



Judicial Information System Committee (JISC)

Friday, February 22, 2019 (10:00 a.m. – 2:00 p.m.)

CALL IN NUMBER: 877-820-7831 PC: 394116#

SeaTac Facility: 18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 9818

AGENDA

1.	Call to Order a. Introductions 1. Dawn Marie Rubio – New State Court Administrator 2. Tribute to Lynne Campeau b. Approval of Minutes	Chief Justice Mary Fairhurst, Chair	10:00 – 10:10	Tab 1
2.	JIS Budget Update a. 17-19 Budget Update b. 19-21 Biennial Budget Requests Update	Mr. Ramsey Radwan, MSD Director	10:10 – 10:30	Tab 2
3.	External Equipment Replacement Policy a. Decision Point: Request for Reimbursement of Purchased and Leased Laptops	Mr. Ramsey Radwan, MSD Director	10:30 – 10:50	Tab 3
4.	Legislative Update	Ms. Dory Nicpon, Judicial and Legislative Relations Associate Director	10:50 – 11:05	Tab 4
Break			11:05 – 11:20	
5.	Technology Assisted Forms (TAF Project)	Mr. Jim Bamberger, OCLA Director Ms. Laurie Garber, NW Justice Project TAF PM	11:20 – 11:40	Tab 5
6.	Access to Justice (ATJ) a. Proposed Technology Principles Update	Mr. Terry Price, ATJ Liaison	11:40 – 12:00	Tab 6
Working Lunch			12:00 – 12:20	
7.	SECTOR/JINDEX Feasibility Study	Mr. Dirk Marler, CSD Director Ms. Keturah Knutson, Deputy CIO	12:20 – 12:30	Tab 7
8.	JIS Priority Project #1 (ITG 2): Superior Court Case Management System (SC-CMS) a. Remarks from Chief Justice Fairhurst b. Project Close Out Report c. Tyler Technologies' Transition from Project to Maintenance and Operations d. Project Completion CELEBRATION (cake)	Chief Justice Fairhurst Mr. Keith Curry, PM Mr. Dexter Mejia, Court Business Office Manager Mr. Paul Filosi, Tyler Technologies	12:30 – 1:00	Tab 8
9.	JIS Priority Project #2 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS) a. Project Update	Mr. Mike Walsh, PMP	1:00 – 1:20	Tab 9

	b. Responsibilities and Considerations for Courts Implementing Local Case Management Systems			
10.	JISC Rule 13 Request a. Decision Point: Kitsap County District Court Request for Local Case Management System	Ms. Vonnie Diseth, ISD Director	1:20 – 1:30	Tab 10
11.	AOC Expedited Data Exchange (EDE) Pilot Implementation Project a. King County Clerk’s Office Go-Live Report b. King County District Court Update c. AOC Project Update	Ms. Barb Miner Judge Donna Tucker Mr. Kevin Ammons, PMP	1:30 – 1:50	Tab 11
12.	Committee Reports a. Data Dissemination Committee (DDC)	Judge J. Robert Leach, Chair	1:50 – 1:55	Tab 12
13.	BJA Update a. October 19 th Meeting Minutes	Chief Justice Mary Fairhurst, Chair		Tab 13
14.	Meeting Wrap Up	Chief Justice Mary Fairhurst, Chair	1:55 – 2:00	
15.	Informational Materials a. ITG Status Report b. SeaTac Evacuation Map			Tab 14
<p>Persons with a disability, who require accommodation, should notify Brian Elvin at 360-705-5277 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.</p>				

Future Meetings:

2019 – Schedule

April 26, 2019

June 28, 2019

August 23, 2019

October 25, 2019

December 6, 2019

JUDICIAL INFORMATION SYSTEM COMMITTEE

October 26, 2018
10:00 a.m. to 1:15 p.m.
AOC Office, SeaTac WA

Minutes

Members Present:

Chief Justice Mary Fairhurst, Chair
Judge Scott Ahlf
Mr. Larry Barker
Ms. Lynne Campeau
Ms. Callie Dietz - Phone
Judge John Hart – Phone
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Frank Maiocco
Ms. Barb Miner
Chief Brad Moericke
Ms. Paulette Revoir - Phone
Judge David Svaren
Mr. Bob Taylor
Mr. Jon Tunheim

Members Absent:

Judge Jeanette Dalton
Ms. Brooke Powell

AOC Staff Present:

