9 cover sheet and text for the proposed Access to Justice Technology Rules. We request that the Court review the proposed Technology Rules and publish them for public comment.

In the Access to Justice Board's August 7, 2018, letter, we submitted updated Technology Principles which were approved by the Access to Justice (ATJ) Board on July 13, 2018. Since then, the ATJ Board met with you and the rest of the Court on September 6, 2018, and discussed needing to submit a GR 9 cover sheet if the Board desired to have the Court review them as rules. Also, since then, the ATJ Board received additional comments from the Administrative Office of the Courts (AOC) in a letter dated September 4, 2018.

The ATJ Board's Technology Principles Workgroup met with representatives from AOC on October 8, 2018, to discuss their comments. The workgroup incorporated all but two of AOC's suggested changes: the use of "must" vs. "should" and whether they should remain as principles or become rules.

The ATJ Board reviewed the newly revised rules on October 12, 2018, and approved the use of

“must” and submitting them to the Court as rules. Enclosed are the proposed rules and GR 9 cover sheet which were approved by the ATJ Board.

If you have any questions, please feel free to contact us by directing them to Diana Singleton, Access to Justice Manager and staff to the ATJ Board, at [dianas@wsba.org](mailto:dianas@wsba.org) or 206-727-8205.

Sincerely,



Paula C. Littlewood  
Executive Director, WSBA



Salvador Mungia  
Chair, Access to Justice Board

Enclosures

cc: William D. Pickett, President, WSBA  
Diana Singleton, Access to Justice Manager, WSBA  
Shannon Hinchcliffe, Administrative Office of the Courts

# Access to Justice Technology Court Rules

## Scope

The Access to Justice Technology Court Rules are adopted to

- Guide the justice system's use of technology,
- Combat discrimination, unfair treatment, and unjust biases in the justice system, and
- Ensure that technology does not create unfair results or processes for resolving legal problems.

The Access to Justice Technology Court Rules apply to everyone involved in the justice system, including:

- Courts,
- Clerks of the court,
- Administrative Office of the Courts, and
- Court administrators..

## Definitions of Terms:

- Equity
  - Equal access to participation in the justice system for all people with a focus on fair and understandable processes and outcomes.
- Technology
  - Technology includes but is not limited to hardware and software, and all mechanisms and means used for the production, storage, retrieval,

aggregation, transmission, communication, dissemination, interpretation, presentation, or application of information, including but not limited to data, documents, records, images, video, sound and other media.

## Access to Justice for All

Everyone should have access to the justice system.

Use of technology in our justice system should increase and must not diminish:

- equitable access to justice;
- opportunities for participation; and
- usability, accountability, efficiency, and transparency.

Technology in our justice system must start with a design for fairness and must be evaluated regularly against these rules.

All technology must be designed and used to eliminate discrimination, unfairness, and other unjust systemic biases and practices.

---

## Openness, Privacy and Safety

Technology in the justice system must

- be open to the public and transparent,
- protect the safety of the people involved,
- protect the privacy of the people involved,
- ensure that people only have access to the appropriate information that they are allowed to see based on their role in the justice system,
- assure that information can be viewed, created, changed or deleted only by participants with the appropriate access levels, and
- assure that confidential information is not introduced into the public domain.

People must have meaningful access to view their own information and have it corrected if inaccurate.

---

## Accountability and Fairness

The justice system must maximize the beneficial effects of technology while continuously improving technology to address the needs of people most impacted by or least able to engage effectively with the justice system. Users should have a voice in the acquisition and implementation of technology, including as testers.

The justice system must ensure that technology, especially algorithms, are periodically evaluated before, during and after development and implementation, for

- inequitable processes;
- unfair outcomes; and
- unintended negative impacts.

Technology in development that results in unfairness or inequity must not be implemented.

Technology that is already implemented that results in unfairness or inequity must be corrected, or if the harm cannot be eliminated, removed from use.

---

## Maximizing Public Awareness and Use

The justice system must provide access to knowledge about itself and promote public awareness of its processes and resources.

Actors in the justice system must

- regularly seek input from and listen to the public, and
- make regular improvements to technology, and the methods of providing information about the technology, based on user needs, experience, and feedback.

---

## Usability

Technology in the justice system must be easy to use, affordable, and efficient.

---

## Accessible Formats

Court information must be available to the public and should be available in ways that best enable its use. Information and resources must be offered in formats that do not place an undue financial burden upon users.

---

## Plain Language

The justice system must create or provide legal information resources available to the public in plain language.

---

## Best Practices Workgroup

The technology committee of the Access to Justice Board will establish a workgroup that maintains and shares practical information, resources, definitions, and best practices for implementing the ATJ Technology Court Rules. The workgroup will continuously update these resources and publish them at: [URL]. The workgroup should coordinate with AOC and will report to the Access to Justice Board and JISC annually.

---

## Accessibility

The justice system must consider, design, and implement technology systems for all persons, including those with disabilities.

---

## Cultural Responsiveness

Technology in the justice system must incorporate principles and practices which address and respond to cultural variables and diversity of people and communities.

---

## Human Touch

Technology should be used to improve the level of quality of human interaction, and to preserve or increase the humanity of our justice system.

Technology should be used to increase the satisfaction of the public's interaction with the justice system to ensure timely and fair outcomes.

Technology should be used to reduce the necessity of the public to physically go to court to resolve conflict.

---

## Language Access

Courts should communicate in the preferred languages of people. Technology must be used in ways which enhance communication.

FOR REVIEW Draft 10-8-2018

# Access to Justice Technology Court Rules

Commented [DS1]: Rules vs. Principles?

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- ~~Court administrators, and~~
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Commented [DS2]: Must vs. Should?

---

## Plain Language

The justice system ~~must~~ create or provide ~~all public information and legal information~~ resources ~~available to the public~~ in plain language.

Commented [DS3]: Must vs. Should?

---

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# WASHINGTON COURTS

ADMINISTRATIVE OFFICE OF THE COURTS

**Callie T. Dietz**  
State Court Administrator

September 4, 2018

Honorable Mary Fairhurst  
Temple of Justice  
PO Box 40929  
Olympia, WA 98504

Honorable Charles W. Johnson  
Temple of Justice  
PO Box 40929  
Olympia, WA 98504

Dear Chief Justice Fairhurst and Justice Johnson:

On August 14, 2018, the Administrative Office of the Courts (AOC) received an e-mail from the Access to Justice (ATJ) Technology Committee that attached "principles ATJ has proposed to the court." The document was described both as "Updated Technology Principles" and "Access to Justice Technology Court Rules." AOC was given until August 24 to report any "glaring issues," although the proposal had already been sent to the Court. Due to conflicting events and priorities, we were unable to provide our collective feedback to ATJ in this short time period.

It is unclear whether the Court is being asked to adopt revised Principles or adopt the revisions as new court rules. We urge the Court to do neither without substantial additional stakeholder input.

We wish to emphasize that AOC Leadership has been and remains fully committed to the fundamental goals of the Access to Justice Technology Principles: avoid unintentionally creating technological barriers to justice, and use technology to enhance access to justice, particularly for those who already struggle to connect with the justice system. As leaders of the agency principally responsible for providing statewide technology solutions for the Washington judicial system, we welcome this opportunity to provide the Court and ATJ with feedback regarding the process and the substance of the suggested Access to Justice Technology Court Rules.

The Court's December 3, 2004, Order adopting the Principles was the culmination of a four-year process that involved a vast array of groups and individuals. As noted in the Court's Order, the Principles were "endorsed by the Board for Judicial Administration, the Judicial Information System Committee, the Board of Trustees of the Superior Court

**STATE OF WASHINGTON**

1206 QUINCE ST SE • P.O. Box 41170 • Olympia, WA 98504-1170  
360-753-3365 • 360-586-8869 Fax • [www.courts.wa.gov](http://www.courts.wa.gov)

Judges' Association, the Board of Trustees of the District and Municipal Court Judges' Association, the Board of Governors of the Washington State Bar Association, the Minority and Justice Commission, the Gender and Justice Commission, the Attorney General, and the Council on Public Legal Education." The Board for Judicial Administration (BJA) discussed the proposal during at least three meetings before the Principles (originally "Access to Justice Technology Bill of Rights") were submitted to the Court. The Judicial Information System Committee (JISC) was first advised of the effort in 2001 and had substantive discussions about it at three meetings before the proposal went to the Court.

The vetting process for the current iteration included public input but seems to have bypassed the key governing and policymaking bodies for the judicial branch. The proponents do not seem to have sought comments from any of the entities mentioned previously before submitting the new ATJ Tech Principles/Rules.