Mr. Kevin Ammons
Ms. Vicky Cullinane
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Curtis Dunn
Mr. Brian Elvin
Mr. Mike Keeling
Ms. Keturah Knutson
Mr. Dennis Longnecker
Mr. Dirk Marler
Ms. Uma Nalluri-Marsh
Mr. Ramsey Radwan
Mr. Mike Walsh

Guests Present:

Ms. Jennifer Ortega
Mr. Terry Price
Mr. Sart Rowe
Judge Donna Tucker
Ms. Margaret Yetter

Call to Order

Chief Justice Fairhurst called the meeting to order at 10:00 a.m. and introductions were made. Chief Justice Fairhurst introduced the newest member to the Judicial Information System Committee (JISC), Judge Scott K. Ahlf, who will also be serving on the Data Dissemination Committee (DDC), as well as the JIS Executive Committee. Chief Justice Fairhurst also alerted the Committee that she would be appointing Ms. Margaret Yetter to the Courts of Limited Jurisdiction Case Management System Steering Committee (CLJ-CMS). Ms. Yetter will be taking the place of Ms. Cynthia Marr, who has retired. This will be the last meeting for State Court Administrator Ms. Callie Dietz; many thanks were given for her leadership, support and involvement. Next, Chief Justice Fairhurst announced the selection of a new State Court Administrator, Ms. Dawn Marie Rubio. She will be joining AOC as State Court Administrator Designate in mid-November.

June 22, 2018 Meeting Minutes

Chief Justice Fairhurst asked if there were any changes to be made to the June 22, 2018 meeting minutes. Hearing none, Chief Justice Fairhurst deemed the minutes approved.

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.

Mr. Radwan stated financially everything was okay with the Expedited Data Exchange (EDE) and we are expected to break even between now and the end of the biennium, June 30th 2019. The Superior Court Case Management System (SC-CMS) currently has a small positive variance. Over the next month or two Mr. Radwan will be working with Mr. Sam Knutson, AOC's new comptroller, to see if there are any additional savings or if that amount will go down. The CLJ-CMS project shows an \$8 million balance, which includes projected estimates and expenditures to date, as well as the estimate for the options analysis contract and will be adjusted as soon as the Apparent Successful Vendor (ASV) is announced. Mr. Radwan reminded the Committee the balance of unexpended monies will roll over into the JIS fund balance to be used for all funding for the next biennium. In the spring, there will be a better estimate of the remaining fund balance in the account, and this will drive what the Legislature does with the AOC budget request.

Next, Mr. Radwan drew the Committee's attention to the next document, which provides a snapshot of what the Supreme Court has approved via their review process. Mr. Radwan pointed out the differences between what the JISC had approved and the document before the Committee today. Initially, there was \$1.5 million for future EDR integrations; this amount was reduced to \$500,000. This was done to reduce the amount and allow the funds to be moved across fiscal year lines. If on July 1, 2019 integrations are ready to go, the funding will be there. Additional changes include the Family & Juvenile Court and Finding Fathers requests have been combined, and the CASA request will not be moved forward through the AOC budget. The Supreme Court, however, is not opposed to state CASA and others lobbying for the funds through the legislative process.

External Equipment Replacement Policy

Mr. Dennis Longnecker, ISD Infrastructure Manager, reported on the External Equipment Replacement Policy and decision point. Giving a brief background, Mr. Longnecker explained that as each court was implemented with the Judicial Information System (SCOMIS, DISCIS, and 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. With the rollout of DISCIS, it was noted during equipment replacement projects that district courts were getting more PCs due to the amount of people in those courts. Superior courts were getting approximately 50% whereas district courts were getting around 75%. At that time, the JISC approved JIS General Policy 1.1 that states, 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.

The policy according to AOC was always for computers. However, laptops were approved for judges with domestic violence caseloads; should the need arise for warrant approvals, a judge would be able to log on and look at the information while at home. Therefore, judges were provided the opportunity of requesting a laptop or a desktop while all other court staff received a desktop computer only.

More courts have been requesting the option of purchasing laptops over desktops, so that question is now being presented to the JISC. Mr. Longnecker explained that funds are appropriated on a biennial basis, so the budget request for the next biennium is already in place based on replacing desktops, not laptops. The most recent request was for courts to purchase laptops and be reimbursed at the desktop level. AOC's initial response was no, but AOC now asks the JISC to make the decision. Mr. Longnecker expounded that 80% of the courts elect to purchase their own equipment while 20% elect for AOC to purchase equipment for them. Currently, there is one superior court that elects for AOC to purchase its equipment with the remainder being smaller municipal courts without the IT staff to install and service the equipment.