There was a workshop at the University of Washington (UW) School of Law on Friday, October 27, 2017, that provided a limited time for a few invited guests to provide input. At the invitation of the ATJ Technology Committee, the Diverse Voices Project at the UW Tech Policy Lab convened four stakeholder panels: formerly or currently incarcerated people, legal professionals, immigrant communities, and rural communities. Panelists were provided a copy of the Principles in advance, viewed some videos and two cartoons, and were paid for their time and input. We understand that the updated product was presented to the ATJ Board on July 13, 2018, as "proposed rules." Although some Board members requested additional time to review them, the majority voted to "submit the proposed rules to the Court now" according to the draft Board minutes.

Whether considered as new rules or revised Principles, we strongly believe the governing and policymaking bodies of the judicial branch should have ample opportunity to review, comment, and suggest changes.

AOC wishes to be part of the discussion.

We have a number of specific comments and suggestions, including:

- SCOPE
  - These should remain Principles rather than new court rules;
  - AOC should be listed among the entities covered by the Principles;
  - The provision applying the Principles to contractors should be stricken and addressed through other means.

- OPENNESS, PRIVACY AND SAFETY
  - Provisions regarding maintaining definitions of access levels and assuring that only those with appropriate access levels should be stricken;
  - Substitute a provision such as: ensure that people only have access to the appropriate information that they are allowed to see based on their role in the justice system.
- ACCOUNTABILITY AND FAIRNESS
  - Requiring that “technology, especially algorithms are continuously evaluated” is unrealistic and unnecessary. Strike the word “continuously.”
  - Some negative impacts could be intended and appropriate. Consider adding the word “unintended.”
- ACCESSIBLE FORMATS
  - The requirement that “information and resources must be offered in formats that do not place a financial burden upon users” seems to set an expectation that multiple formats must be offered and that all information should be accessible to the public without any charge. As written, this provision has a substantial financial and policy impact for the courts and AOC. It warrants significant discussion among the policymaking and governing bodies. At a minimum, we suggest modifying the provision to add the word “undue.”
- PLAIN LANGUAGE
  - Similar to the comment above, the requirement that all participants in the justice system create “all public information and resources in plain language” may not be achievable and has a significant financial impact. The Court has some experience with the long and arduous process for developing plain language family law forms. Imagine that level of effort for all forms, information, and other resources created and maintained at the state and local level. This goal should be aspirational not mandatory.
- BEST PRACTICES WORKGROUP:
  - We would like to better understand this group and, in particular, how it relates to the work of the JISC that is charged with providing statewide technology solutions.
- HUMAN TOUCH
  - The new proposal suggests that “technology should be used to increase the level of human interaction.” Human interaction is vital to the justice system, but modern technology also affords many opportunities to improve access to the justice system and enhance the **quality** of human interaction while reducing the **quantity** of human interaction. We suggest modifying this provision to focus on the qualitative aspect of the experience.

Thank you for the opportunity to offer comments and suggestions. We hope the Court will refer the ATJ proposal to the broader community and look forward to participating in the discussion.

Honorable Mary E. Fairhurst  
Honorable Charles W. Johnson  
September 4, 2018  
page 4

Sincerely,

The AOC Leadership Team

Callie Dietz  
State Court Administrator

Vonnie Diseth  
Chief Information Officer,  
Information Services Director

Wendy Ferrell  
Associate Director,  
Communications and Public Outreach

Brady Horenstein  
Associate Director,  
Legislative and Judicial Relations

Dirk Marler  
Chief Legal Counsel,  
Court Services Director

Ramsey Radwan  
Chief Management Officer,  
Management Services Director

Jane Van Camp  
Associate Director,  
Human Resources

cc: Diana Singleton



MEMBERS

Francis Adewale  
Judge Laura T. Bradley  
Hon. Frederick P. Corbit  
Lynn Greiner  
Hon. David S. Keenan  
Lindy Laurence  
Michelle Lucas  
Salvador A. Mungia  
Mirya Muñoz-Roach  
Geoffrey G. Revelle, Chair  
Andrew N. Sachs

STAFF

Diana Singleton  
Access to Justice Manager  
(206) 727-8205  
dianas@wsba.org



THE ALLIANCE  
for Equal Justice

MEMBER

August 7, 2018

SENT VIA ELECTRONIC MAIL TO [mary.fairhurst@courts.wa.gov](mailto:mary.fairhurst@courts.wa.gov)

Chief Justice Mary Fairhurst  
Washington Supreme Court  
Temple of Justice  
P.O. Box 40929  
Olympia, WA 98504-0929

RE: Access to Justice Technology Principles Update

Dear Chief Justice Fairhurst:

On behalf of the Access to Justice (ATJ) Board, I am writing about the updated Access to Justice Technology Principles. In response to the Supreme Court's 2015 request to update the 2004 Principles, the ATJ Board's Technology Committee has been working diligently to make the Principles more relevant and meaningful given that that the original Principles are now almost 14 years old.

I am pleased to report that the ATJ Board approved the enclosed draft of the updated Principles and respectfully requests the Supreme Court's approval and direction on next steps.

The ATJ Board's Technology Committee facilitated a thorough and inclusive process in evaluating the enclosed 2004 Principles and identifying what kind updates were necessary. The following is a summary of the process the Committee went through:

- **September 9-10, 2016:** The Technology Committee organized the Access to Justice Technology [Symposium](#) at the University of Washington School of Law where nearly 100 people gathered together and focused on legal technology innovation. The symposium launched the process for updating the Technology Principles.
- **March 15, 2017:** Following the symposium, a small workgroup formed to identify a Chair for the Tech Principles Update Workgroup and to lay out a timeline for the updating process. Sart Rowe agreed to serve as the Chair, recruitment of workgroup members started and the first meeting took place in March 2017.
- **April 2017 to October 2017:** The workgroup created an online survey and solicited feedback on the 2004 Principles. Some workgroup members

facilitated in-person interviews to gather feedback. Sart Rowe attended the Spokane Regional Justice Planning Group meeting and solicited feedback on the 2004 Principles.

- **October 27, 2017:** In an effort to solicit more feedback and engage in updating the Principles, the workgroup organized an event called “Rethink, Retool, Reboot: Technology and Justice” where over 50 people gathered together at the University of Washington School of Law. The event started with a panel of speakers to provide context on how much has changed since the 2004 Principles were adopted. The remainder of the event was a hackathon style format where attendees split up into facilitated small group discussions focusing on each principle.
- **November 2017 to February 2018** – Following the event, the workgroup set out an ambitious schedule of reviewing the feedback and drafting newly revised Principles. The workgroup split up into smaller groups focusing on each principle and engaging in a rigorously drafting process.
- **February 9, 2018** – The workgroup met as a larger group for the day at Seattle University School of Law to review the work of the smaller groups and discuss the revisions together. At the end of the day, the workgroup had a working draft of the updated Principles.
- **April to June 2018** – In recognition of the need to get feedback from diverse voices including client communities, the workgroup asked the University of Washington Tech Policy Lab to gather input using their [Diverse Voices](#) process. Enclosed is the feedback the Tech Lab solicited from the following four different focus groups: formerly or currently incarcerated people, legal professionals, immigrant communities, and rural communities.
- **July 2018** – The workgroup reviewed, evaluated and incorporated the feedback received through Diverse Voices into the final proposed draft. The Technology Committee approved the final draft and presented it to the ATJ Board on July 13<sup>th</sup>. The Board unanimously approved presenting the updated Principles to the Supreme Court for your approval and guidance on an implementation process.

The ATJ Board is grateful for the many volunteers who spent countless hours poring through the Principles. The Board is also thankful for the many people who shared their feedback throughout the updating process. The enclosed updated Principles are the result of a commitment to the intersection of technology and justice shared by many.

The ATJ Board respectfully requests the Supreme Court’s adoption of the revised Technology Principles and guidance on an implementation process. There are many ways the Principles can be implemented. The 2004 Technology Principles were printed in the Washington Court Rules

book at one time. At the “Rethink, Retool, Reboot: Technology and Justice” event in October 2017, it was suggested that the newly revised Principles be adopted as Court Rules. Please let me know if the Court prefers a presentation of the updated Principles and/or to discuss the implementation possibilities in person. You can reach me at [geoff.revelle@FisherBroyles.com](mailto:geoff.revelle@FisherBroyles.com) or Diana Singleton, Access to Justice Manager, at [dianas@wsba.org](mailto:dianas@wsba.org). I look forward to hearing from you.