Chief Justice Fairhurst asked if Mr. Longnecker had a recommendation; he responded that AOC is requesting approval that if a court should wish to purchase a laptop, it will receive reimbursement at the desktop level. Ms. Vonnie Diseth clarified that the amount budgeted for court staff is at the desktop level. Should a court wish to purchase a laptop for non-judicial staff, then they would be responsible for the difference in cost over the desktop-level reimbursement. Mr. Bob Taylor asked if the gap still existed in the marketplace for laptop versus desktop. Mr. Longnecker responded that it did and current contract prices are \$790 for a desktop in comparison to \$1200 for a laptop. Ms. Lynne Campeau stated that, in speaking with other municipalities, they lease their equipment rather than purchase it, and have also been turned down due to the current policy. She stated she did not see a difference between leasing versus purchasing and would like to see the motion amended to read purchase or lease of equipment. Judge J. Robert Leach asked if Mr. Longnecker knew if the lease periods coincided with replacement periods. Mr. Longnecker replied that a typical lease is three years possibly four with monthly payments, while AOC's current replacement cycle is five years. Chief Justice Fairhurst asked Ms. Campeau if it was her understanding that the motion meant that a court leasing a computer would be eligible for the \$790 reimbursement to apply to the lease over the term of the lease as opposed to a one-time purchase. Ms. Campeau agreed. Ms. Diseth asked how the five-year AOC replacement cycle and the equipment leasing cycle would be reconciled. Ms. Campeau replied she did not think it would matter. When a court that is leasing a computer comes due for a five year replacement, then the dollar figure as allotted by AOC should be reimbursed to the court to apply as they wish toward leasing equipment. Chief Justice Fairhurst further stated the fact that their lease did not coincide with the replacement cycle would be a moot point because they would only be receiving the \$790 reimbursement once every five years. That way, AOC would not be involved with any leases, but would allow for the specific court to decide which option works best for them and still receive reimbursement every five years. Judge Leach asked Mr. Longnecker if leased equipment was to be included in the reimbursement policy, and if he knew what the fiscal impact would be. Mr. Longnecker stated he did not know the impact, however, the money for leased equipment is not currently budgeted in the biennium.

It was clarified that AOC is not currently reimbursing courts for leased equipment. Mr. Longnecker stated AOC had researched the issue and found leasing cost 35-40% more than buying equipment. At the AOC level, the decision was made to purchase equipment due to the lower cost. Mr. Radwan stated he would recommend not adding this language at this time due to contractual obligations in giving state funds for leases. He stated he would rather look into those questions and come back with a proposal. Then the Committee would have answers to questions such as the budget impact or what would happen in x or y years when the lease renews, and how to dole out the money. He stated there could be issues

with a policy stating it can be done, then a court stating they would like to do it and then have an audit exception. Further discussion was held on the feasibility of reimbursements for leased equipment including the exposed risk of a lease expiring one to two years prior to the next reimbursement and funds have been exhausted. Ms. Barb Miner then made a motion, on the original decision point, allowing reimbursement to courts for laptops.

Motion: Ms. Miner

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.

Second: Mr. Johnson

A motion to amend was proffered by Ms. Campeau.

Motion: Ms. Campeau

I move to amend the motion by inserting the words "or lease" after purchase.

Second: Judge Ahlf

Chief Justice Fairhurst asked if Ms. Miner and Mr. Johnson considered the amendment friendly. Ms. Miner replied yes, while Mr. Johnson replied no.

At this time the Chair called for an up or down vote on Ms. Campeau's motion to amend.

Voting in Favor: Chief Justice Mary Fairhurst (Chair), Judge Scott K. Ahlf, Ms. Lynne Campeau, Judge John Hart, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Ms. Paulette Revoir, Judge David Svaren, Mr. Jon Tunheim

Opposed: Mr. Larry Barker, Ms. Callie Dietz, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Bob Taylor,

Absent: Judge Jeanette Dalton, Ms. Brooke Powell

The motion to amend was passed and reads as follows:

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 **or lease** 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.

At this time another motion was put forth by Judge Leach.

Motion: Judge Leach

I move to table to motion until the next meeting so we can hear from Ramsay about the concerns he expressed and his recommendations.