Respectfully,



Geoffrey Revelle  
Access to Justice Chair

cc: Judge Laura Bradley, ATJ Board Member and Technology Co-Chair  
Destinee Evers, Outgoing Technology Committee Co-Chair  
Jordan Couch, Incoming Technology Co-Chair  
Sart Rowe, Technology Principles Update Workgroup Chair  
Paula Littlewood, WSBA Executive Director

encl: Current Technology Principles  
Updated Technology Principles  
Diverse Voices Feedback

# Access to Justice Technology Court Rules

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# THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE ACCESS TO JUSTICE )  
TECHNOLOGY PRINCIPLES )  
)

---

**ORDER**  
NO. 25700-B-

WHEREAS, the Washington judicial system is founded upon the fundamental principle that the judicial system is accessible to all persons; and

WHEREAS, responding to the unmet legal needs of low and moderate income people and others who suffer disparate access barriers or are otherwise vulnerable, and the need for leadership and effective coordination of civil equal justice efforts in Washington State, the Supreme Court established an Access to Justice Board as a permanent body charged with responsibility to assure high quality access for vulnerable and low and moderate income persons and others who suffer disparate access barriers to the civil justice system. The Supreme Court further ordered that, among other responsibilities, the Access to Justice Board shall work to promote, develop and implement policy initiatives which enhance the availability of resources for essential civil equal justice activities, develop and implement new programs and innovative measures designed to expand access to justice in Washington State, and promote the responsiveness of the civil justice system to the needs of those who suffer disparate treatment or disproportionate access barriers; and

WHEREAS, in working to fulfill those responsibilities, the Access to Justice Board recognized that developments in information and communication technologies,

including the Internet, pose significant challenges to full and equal access to the justice system, that technology can provide increased pathways for quality access, but it can also perpetuate and exacerbate existing barriers and create significant new barriers. The Board determined it must plan and act proactively to take maximum advantage of the opportunity to destroy or minimize such barriers and to create more effective and efficient means of access to the justice system and increase the quantity and quality of justice provided to all persons in Washington State; and

WHEREAS, in 2001 the Access to Justice Board empowered and charged a Board committee to engage in a broad-based and inclusive initiative to create a body of authoritative fundamental principles and proposed action based thereon to ensure that current and future technology both increases opportunities and eliminates barriers to access to and effective utilization of the justice system, thereby improving the quality of justice for all persons in Washington State; and

WHEREAS, over a three-year period the Board and committee fulfilled the responsibility of broad and inclusive involvement and the development of “The Access to Justice Technology Principles”, with accompanying comments and proposed action based thereon; and The Access to Justice Technology Principles have been endorsed by the Board for Judicial Administration, the Judicial Information System Committee, the Board of Trustees of the Superior Court Judges’ Association, the Board of Trustees of the District and Municipal Court Judges’ Association, the Board of Governors of the Washington State Bar Association, the Minority and Justice Commission, the Gender and Justice Commission, the Attorney General, and the Council on Public Legal Education; and

WHEREAS, a statewide Judicial Information System to serve the courts of the State of Washington was created by the Supreme Court in 1976 to be operated by the Administrative Office of the Courts pursuant to court rule, and charged with addressing issues of dissemination of data, equipment, communication with other systems, security, and operational priorities; and

WHEREAS, consistent with the intent of this Order, pursuant to RCW 2.68.050 the courts of this state, through the Judicial Information System, shall, in pertinent part, promote and facilitate electronic access of judicial information and services to the public at little or no cost and by use of technologies capable of being used by persons without extensive technological ability and wherever possible by persons with disabilities, and;

WHEREAS, the application of the Access to Justice Technology Principles to guide the use of technology in the Washington State justice system is desirable and appropriate; and

WHEREAS, the wide dissemination of the Access to Justice Technology Principles will promote their use and consequent access to justice for all persons;

Now, therefore, it is hereby

ORDERED:

(a) The Access to Justice Technology Principles appended to this Order state the values, standards and intent to guide the use of technology in the Washington State court system and by all other persons, agencies, and bodies under the authority of this Court. These Principles should be considered with other governing law and court rules in deciding the appropriate use of technology in the administration of the courts and the cases that come before such courts, and should be so considered in deciding the

appropriate use of technology by all other persons, agencies and bodies under the authority of this Court.

(b) The Access to Justice Technology Principles and this Order shall be published expeditiously with the Washington Court Rules and on the Washington State Bar Association website, and on the courts website as maintained by the Administrative Office of the Courts. The following introductory language should immediately precede the Access to Justice Technology Principles in all such publications and sites:

“These Access to Justice Technology Principles were developed by the Access to Justice Board to assure that technology enhances rather than diminishes access to and the quality of justice for all persons in Washington State. Comments of the Access to Justice Board committee drafters accompanying the Principles make clear the intent that the Principles are to be used so as to be practical and effective for both the workers in and users of the justice system, that the Principles do not create or constitute the basis for new causes of action or create unfunded mandates. These Principles have been endorsed by the Board for Judicial Administration, the Judicial Information System Committee, the Board of Trustees of the Superior Court Judges’ Association, the Board of Trustees of the District and Municipal Court Judges’ Association, the Board of Governors of the Washington State Bar Association, the Minority and Justice Commission, the Gender and Justice Commission, the Attorney General, and the Council on Public Legal Education.”

(c) The Administrative Office of the Courts in conjunction with the Access to Justice Board and the Judicial Information System Committee shall report annually to the Supreme Court on the use of the Access to Justice Technology Principles in the Washington State court system and by all other persons, agencies, and bodies under the authority of this Court.

DATED at Olympia, Washington this \_\_\_\_\_ day of October 2004.

# **Washington State Access to Justice Technology Principles**

**Adopted by the Washington State Supreme Court  
December 3, 2004**

**An Initiative of the Washington State Access to Justice Board**

## **PREAMBLE**

The use of technologies in the Washington State justice system must protect and advance the fundamental right of equal access to justice. There is a particular need to avoid creating or increasing barriers to access and to reduce or remove existing barriers for those who are or may be excluded or underserved, including those not represented by counsel.

This statement presumes a broad definition of access to justice, which includes the meaningful opportunity, directly or through other persons: (1) to assert a claim or defense and to create, enforce, modify, or discharge a legal obligation in any forum; (2) to acquire the procedural or other information necessary (a) to assert a claim or defense, or (b) to create, enforce, modify, or discharge an obligation in any forum, or (c) to otherwise improve the likelihood of a just result; (3) to participate in the conduct of proceedings as witness or juror; and (4) to acquire information about the activities of courts or other dispute resolution bodies. Further, access to justice requires a just process, which includes, among other things, timeliness and affordability. A just process also has “transparency,” which means that the system allows the

public to see not just the outside but through to the inside of the justice system, its rules and standards, procedures and processes, and its other operational characteristics and patterns so as to evaluate all aspects of its operations, particularly its fairness, effectiveness, and efficiency.

Therefore, these Access to Justice Technology Principles state the governing values and principles which shall guide the use of technology in the Washington State justice system.

### ***Comment to “Preamble”***

Access to justice is a fundamental right in Washington State, and the State Supreme Court has recognized and endeavored to protect that right in its establishment of the Access to Justice Board. From an understanding that technology can affect access to justice, these Access to Justice Technology Principles are intended to provide general statements of broad applicability and a foundation for resolving specific issues as they arise. The various parts of this document should be read as a whole.

A broad definition of the terms used herein is necessary to ensure that our underlying constitutional and common law values are fully protected. The terms used in this document should be understood and interpreted in that light.

These Principles do not mandate new expenditures, create new causes of action, or repeal or modify any rule. Rather, they require that justice system decision makers consider access to justice, take certain steps whenever technology that may affect access to justice is planned or implemented, avoid reducing access, and, whenever possible, use technology to enhance access to justice.

## **SCOPE**

The Access to Justice Technology Principles apply to all courts of law, all clerks of court and court administrators, and to all other persons or parts of the Washington justice system under the rule-making authority of the Court. They should also serve as a guide for all other actors in the Washington justice system.

“Other actors in the Washington justice system” means all governmental and non-governmental bodies engaged in formal dispute resolution or rulemaking and all persons and entities who may represent, assist, or provide information to persons who come before such bodies.

“Technology” includes all electronic means of communication and transmission and all mechanisms and means used for the production, storage, retrieval, aggregation, transmission, communication, dissemination, interpretation, presentation, or application of information.

### ***Comment to “Scope”***

This language is intended to make clear that the Access to Justice Technology Principles are mandatory only for those persons or bodies within the scope of the State Supreme Court’s rulemaking authority. It is, however, hoped and urged that these Principles and their values will be applied and used widely throughout the entire justice system.

It is also intended that the Access to Justice Technology Principles shall continue to apply fully in the event all or any portion of the performance, implementation, or accomplishment of a duty, obligation, responsibility, enterprise, or task is delegated, contracted, assigned, or transferred to another entity or person, public or private, to whom the Principles may not otherwise apply.

The definition of the word “technology” is meant to be inclusive rather than exclusive.

## **1. REQUIREMENT OF ACCESS TO JUSTICE**

Access to a just result requires access to the justice system. Use of technology in the justice system should serve to promote equal access to justice and to promote the opportunity for equal participation in the justice system for all. Introduction of technology or changes in the use of technology must not reduce access or participation and, whenever possible, shall advance such access and participation.