Second: Mr. Johnson

Voting in Favor: Chief Justice Mary Fairhurst (Chair), Mr. Larry Barker, Ms. Callie Dietz, Mr. Rich Johnson, Judge John Hart, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Judge David Svaren, Mr. Bob Taylor

Opposed: Judge Scott K. Ahlf, Ms. Lynne Campeau, Ms. Paulette Revoir, Mr. Jon Tunheim

Absent: Judge Jeanette Dalton, Ms. Brooke Powell

The motion to table the motion until the next JISC meeting was passed.

Ms. Campeau asked how this would affect the current cycle of equipment replacement, since the deadline for the courts to respond is prior to the next JISC meeting. Mr. Longnecker stated that the due date for courts to respond could be delayed as flexibility has been built into current deadlines. AOC agreed to alert the courts as to the new deadline so their decision can be based on the vote to take place at the February 22nd JISC meeting.

External Equipment Replacement Policy

Mr. Radwan stated the pages contained in tab 4 provide background context for a discussion regarding the capacity of the JIS Account. As the Committee has 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. The first document, called the sweep sheet, identifies the funds that have either been transferred from the general fund (synonymous with PSEA) into the JIS account or those funds that have been swept out of the account. The funds listed were for the last four or five biennia and were listed by fiscal year. Mr. Radwan pointed to the Total Fund Balance Shift total of \$26,190,000 that has been swept out of the account. This is the total dollar amount that was taken out during harder economic times and put somewhere else for other purposes. Mr. Radwan stated that this represented 60% of biennial revenue, or in other terms, more than the ending contract amount for the SC-CMS project.

The next pages dealt with infractions filed showing a decrease of 49% in years 2009-2017. The result is more pressure on the account due to less infractions being paid. Infractions paid has also seen a downward trend of 34%, which impacts revenue. Infractions dismissed have gone down but it is unclear whether dismissals are impacting revenue at this time. The next pages show the total revenue of JIS Fines & Fees and JIS Link subscriptions. They show a dip in revenue since 2010, with variations due to increases in various assessments. While revenue is not declining at a rate that it has previously it still is not increasing at the rate AOC had hoped after the increase in assessments. To reiterate the context, Mr. Radwan summarized the above as funds that have been swept out of the account. The Legislature has said no to funding the JIS account from other sources, infractions issued are going down, infractions paid are going down, and dismissals are going down. Revenue has not been static, and with quite a bit of variability in the last four years, it has necessitated bringing this discussion to the JISC. A short discussion followed on various members' opinions on the causes of decreasing infraction numbers.

The next slide represented the external equipment replacement costs by Fiscal Year (FY) 2014 to present. Since FY 2016, expenditures have been roughly \$1,000,000 a year, with the next slide representing resources available versus estimated expenditures. Mr. Radwan discussed the three bars on the graph representing estimated revenue, estimated resources including unexpended funds that rollover with the third bar representing the estimated 19-21 appropriation and resulting shortfall. Greater discussion followed on specifics concerning each of the three bars.

Mr. Radwan drew the Committee's attention to the last page of his presentation, showing four options for potential savings regarding AOC's External Equipment Replacement program for the courts. He reiterated this is a discussion only at this time to gain context and information with one potential cost saving measure revolving around external equipment replacement. Discussion followed Mr. Radwan's presentation regarding equipment replacement and other avenues of cost saving.

Access to Justice Update

Mr. Sart Rowe presented an update on the Access to Justice (ATJ) Technology Principles. Approximately eighteen months ago, a group was put together to update the ATJ tech principles. ATJ worked on them internally and then began reaching out to stakeholders for approximately six months. At the end of the six months, Mr. Rowe states minor adjustments were made to the original principles before deciding to start an entirely new process. In October 2017, a conference was held at the University of Washington (UW) with approximately 40-45 individuals to talk about how technology is helping their clients and those in the justice system and not harming them. Over the last year, the process included monthly meetings culminating in a subsequent meeting at Seattle University Law School. There, a new set of proposed court rules were drafted. Mr. Rowe states the big changes are simplifying the language, and current rules are drafted at an approximate 7th grade reading level. Multiple focus groups were put together to create new principles not previously in the principles, including one regarding cultural responsiveness—that technology should pay attention to and be responsive to the cultural needs of individuals. Another new principle, the human touch principle, states technology should increase the quality of interaction when dealing with humans. There was a great deal of concern about using technology to replace human interaction, and emphasis is now being placed on the quality of interaction. In a discussion by the ATJ board on October 12th, a number of the members were strongly in support of suggesting the use of the word “must” in some areas of the principles. However, Mr. Rowe pointed out that ATJ did take some of AOC's recommendations, including not going through an expedited process, but to continue to solicit feedback on how the principles could be improved prior to the courts deciding on them.