### ***Comment to “Requirement of Access to Justice”***

This Principle combines promotion of access to justice through technology with a recognition of the “first, do no harm” precept. The intent is to promote the use of technology to advance access whenever possible, to maintain a focus on the feasible while protecting against derogation of access, and to encourage progress, innovation, and experimentation.

## **2. TECHNOLOGY AND JUST RESULTS**

The overriding objective of the justice system is a just result achieved through a just process by impartial and well-informed decision makers. The justice system shall use and advance technology to achieve that objective and shall reject, minimize, or modify any use that reduces the likelihood of achieving that objective.

### ***Comment to “Technology and Just Results”***

The reference to a “just process” reaffirms that a just process is integral to a just result. The reference to “well-informed decision makers” is to emphasize the potential role of technology in gathering, organizing, and presenting information in order that the decision maker receives the optimal amount and quality of information so that the possibility of a just result is maximized.

### **3. OPENNESS AND PRIVACY**

The justice system has the dual responsibility of being open to the public and protecting personal privacy. Its technology should be designed and used to meet both responsibilities.

Technology use may create or magnify conflict between values of openness and personal privacy. In such circumstances, decision makers must engage in a careful balancing process, considering both values and their underlying purposes, and should maximize beneficial effects while minimizing detrimental effects.

#### ***Comment to “Openness and Privacy”***

This Principle underlines that the values of openness and privacy are not necessarily in conflict, particularly when technology is designed and used in a way that is crafted to best protect and, whenever possible, enhance each value. However, when a conflict is unavoidable, it is essential to consider the technology’s effects on both privacy and openness. The Principle requires that decision makers engage in a balancing process which carefully considers both values and their underlying rationales and objectives, weighs the technology’s potential effects, and proceed with use when they determine that the beneficial effects outweigh the detrimental effects.

The Principle applies both to the content of the justice system and its operations, as well as the requirements for accountability and transparency. These requirements may mean different things depending on whether technology use involves internal court operations or involves access to and use of the justice system by members of the public.

#### **4. ASSURING A NEUTRAL FORUM**

The existence of a neutral, accessible, and transparent forum for dispute resolution is fundamental to the Washington State justice system. Developments in technology may generate alternative dispute resolution systems that do not have these characteristics, but which, nevertheless, attract users who seek the advantages of available technology. Participants and actors in the Washington State justice system shall use all appropriate means to ensure the existence of neutral, accessible, and transparent forums which are compatible with new technologies and to discourage and reduce the demand for the use of forums which do not meet the basic requirements of neutrality, accessibility, and transparency.

##### ***Comment to “Assuring a Neutral Forum”***

Technologically generated alternative dispute resolution (including online dispute resolution) is a rapidly growing field that raises many issues for the justice system. This Principle underlines the importance of applying the basic values and requirements of the justice system and all the Access to Justice Technology Principles to that area, while clarifying that there is no change to governing law.

This Principle is not intended in any way to discourage the accessibility and use of mediation, in which the confidentiality of the proceeding and statements and discussions may assist the parties in reaching a settlement; provided that the parties maintain access to a neutral and transparent forum in the event a settlement is not reached.

## **5. MAXIMIZING PUBLIC AWARENESS AND USE**

Access to justice requires that the public have available understandable information about the justice system, its resources, and means of access. The justice system should promote ongoing public knowledge and understanding of the tools afforded by technology to access justice by developing and disseminating information and materials as broadly as possible in forms and by means that can reach the largest possible number and variety of people.

### ***Comment to “Maximizing Public Awareness and Use”***

While assuring public awareness and understanding of relevant access to justice technologies is an affirmative general duty of all governmental branches, this Principle expressly recognizes that the primary responsibility lies with the justice system itself. As stated in the Comment to the Preamble, none of these Access to Justice Technology Principles, including this one, mandates new expenditures or creates new causes of action. At the same time, however, planners and decision makers must demonstrate sensitivity to the needs, capacities, and where appropriate, limitations of prospective users of the justice system.

Communicating the tools of access to the public should be done by whatever means is effective. For example, information about kiosks where domestic violence protection forms can be filled out and filed electronically could be described on radio or television public service announcements. Another example might be providing information on handouts or posters at libraries or community centers. Information could also be posted on a website of the Council for Public Legal Education or of a local or statewide legal aid program, using an audible web reader for persons with visual or literacy limitations. The means may be as many and varied as people’s imaginations and the characteristics of the broad population to be reached.

## **6. BEST PRACTICES**

To ensure implementation of the Access to Justice Technology Principles, those governed by these principles shall utilize “best practices” procedures or standards. Other actors in the justice system are encouraged to utilize or be guided by such best practices procedures or standards.

The best practices shall guide the use of technology so as to protect and enhance access to justice and promote equality of access and fairness. Best practices shall also provide for an effective, regular means of evaluation of the use of technology in light of all the values and objectives of these Principles.

### ***Comment to “Best Practices”***

This Principle is intended to provide guidance to ensure that the broad values and approaches articulated elsewhere in these Access to Justice Technology Principles are implemented to the fullest extent possible in the daily reality of the justice system and the people served by the justice system. The intent is that high quality practical tools and resources be available for consideration, use, evaluation, and improvement of technologies in all parts of the justice system. This Principle and these Access to Justice Technology Principles as a whole are intended to encourage progress, innovation, and experimentation with the objective of increasing meaningful access to quality justice for all. With these goals in mind, the development and adoption of statewide models for best practices is strongly encouraged.

# Superior Court Case Management System (SC-CMS)

## Final Project Update

Keith Curry, AOC Project Manager  
Uma Nalluri-Marsh, AOC Deputy Project Manager

October 26, 2018

# Recent Activities

## Event #8 - November 2018 Go Live (Spokane and Clark Counties)

- ✓ Developed and Delivered Spokane Custom Integration Solution
- ✓ Conducted Event 8 Hardware and Software Validation
- ✓ Conducted End User Training

## Other Activities

- ✓ Conducted Link-Only Phase 2 summit on July 27<sup>th</sup>.
  - Re-visited County IT and 3<sup>rd</sup> party DMS vendor tasks necessary to enable statewide access to documents
  - Established timelines and expectations for County IT and 3<sup>rd</sup> party DMS vendors to complete these tasks

# Upcoming Activities

## Event #8 – Go Live November 2018

- Judicial Officer training and open labs
- On site go live support – November 4 thru 16
- Advanced Financials Training – December 2018
- Forms Training – December 2018
- Post Go Live on site support – TBD

# Event #8 Implementation

## Spokane and Clark

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Kickoff Completed	February 2018
✓ First Conversion Push	June 2018
✓ Power User Training	July 2018
✓ 60 Day Go-Live Readiness Assessment	September 2018
✓ 30 Day Go-Live Readiness Assessment	October 2018
• Document Links and Meta Data Extract Complete	November 2018
• End User Training Complete	November 2018
• Go Live Implementation	November 2018

# Project Closeout Activities

MILESTONES	CURRENT PLAN DATE
• Link Only 3rd Party DMS Phase 2 – Statewide Access to Documents	December 2018
• Requirements Traceability Matrix Review	December 2018
• Develop Project Closeout Report	December 2018
• Final Project Steering Committee Meeting	December 11, 2018
• Project Ends	December 31, 2018

# Odyssey Stabilization

## January – June 2019

- Odyssey eService tickets
- Impact assessment and planning for Odyssey 2018 release
- Refresher training for new court and clerk staff

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

## **Project Update**

Michael Walsh, PMP - Project Manager

October 26, 2018

## Recent Activity

- ✓ In August, AOC published the Request for Quote and Qualifications (RFQQ) for the procurement of professional services for an options analysis on potential solutions.
- ✓ In September, AOC staff responded to the vendor submitted questions about the RFQQ.
- ✓ Eight vendors responded.
- ✓ Evaluators scored the quote and qualification documents and interviewed the top qualified vendors.

# Next Steps

Milestone	Date
Notify Apparent Successful Vendor (ASV)	November 2018
Contract with consulting firm for the options analysis	November 2018
Initiate vendor engagement	December 2018



**King County**  
Department of Judicial  
Administration

# **King County Clerk's Office Systems Replacement Project**

## **Project Update**

Barbara Miner  
King County Clerk

October 10, 2018

# Recent Activities September



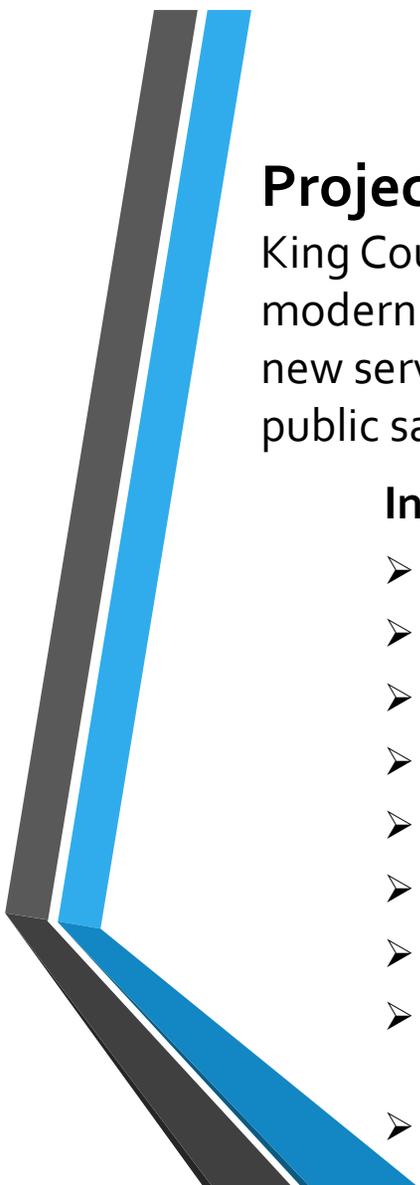
- ▶ Going Live on November 13, 2018
- ▶ Business configuration is complete
- ▶ Data conversion is complete
- ▶ Performance issues identified during User Acceptance Testing (UAT) have been resolved
- ▶ King County interfaces are complete
- ▶ User training is complete
- ▶ External communications will begin later this month



# **KING COUNTY DISTRICT COURT CASE MANAGEMENT SYSTEM PROJECT UPDATE**

**Judge Donna Tucker – Presiding Judge  
Othniel Palomino – Chief Administration Officer**

KCDC  
Updated: October 10, 2018



# PROJECT OVERVIEW

## Project Description

King County District Court is implementing a unified case management system using modern technology that would allow the Court to become more efficient and provide new services to the public. The primary objective of this implementation is to ensure public safety.

### In Scope

- Core Case Management System
- eFiling
- Probation System Replacement
- Document Management System
- eMitigation System
- Digital Signatures
- Electronic Data Exchange – EDR
- External Interfaces not covered through Data Exchange
- Jury Management System

### Out of Scope

- Video Conferencing Capabilities
- Court Audio Recording
- Interpreter Web
- Witness Management System
- Search Warrant Management System

# PROJECT PHASES

phase

1

- Phase 1 – **DELIVERED**

- Civil Phase 1 was successfully deployed to Production **October 30, 2017**

- “Civil Phase 1” case types – Summons & Complaints, Judgment Summaries, Foreign Judgments, Collections – including Exparte Motions processing to Burien, Issaquah, and Seattle locations
- eFiling functionality
- Public Portal

phase

2

- Phase 2 – 1<sup>st</sup> Quarter 2019

- “Civil Phase 2”, “Criminal”, and “Infraction” case types
- All functionality deployed to all KCDC locations
- eCourt and eProbation Integration
- Integration with the EDR

# RECENT & UPCOMING EVENTS

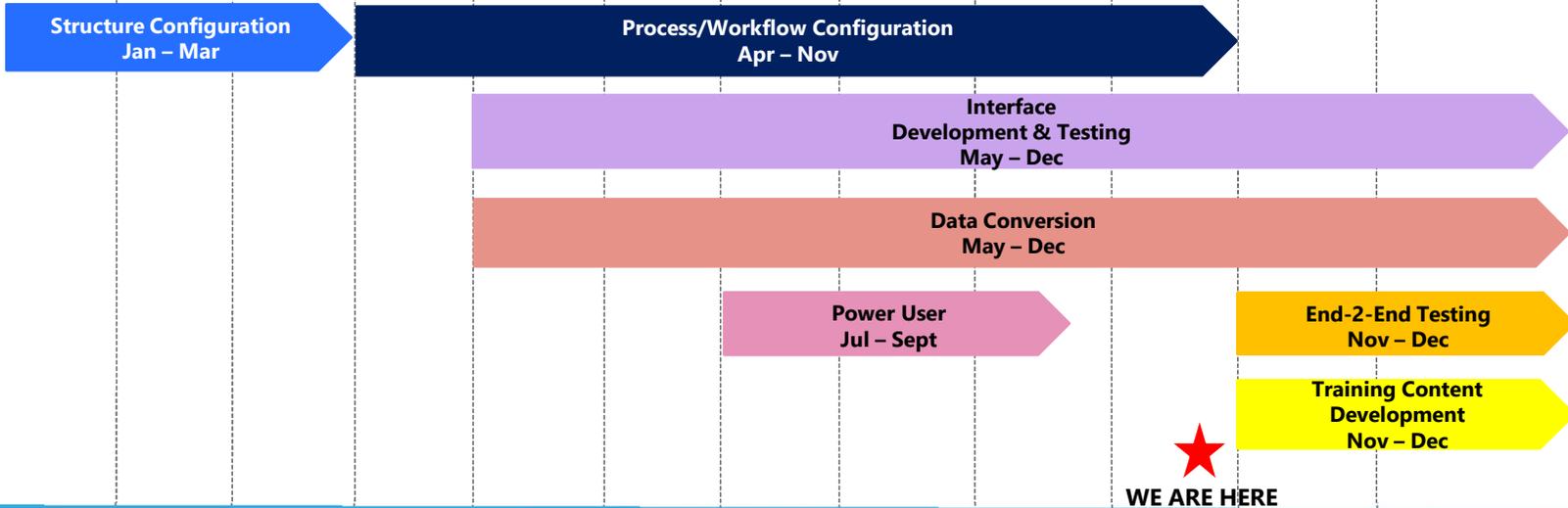
- Operational/Clerk Power User sessions – COMPLETED in July
- Workflow Configuration – Scheduled to COMPLETE in October
- Interface Development – IN PROGRESS
- Data Conversion Mapping – IN PROGRESS
- User Training Plan Development – Scheduled to COMPLETE in October
- End-to-End Testing – Scheduled to START in November
- User Training Content/Material Development – Scheduled to START in November
- User Training – Scheduled to START in January 2019