Mr. Rowe expressed his thanks to the UW Law School for hosting the original symposium, Seattle University Law School for hosting the second major drafting session, and the Diverse Voices Group at UW for their help in bringing in diverse stakeholders. Mr. Rowe stated this is a forward-thinking document, but he realizes that technology will continue to change rapidly. One specific way to address this is through the best practices work group, which asks for ATJ and AOC to put together a group to make suggestions to the community about recent technology, so updates can be made earlier by identifying useful emerging technologies that would be helpful to clients and the overall justice system.

Following the presentation, the floor was opened to questions from the Committee. Mr. Taylor wondered about the measurability of the principles and feasibility of implementation if the principles turned into requirements. Chief Justice Fairhurst started a discussion on the concept of these being principles versus rules and asked about ATJ's intentions going forward. Mr. Johnson stated he felt they read as principles, and also addressed his concern with a "must" statement. He questioned how he would know if he did it, or who would get to decide it was completed or completed at a level that is sufficient, acceptable, and responsive to the rule. Currently, there is disagreement with ATJ and AOC as to the principles staying principles versus ATJ's desire they become rules. Ms. Diseth stated there also was disagreement concerning various places where AOC feels the language needs to be changed to "should" instead of "must" for many reasons, including financial constraints.

Chief Justice Fairhurst asked after the initial reviews, where will subsequent feedback come from? Mr. Rowe replied that after the Diverse Voices project and the last year of drafting, ATJ is willing to engage others but does not have a specific plan of outreach at this time. Mr. Rowe stated ATJ is happy to engage specific stakeholders if the court has any in mind. Trying to ascertain the status, Chief Justice Fairhurst clarified with Mr. Rowe as to whether ATJ is waiting for the Rules Committee, which will be revisiting the discussion in November. At that time, does he expect the Rules Committee to ask ATJ to vet it with specific groups, or if they decide to move forward, will ATJ likely publish it and see what comments come in prior to taking action? Mr. Rowe stated they would be willing to do either scenario based on the Rules Committee review. Additionally, Mr. Rowe stated he felt the Board would be willing to look into rewriting in a more traditional rules format if that is what the Rules Committees wishes.

Ms. Miner commented that in previous years the Clerks Association as a group had been invited to participate in more ways than has currently been offered. Ms. Miner stated she encourages more vetting, as the only way she knows about the principles update is due to her being on the JISC. Once she received the materials via the Committee, she sent them out to the association board, which has concerns with the principles becoming rules. Mr. Rowe responded to some of Ms. Miner's concerns and stated Ms. Miner should have received invitations to the meetings held in October 2017 and reiterated their willingness to dialogue with the Clerks Association. Chief Justice Fairhurst stated the principles were ready to go in August and submitted to the Rules Committee, however, this is the first time the JISC is seeing them. After hearing from those in the room, Chief Justice Fairhurst suggested that it may be a good idea to hear feedback from the associations so the Committee can have time to read and digest the information. Or, should ATJ wish to pursue them as rules, then seeing them in rule form would be beneficial. It was decided that ATJ would reach out to the associations represented by JISC members for feedback. Then JISC members would be able to respond with input from their respective associations at the next JISC Meeting.

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 preparations for final Odyssey implementation event, Event 8 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 that took place on July 27, 2018. 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. Mr. Curry presented the project close

out activities that will take place prior to December 31, 2018. Finally, Mr. Curry presented the Odyssey stabilization activities that would be taking place between January and June of 2019.

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

Mr. Michael Walsh presented the project update on the CLJ-CMS project. AOC published a Request for Quotes and Qualifications (RFQQ) for the procurement of professional services for an options analysis on potential solutions in August 2018. Eight vendors submitted proposals. An AOC evaluation team scored the proposal documents and interviewed the top qualified vendors. The selection of the apparent successful vendor (ASV) will be announced the week of October 29th. Contract negotiations with the ASV will follow debriefs with the vendors who were not selected. The project plans on a December 2018 contract start date.