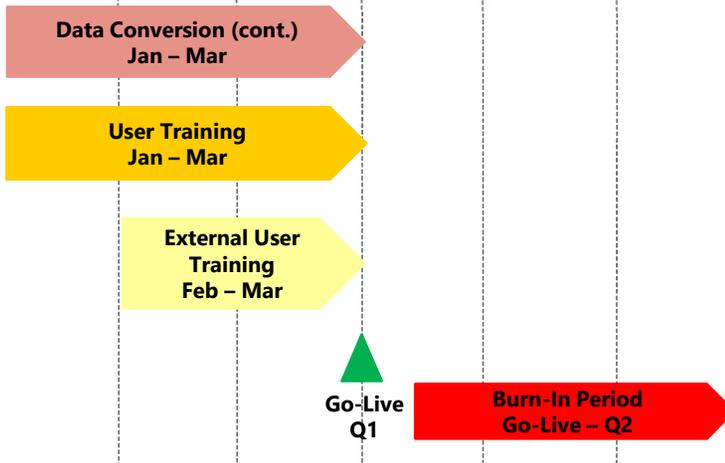
# DRAFT - PROJECT HIGH-LEVEL TIMELINE

JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC

2018



2019



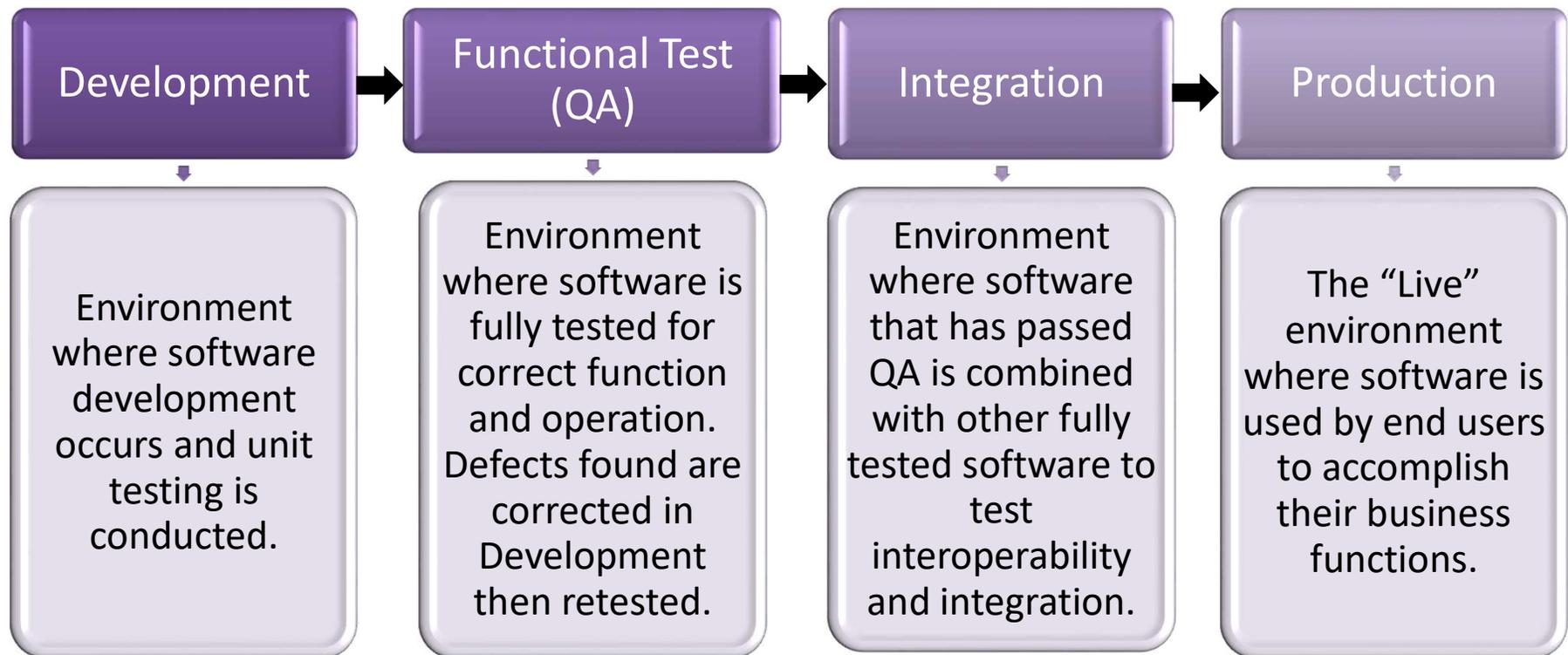
# **Expedited Data Exchange (EDE)**

## **Program Update**

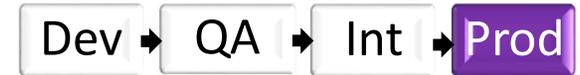
Kevin Ammons, PMP  
Program Manager

October 26, 2018

# Software Development Environments



# Data Validation



- ✓ Person Matching in Production utilizing exact and fuzzy match criteria for Name and exact match criteria on Date of Birth, Gender, and Personal Identifiers
- ✓ Recognizes JIS person linkages (AKAs)
- ✓ Notifications will provide reports on results of Person Matching

# Data Exchanges



- WA State Patrol Disposition – In QA
- DSHS Background Check Unit – In Int
- DOL Extreme Risk Protection Order – In QA
- DOL Convicted Felon, Adult Criminal Domestic Violence, & Qualifying Juvenile Offender – In QA
- Some CLJ Exchanges are in Dev

# JABS



- ✓ Person Search, Case Search, Case Summary, Case History, Docket, Case Order, Protection Order, Warrant and Domestic Violence functions are in Production
- JABS being used in QA by KCCO to look at data from KCCO and to improve mapping from KCCO to the EDR
- Development has turned to CLJ functions in JABS

# JCS



- Person Search and Case Relationship from the EDR have been completed
- Functional testing underway on Referral History, Warrant History and Protection Order History
- Until development is complete, mitigations are available for users

# ACORDS



- ACORDS will have the ability to initiate cases appealed from KCCO whenever KCCO goes live.

# JIS Link



- Current JIS Link will stay the same, but will not access cases that were originated in eCourt or that have been updated and removed from SCOMIS
- New JIS Link will source data from the EDR and will be tailored for three types of users: Single Transaction Users, Bulk Users, and Public Index Users
- Development complete on all functions except Official Search
- Testing progressing on all other functions

# Data Warehouse



- Data Warehouse will not have access to cases that were originated in KCCO or that have been updated in KCCO and removed from SCOMIS
  - No case, person, or accounting data for these cases
- Mostly impacts AOC statewide reporting and analytical functions
- To address these impacts, work has just started on Data Warehouse



**JISC DATA DISSEMINATION COMMITTEE**  
**Friday, October 26, 2018, 8:30 a.m. – 9:45 a.m.**  
**Administrative Office of the Courts**  
**SeaTac Office Building**  
**18000 International Blvd. Suite 1106, Conf Rm #2**  
**SeaTac, WA 98188**  
**Call-in Number: 1-877-820-7831, Passcode 797974**

**AGENDA**

<b>0. Call to Order</b>	Judge J. Robert Leach, Chair	Agenda Items with documents are indicated with an *
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**ACTION ITEMS**

<b>1. June 22, 2018, Meeting Minutes</b> Action: Motion to approve the minutes	Judge Leach	*
<b>2. Non-Court IT Personnel JIS Access Policy</b> Action: Committee discussion	DDA Stephanie Happold	*
<b>3. DD Manual Updates</b> Action: Committee review and discussion	DDA Stephanie Happold	*
<b>4. Updates on JIS-LINK and Public Index Amendments</b> Action: Motion to approve additional sentence AOC staff added into the JIS-LINK agreements	DDA Stephanie Happold	*
<b>5. Review of AOC Data Agreements</b> Action: Review and approve agreements	DDA Stephanie Happold	*
<b>6. Court Rule GR 15 and Restricted Case Types</b> Action: Provide direction to AOC staff	DDA Stephanie Happold	*
<b>7. Sealed Cases Displaying in Odyssey</b> Action: Staff update	AOC Staff	
<b>8. Other Business</b>	Judge Leach	



## Board for Judicial Administration (BJA) Meeting

Friday, June 15, 2018 (9 a.m. – 12 p.m.)

AOC SeaTac Office, 18000 International Blvd, Suite 1106, SeaTac

### MEETING MINUTES

#### **BJA Members Present:**

Chief Justice Mary Fairhurst, Chair  
Judge Judy Rae Jasprica, Member Chair  
Judge Bryan Chushcoff  
Ms. Callie Dietz  
Judge George Fearing  
Judge Blaine Gibson  
Judge Gregory Gonzales  
Judge Dan Johnson  
Ms. Paula Littlewood  
Judge Mary Logan  
Judge Bradley Maxa  
Mr. Bill Pickett  
Judge Kevin Ringus  
Judge Rebecca Robertson  
Mr. James Rogers  
Judge Ann Schindler  
Judge Scott Sparks  
Judge Michael Spearman  
Justice Charles Wiggins

#### **Guests Present:**

Justice Bobbe Bridge (ret.)  
Ms. Misty Butler Robison  
Judge Kitty-Ann van Doorninck  
Ms. Margaret Yetter  
Justice Mary Yu

#### **Public Present:**

Dr. Page Carter

#### **AOC Staff Present:**

Ms. Lynne Alfasso  
Ms. Crissy Anderson  
Ms. Jeanne Englert  
Ms. Beth Flynn  
Mr. Brady Horenstein  
Mr. Ramsey Radwan

#### Recognition of Outgoing Members

Judge Jasprica recognized all the outgoing Board for Judicial Administration members and Ms. Butler Robison for their contributions and service to the BJA. The outgoing BJA members are judges Maxa, Fearing, Chushcoff, O'Donnell, Sparks, Ahlf, and Spearman; and Mr. Brad Furlong, former President of the Washington State Bar Association. Ms. Butler Robison was staff to the BJA. Chief Justice Fairhurst thanked all outgoing members for their service on the BJA.

#### Public Trust and Confidence Committee

Justice Yu updated the BJA on the past and present work of the Public Trust and Confidence Committee. A list of projects was included in the meeting materials. She highlighted a few of them:

- Producing a PSA regarding access to justice for the public which should be completed at the end of summer or early fall.
- Increasing participation in the Judges in the Classroom (JITC) Program by building a roster of judges who can step in. Their focus will be Constitution Day which is a national campaign. Their goal is to have a judge in each school. The Administrative Office of the

Courts will be focusing on getting their social media updated to feature judges who present JITC lessons in schools.

- Providing a program at the Annual Judicial Conference regarding implicit bias against religious minorities.
- Looking at diversity in juries. Mr. Chris Gaddis from Pierce County Superior Court has studied where the jurors are who do not report for jury duty and he produced an interesting map that shows many of the people who do not show up live in apartments and lower income areas. They are working on ways to increase juror turnout.

The BJA can help the Committee by approving a future request to add more members to the Committee. The Committee needs to have more representation geographically and by race. They would also like to have a second in-person meeting but will need additional funding. Most of their meetings are by phone and that works to a certain extent but it is helpful when they can meet in person.

#### 2018-2019 BJA and Committee Membership

Ms. Englert stated that there are lists of the proposed 2018-19 members of the BJA and the standing committees in the meeting materials. The Policy and Planning Committee membership will be finalized this summer and sent via e-mail to the BJA for approval.

**It was moved by Judge Rogers and seconded by Judge Sparks to approve the BJA standing committee chairs and rosters. The motion carried.**

#### Washington Citizens Commission on Salaries Report

Mr. Horenstein reported that the Salary Commission will convene in September to set judicial salaries. During the last salary setting cycle there was some frustration at initially being told the salary increase would be 4% but it was actually just 2%. Mr. Horenstein included a memorandum in the meeting materials explaining the salary setting process and how Salary Commission members are appointed.

Mr. Horenstein would like to have a discussion on the approach. Historically, it has been a joint presentation. Does the BJA want to continue with the current approach or change it? The goal is to get on the same page regarding the presentation and materials that are submitted.

The following suggestions were made regarding the content of the Salary Commission report.

- The salaries listed should be for the entire year. For example, when listing 2017, the salary listed only pertains to the last three months of the year.
- Information about the pension contribution should be included in the report. Part of the high pension contribution rate is tied to higher benefits and part by the recession.
- Would not point out how hard judges work because everyone works hard. Instead, show competitive salaries for people courts are trying to recruit and emphasize the turnover rate. King County Superior Court has had a 20-30% turnover rate the last two years. Comparatively low salaries make it difficult to attract highly qualified candidates to serve on the court. It is important to have a comparison to the federal bench but also include comparisons to the private and public sectors.

- Show that there is disparity in the pension contribution rate. Federal judges pay nothing and Washington judges pay close to 16%.
- It is important to know the Salary Commission members so the BJA will know the audience of the presentation and be careful to not assume they know more than they do.
- If the goal is to close the gap between the pay of Washington State and federal judges, it should be corrected in increments over the years.
- Think about including the State of the Judiciary to highlight the work judges do in addition to their time on the bench. All of the additional responsibilities should be looked at as ways to show how much extra work is being done by judges in Washington through boards, committees and commissions.
- Include the fact that according to the National Center for State Courts Washington State judges are not even making the median salaries throughout the county. The BJA could also compare Washington's salaries just to the Western Region states.

There was a request to wait and see the report that Mr. Horenstein produces prior to sending letters from associations directly to the Salary Commission.

It was noted that public perception is important and the BJA has to be sensitive to that. If the BJA asks for too much in one area, some credibility could be lost if the BJA pushes too hard.

Mr. Horenstein's plan is to send the report to BJA members via e-mail for feedback.

#### Office of Civil Legal Aid Board Appointment

**It was moved by Judge Johnson and seconded by Judge Schindler to approve the appointment of Judge Rebecca Pennell to the Civil Legal Aid Oversight Committee. Motion Carried.**

#### Standing Committee Reports

**Budget and Funding Committee (BFC):** Judge Schindler said that since the budget is on the agenda later, she is going to skip this report.

**Court Education Committee (CEC):** Judge Jasprica reported that the CEC met by phone this week and adopted a plan for going forward. They will schedule a Judicial Education Leadership Institute (JELI) this fall. They are inviting two people from each association's education committee to two days of training. It will be similar to a train the trainer program. They want the education committees to be aware of adult education principals when creating their education programs.

**Policy and Planning Committee (PPC):** Judge Robertson reported that the PPC is working on the branch communication plan and the BJA Bylaws. Chief Justice Fairhurst stated that the Principal Policy Goals were approved by the Supreme Court.

**Legislative Committee (LC):** Judge Ringus noted that the LC's written report is included in the meeting materials. The report contains a list of legislators who have decided not to run again. Mr. Horenstein will keep an eye on who filed for those positions and how they move forward.

Several of the legislators stepping down are attorneys and/or on the House Judiciary or Senate Law and Justice committees and it is important to get to know their replacements. Chief Justice Fairhurst suggested that after the primary that meetings should be set up with the candidates even though the election results will not be known for a few months. If the meetings do not take place until after the general election, there will be too much of a crunch and everyone will be on their doorsteps. She would like to have representatives from the LC start having conversations and discussions with members of the House Judiciary and Senate Law and Justice committees about the BJA's priorities. Hopefully that will have a positive impact. She would like the LC to think about that as the BJA is strategically planning for next session.

The legislative proposals are due on August 15.

#### Interpreter Funding Strategic Initiative and Education Funding Strategic Initiative

Written reports for each of the task forces were included in the meeting materials. Both task forces are using their survey findings to strategize on how best to communicate and message the information for increased funding. They are also identifying which groups to work with to communicate with legislators.

The Interpreter Services Funding Task Force is currently focusing on obtaining customer feedback regarding interpreter services. They are trying to get feedback from everyone in the courtroom who needs to understand and communicate with each other. Every contact they meet with leads to two or three more contacts. They met with attorneys and are continuing to schedule additional meetings to get feedback. The Task Force is casting a wide net for communication.

The Court System Education Funding Task Force is focusing on essential and timely training. They are looking at different ways to provide training for court personnel across the board. They are also working on critical messages and finalizing those.

The big push for both task forces will be in the fall and winter. They are doing a lot of work to bring things forward.

#### 2019-2021 Biennial Budget Request Prioritization

Mr. Radwan explained that the state budget is no longer in a deficit situation but there is only a relatively small amount of additional funds available.

Judge Schindler gave a brief update on the budget presentation meeting last Friday. That is when they added the Thurston County Impact Fee to the budget request list. Mr. Radwan explained that he thought half the current funding was going to be moved to the biennium but found out a few weeks ago that there would be no funding after this fiscal year. After discussing with the BFC, they added it to the list and prioritized it.

The BFC made prioritization recommendations and distributed that information to the BJA during the meeting.

Four of the IT requests will be seeking general funds and Judge Schindler reviewed each of the requests. The BFC did not prioritize the IT requests. The Judicial Information System

Committee (JISC) has worked on and prioritized their requests and they did that without regard to funding source. The JISC has not yet decided if these requests are ones they want to pursue for general fund money. The BFC recommends that the BJA not prioritize the IT requests but the BJA can make their own decision. Mr. Radwan explained that the Judicial Information System (JIS) account may end up about \$11 million over anticipated revenue based on the IT funding requests. Pulling out these four budget packages will get them to near zero in the JIS account. About \$30 million has been swept out of the JIS account by the Legislature in the past.

A BJA member suggested that the BJA needs to be educated and understand what information technology (IT) needs the courts have. If the BJA is to be effective, it needs to have an IT understanding and be able to direct where resources are used. Money makes the projects go and the IT projects have their own dedicated fund which is not sufficient at the moment. In the end, the JIS projects need to be brought into the BJA. The PPC should think about finding a way to create a JIS committee of the BJA so 1) the BJA is better educated about these issues, and 2) they are better educated on what the BJA needs.

**It was moved by Judge Ringus and seconded by Judge Logan to follow the BFC's recommendation and only prioritize the non-IT general fund requests. The motion carried.**

Judge Schindler reviewed the list of budget requests.

The BJA prioritized the funding requests in the following order:

1. Trial Court Funding for Language Access
2. Statewide Court System Online Training
3. Timely and Essential Court Training
4. Thurston County Impact Fee
5. Finding Fathers – Dependency Cases
6. Judicial Bench Books
7. Web Services
8. Guardianship Services
9. Family and Juvenile Court Improvement Program
10. Guardianship Monitoring
11. Therapeutic Courts
12. CASA Program Expansion and Enhancement

May 18, 2018 Meeting Minutes

**It was moved by Judge Ringus and seconded by Judge Logan to approve the May 18, 2018 BJA meeting minutes. The motion carried with Judge Rogers abstaining because he did not attend the meeting.**

Commission on Children in Foster Care

Justice Bridge was asked to give a brief overview of the Commission on Children in Foster Care, the current goals and priorities of the Commission, and how the Commission and the BJA can work together. This is the first time the Commission has presented to the BJA.

The Commission was created by Supreme Court order in November 2004. The first meeting was in February 2005. Justice Bridge has been the Supreme Court representative since 2005, even into her retirement. All three branches of government are represented on the Commission. The purpose of the Commission is to monitor and report on the extent to which child welfare programs and courts are responsive to the needs of the children in their joint care; to make recommendations for systemic improvements; and to broaden public awareness of and support for meeting the needs of vulnerable children and families, including provision of sufficient mental health, health care, education and other services.

The Center for Children & Youth Justice (CCYJ) provided services for free to staff this Commission early on. After a few years, the CCYJ Board entered into a contact with the Administrative Office of the Courts to use court improvement funds (CIP) funds to pay for half the cost of the staff at the CCYJ to support this and the CCYJ raised funds for the other half. They currently use interns from the University of Washington’s Evans School of Public Policy and Governance to support the Commission. The interns usually work about 20 hours per week on average through the school year.

The Commission uses workgroups to find solutions when an issue comes to their attention. Some of their recent workgroups include looking at issues such as dependency best practices, helping children and youth in foster care participate in enrichment programs and “normal life” experiences, and National Reunification Day celebrations.