AOC DRIVES Successful Go-Live Report

Mr. Kevin Ammons presented the project update on AOC's preparations for the Department of Licensing (DOL) Driver and Vehicle System project (DRIVES) Project. This entailed AOC supporting DOL with their go-live. Last year DOL replaced their vehicle licensing system; this is the second phase of DOL's licensing modernization, which replaces the driver licensing system. AOC needed to update all systems that read data from DOL regarding driver records or drivers licenses. Updates were also needed for AOC services that pulled data from DOL so it would be as seamless as possible. There were significant changes to some of the services, in particular DOL changed how they were going to produce their PDFs for the abstract of driving records. Due to this, AOC made the decision to produce their own. AOC updated services that are used for Electronic Ticketing Process (ETP), Judicial Access Browser (JABS), and Odyssey, including the legacy systems. DOL went live on September 4th with a few problems, such as adjudication system for failure to appear was not working but was fixed after only a couple of hours. Subsequently, AOC continues to find minor issues with data conversion and abstracts of driving records, but overall, considering the size of the system it replaced and the volume of day to day use, both DOL and AOC are extremely pleased with the success.

AOC Expedited Data Exchange (EDE) Pilot Implementation Project Update

Mr. Kevin Ammons presented the update on the Expedited Data Exchange (EDE) Project. Mr. Ammons then went through an applications by application review of the integration status and readiness for KCCO's implementation. Mr. Ammons concluded by emphasizing that the EDE program continues to work to mitigate any potential impacts to the statewide system.

Ms. Barb Miner presented King County Clerk's Office's (KCCO) Project update. Ms. Miner stated KCCO is planning to go live after Veteran's Day weekend on November 13th. She also stated things are all wrapping up and coming together. Ms. Miner told the Committee that KCCO will be starting the process for external communications, together with AOC, to make sure everybody is aware of the go-live. Ms. Diseth followed up to make sure all parties understood that the data exchange with AOC will not be live when KCCO goes live on November 13th. KCCO has agreed to do double data entry for a two month period of time to enable AOC to fully test the integrations.

Mr. Othniel Palomino presented King County District Court's (KCDC) project update. As an overview, KCDC is replacing their entire technology infrastructure. Approximately one year ago, KCDC went live with the first phase of the case management system (CMS) implementation replacing the case management functionality for three limited civil court locations. One recent report shows they were able to scan and index 550,000 fewer documents over the last year due to the new CMS e-filing component. In the first quarter of next year, KCDC is getting ready for phase two for the rest of their courts. Mr. Palomino briefed the Committee that just last week they were able to convert 2.1 million cases from the District and Municipal Court Information System (DISCIS) into eCourt, and are close to being finished with the configuration process of the system. This will be followed by three months of training. During this time each court location will have at least two days where they will only run essential counters in order to train judges and staff at each location. Mr. Palomino stated KCDC is essentially on schedule to deliver the new system in the first quarter of next year.

Data Dissemination Committee Report (DDC)

Judge 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, starting with the Non-Court IT Personnel JIS Access Policy. AOC has an access policy for non-IT persons. Several years ago, a problem was encountered where municipalities and other local jurisdictions needed quicker access than the application process would permit. To alleviate this concern, AOC began authorizing six-month temporary access. This became an issue when they continued to renew the six month temporary access rather than going through the process of attaining permanent access as outlined in the policy. At today's meeting, the DDC instructed their staff to redraft the rule and limit temporary passes to one-time only with no renewal option. If access is needed for longer than six months, a permanent application must be submitted, thereby eliminating the multiple applications for temporary access.

Next, the DDC was presented with a first draft of the Data Dissemination manual. Ms. Stephanie Happold presented the update to the fourteen-year-old policy manual. All committee members will be provided a Word version so they may review and collaboratively provide comments and suggestions. In addition, the DDC will be asking the Clerks' Association and several of the superior courts and CLJ courts to weigh in on any suggestions.

The DDC also received a request from Versus Research Inc. to gain access to Odyssey in order to screen information by date of birth. They are an anonymous portal user and that level of user does not have access to birthdate data. At the moment, the DDC does not authorize birthdate data to any users because Odyssey currently does not discriminate between juvenile and adult birthdates. Any access to birth date data would provide juvenile DOB which is not permitted.

Next, the DDC was presented with updates on JIS LINK and public index contracts for users in the form of simple amendments. They were approved by the DDC. The DDC reviewed proposed changes to the AOC data agreements that AOC enters with researchers and public users. After review they will be discussed in greater length at the next DDC meeting.