A few of the Commission’s priorities going forward include being a key informant for the federal Child & Family Services Review, providing oversight and support of the dependency guidelines, and Reunification Day. One of the biggest changes will be the new Department of Children, Youth and Families.

Justice Bridge asked BJA members to learn more about what the Commission does and determine what kind of joint ventures the two groups can work on together for meaningful system level reform. She also requested that BJA members encourage court staff to participate in Commission workgroups.

There being no further business, the meeting was adjourned.

**Recap of Motions from the June 15, 2018 Meeting**

<b>Motion Summary</b>	<b>Status</b>
Approve the BJA standing committee chairs and rosters.	Passed
Approve the appointment of Judge Rebecca Pennell to the Civil Legal Aid Oversight Committee.	Passed
Follow the BFC’s recommendation and only prioritize the non-IT general fund requests.	Passed

<b>Motion Summary</b>	<b>Status</b>
Approve the May 18, 2018 BJA meeting minutes.	Passed with Judge Rogers abstaining

**Action Items from the June 15, 2018 Meeting**

<b>Action Item</b>	<b>Status</b>
<u>2018-2019 BJA and Committee Membership</u> <ul style="list-style-type: none"> <li>• Update BJA subcommittee listservs.</li> <li>• Send final PPC roster via e-mail for BJA approval.</li> </ul>	Done
<u>Washington Citizens Commission on Salaries Report</u> <ul style="list-style-type: none"> <li>• Incorporate suggestions into the report.</li> <li>• Send Salary Commission report to BJA members via e-mail.</li> </ul>	
<u>Office of Civil Legal Aid Board Appointment</u> <ul style="list-style-type: none"> <li>• Send appointment letter to Judge Rebecca Pennell.</li> </ul>	Done
<u>May 18, 2018 BJA Meeting Minutes</u> <ul style="list-style-type: none"> <li>• Post the minutes online.</li> <li>• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.</li> </ul>	Done Done



# IT Governance

*"IT Governance is the framework by which  
IT investment decisions are made, communicated and overseen"*

# Summary of Changes Since Last Report

<b>New Requests:</b>	None
<b>Endorsements:</b>	None
<b>Endorsement Confirmations:</b>	None
<b>Authorized:</b>	None
<b>In Progress:</b>	254 - Providing DOL Services to Non-JIS Courts
<b>Completed:</b>	None
<b>Closed:</b>	None
<b>ITG Portal:</b>	ITG 102 - Changed title from "Request for new case management system to replace JIS" to "Courts of Limited Jurisdiction Case Management System".

# JISC ITG Strategic Priorities

JISC Priorities				
Priority	ITG#	Request Name	Status	Requesting CLUG
1	2	Superior Court Case Management System	In Progress	Superior
2	102	Courts of Limited Jurisdiction Case Management System	In Progress	CLJ
3	62	Automate Courts DCXT Table Entries	Authorized	Multi-Level
4	252	Appellate Electronic Court Records	Authorized	Appellate
5	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	CLJ

Authorized
  In Progress
  Completed
  Withdrawn or Closed

# Current ITG Status for 17-19 Biennium

ITG Request by JISC Priority

ITG 2	2011												
ITG 102	2012												
ITG 62	2012												
ITG 252	2018												
ITG 27	2015												
	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18

Authorized
  In Progress
  Completed
  Withdrawn or Closed

# Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Rank
<b>Appellate CLUG</b>					
1	252	Appellate Electronic Court Records	Authorized	JISC	Unspecified
<b>Superior CLUG</b>					
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
N/A	2	Superior Court Case Management System	In Progress	JISC	Unspecified
<b>Courts of Limited Jurisdiction CLUG</b>					
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	JISC	High
2	27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
<b>Multi Court CLUG</b>					
1	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
2	141	Add Bond Transferred Disposition Code	Closed	CIO	Medium
N/A	3	Imaging and Viewing of Court Documents	Authorized	Administrator	Unspecified
<b>Mandatory Requests</b>					
Mandatory	240	Change DOL/AOC Interfaces	In Progress	JISC	Unspecified

Authorized
  In Progress
  Completed
  Withdrawn or Closed

# ITG Request Progress

## Initiate

- 218**  
Case Type 2 Access for JUV
- 235**  
Conversion of RFR & RDR
- 251**  
Electronic Filing - Snohomish County

## Endorse

- 177**  
Consolidation of Disbursements
- 201**  
Pull Amount Owing
- 217**  
Online Interpreter Scheduling
- 220**  
Supplemental Race/Ethnicity
- 229**  
JABS Access Using JIS Link ID
- 232**  
DQ for Statewide Criminal Data
- 236**  
DOL ADR Name Enhancement
- 239**  
Spokane Reg. Criminal Data Request
- 242**  
PCN Number Change
- 243**  
Random Driver License Numbering
- 248**  
WA State JUV Court Assessment
- 249**  
Daily A/R Export to DOC

## Analyze

- 241**  
JIS Person Business Indicator

## Recommend

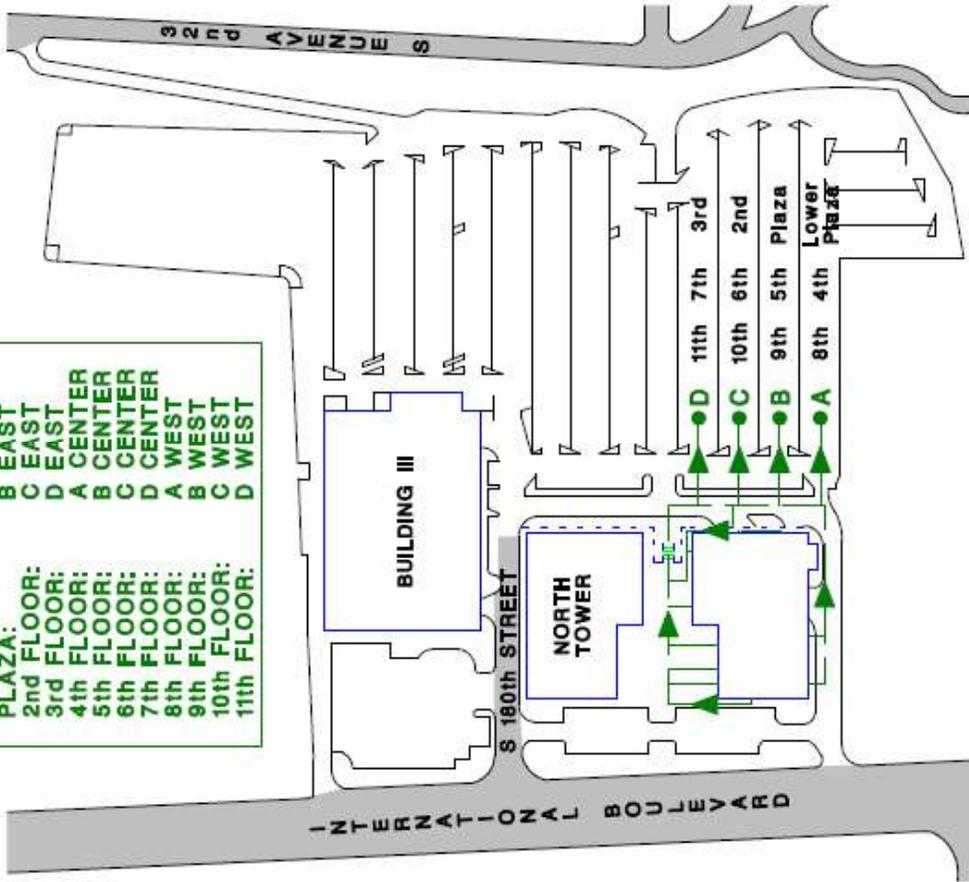
## Schedule

- 3**  
Imaging/Viewing of Court Documents
- 27**  
Expand Seattle Muni DX
- 62**  
Automate Courts DCXT Table Entry
- 107**  
Pact Domain 1 Integration
- 108**  
New DOL ADR Format
- 122**  
Event Manager
- 252**  
Appellate Electronic Court Records
- 253**  
External IT Audit
- 254**  
Providing DOL Services to Non-JIS Courts
- 255**  
CICS Transaction Server for z/OS 5.4

# SEATAC OFFICE CENTER SOUTH TOWER FIRE EVACUATION PLAN

18000 INTERNATIONAL BOULEVARD, SEATAC, WASHINGTON

ASSEMBLY AREA LOCATIONS	
LOWER PLAZA:	A EAST
	B EAST
	C EAST
2nd FLOOR:	D EAST
3rd FLOOR:	A CENTER
4th FLOOR:	B CENTER
5th FLOOR:	C CENTER
6th FLOOR:	D CENTER
7th FLOOR:	A WEST
8th FLOOR:	B WEST
9th FLOOR:	C WEST
10th FLOOR:	D WEST
11th FLOOR:	D WEST



--- PLAZA ABOVE