The next topic dealt with auditing. It was brought to the DDC's attention that it did not comply with Court Rule GR 15 in terms of sealed cases. Currently, if a court enters an order sealing a case, the case disappears from the index. However GR 15 requires that the existence, the names of the parties, and the type of case remain available in the index. AOC has been negotiating with Tyler Technologies to implement a correction or amendment to the software with the ball currently in Tyler Technologies' court to determine the scope of the request and what is required. After that is determined, it will come back to AOC and the decision on who will implement the changes will be made. Funding is currently available for this, the question is where it will go and why. Another issue regarding GR 15 came in the form of a question concerning the scope of GR 15 and the requirement that cases still appear in the index, and how that applies to cases that are sealed by virtue of statute rather than court order. This is an issue of interpreting the existing language in GR 15 and the Committee agreed with AOC's interpretation that the index requirement only applies to cases that are sealed by virtue of court order. For cases such as adoption, where a statute requires the file to be sealed, there is no requirement under GR 15 that the existence of the file be available by searching the index.

Judge Leach alerted the Committee that Ms. Happold will be moving on to another position with AOC. AOC is looking for a new liaison for the DDC. Judge Leach thanked Ms. Happold for her service and expressed the DDC's thanks as well.

Board for Judicial Administration Report (BJA)

Chief Justice Fairhurst reminded the Committee that the BJA minutes are contained in the JISC packet behind Tab 10. The BJA and JISC reciprocally provide the minutes of their meetings so both committees are aware of the other's activities. Chief Justice Fairhurst also serves on the Policy and Planning Committee and briefed the Committee about a strategic initiative request that the JISC be under the Board for Judicial Review (BJA). The Policy and Planning Committee is not advancing that strategic initiative forward as the BJA as it is currently formulated is just the levels of the court with the other players in the judicial process serving as liaisons. The JISC is a statutorily created body with representation from a wide variety of stakeholders.

Chief Justice Fairhurst also alerted the Committee that the December 7th JISC meeting has been cancelled by the JIS Executive Committee. If issues arise before the February 2019 JISC meeting, Chief Justice Fairhurst will call a special meeting (presumably held by teleconference).

Adjournment

Chief Justice Fairhurst adjourned the meeting at 12:52pm

Next Meeting

The next meeting will be February 22nd, 2019, at the AOC SeaTac Facility from 10:00 a.m. to 2:00 p.m.

Action Items

	Action Items	Owner	Status
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DRAFT

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

Biennial Balances as of 1/31/2019

Initiatives--JIS Transition	ALLOTTED	EXPENDED AND PROJECTED	VARIANCE
Expedited Data Exchange (EDE)			
17-19 Allocation	\$4,339,000	\$4,339,000	\$0
Information Networking Hub (INH) - Subtotal	\$4,339,000	\$4,339,000	\$0
Superior Court CMS			
17-19 Allocation	\$12,000,000	\$11,843,323	\$156,677
Superior Court CMS Subtotal	\$12,000,000	\$11,843,323	\$156,677
Courts of Limited Jurisdiction CMS			
17-19 Allocation	\$10,390,000	\$1,945,332	\$8,444,668
Courts of Limited Jurisdiction CMS - Subtotal	\$10,390,000	\$1,945,332	\$8,444,668
TOTAL 2017-2019	\$26,729,000	\$18,127,655	\$8,601,345

Judicial Information System Committee Meeting

February 22, 2019

DECISION POINT – Laptop reimbursement request

MOTIONS:

1. I move to modify the AOC practice, pursuant to JIS General Policy 1, to allow courts and county clerks' offices to be reimbursed in the current biennium, up to the current budgetary allowance of \$790 for the purchase of replacement laptops for court staff.
2. Beginning in the 2021-2023 biennium, I move to modify the AOC practice, pursuant to JIS General Policy 1, to allow courts and county clerks' offices to be reimbursed for purchased or leased laptops 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 county 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, county 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 Policies do not allow for reimbursement for computers leased by courts.

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 county clerks offices for the purchase of desktop computers for court or county 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 county clerks' offices will be limited to purchasing desktops for their staff if they want to be reimbursed for those costs from the JIS fund. In future biennia, courts and county clerks' offices would not be eligible for reimbursement for leased computers.

JISC Equipment Replacement – Leasing Option

The question regarding reimbursement for information technology equipment was recently raised by members of the JISC. After careful review it has been determined that reimbursement for information technology equipment can be implemented with the following guidelines:

- Lease reimbursement begins no earlier than July 1, 2021.
- Courts wishing to participate in the lease reimbursement program must notify the AOC during the biennial budget development process; first cycle begins during the 2021-2023 biennium.
- Prepayment of lease costs will not be allowed. Reimbursement to the city or county will be made only after payment. Reimbursement will not be made more frequently than semi-annually.
- Reimbursement will be at the published rates.
- The replacement cycle remains at 5 years regardless of lease term(s).
- A formal notification letter or form, to be developed, will be required from the city, county or court requesting reimbursement for leased equipment. All guidelines and timelines must be strictly adhered to due to budgeting requirements.
- Lease reimbursement contracts shall be executed prior to reimbursement.
- Lease payments will not be continued in the event:
 - JISC elects to discontinue or temporarily stop equipment replacement or,
 - The legislature does not provide funding.



February 22, 2019

TO: Judicial Information System Committee Members
FROM: Dory Nicpon, AOC Associate Director, Judicial and Legislative Relations
RE: Legislative Update -- February 2019

As of the preparation of this report, over 1,800 bills have been introduced. In addition to the review undertaken separately by each level of court, a small team within the Administrative Office of the Courts (AOC) screens all bill introductions and identifies bills that require analysis and tracking. As of the preparation of this report, AOC was actively tracking nearly 600 bills, many of which are lengthy and contemplate significant changes in public policy.

The introduction of so many bills is consistent with anytime:

- 1) One political party has a significant majority in both legislative branch chambers;
- 2) The legislature has many newly-elected members;
- 3) There is a positive revenue forecast; and
- 4) There is a long (odd-numbered year) legislative session.

Judicial Branch Legislative Priorities

Court Technology Projects: The judicial branch is successfully implementing major modernization projects for all court levels and needs continued funding to deliver the projects and support them after delivery. **STATUS: AOC staff continue to engage with members and staff from the House Appropriations Committee and the Senate Ways and Means Committee to ensure the decision packages submitted are understood and supported.**

Language Access/Interpreter Services: Courts need adequate funding for qualified interpreters to maximize courthouse efficiency and ensure access to justice for individuals who are deaf, hearing impaired, or who have limited English proficiency. **STATUS: Judicial officers who chaired or participated in the BJA Interpreter Task Force, and AOC staff, have been meeting with members regarding the decision package submission. BJA's Program Manager has also facilitated letters of support to members from judicial partners, advocates, and other constituencies.**

Education for Judges and Court Staff: Adequate funding is needed for timely and relevant training of judicial officers and court personnel. Such training provides information about implicit bias, cultural competence, best practices in court operations, and changes that impact the judiciary. **STATUS: Judicial officers who chaired or participated in the BJA Interpreter Task Force, and AOC staff, have been meeting with members regarding the decision package submission. BJA's Program Manager has also facilitated letters of support to members from judicial partners, advocates, and other constituencies.**

Family and Juvenile Court Improvement: Early father identification and staff oversight of dependency cases improves outcomes for children and families. Funding is needed to expand the proven strategies of the FJCIP courts. **STATUS: AOC staff continue to engage with members and staff from the House Appropriations Committee and the Senate Ways and Means Committee to ensure the decision package submitted is understood and supported, as well as leverage partnerships with the Department of Children, Youth, and Families to garner support for the decision package.**

Guardianship Services: With growing populations of seniors and vulnerable individuals, funding is needed for additional public guardians and creation of a regional guardianship monitoring program to support courts in their oversight of guardians. Statutory amendment is needed to adjust the services offered by public guardians. **STATUS: The House Civil Rights and Judiciary Committee convened a public hearing on HB 1329 (Concerning the methods of services provided by the office of public guardianship.) on January 30. As of the preparation of this report, this bill is schedule for executive session on February 8.**

Courthouse Security: Funding and coordination is needed to ensure everyone visiting a courthouse can do so in a safe and secure environment. **STATUS: AOC staff have discussed this as a next Task Force within the BJA.**

Domestic Violence Data: A statutory refinement to domestic violence definitions is needed to facilitate more specific data collection and to distinguish between intimate partner violence and non-intimate partner violence in order to improve risk assessments. **STATUS: The House Public Safety Committee held a work session on the report developed by the domestic violence work groups convened pursuant to HB 1163 (2017), which addressed this definition change need. After a public hearing on HB 1517 (Concerning domestic violence.), Representative Goodman included the definition split in the substitute version of HB 1517.**

Traffic Fine Consolidation and Relicensing Program: Judicial support and implementation is needed for a program proposed by the Attorney General to consolidate fines that an individual has incurred in multiple jurisdictions and restore driving privileges.

STATUS: At the request of the Office of the Attorney General, HB 1489/SB 5575 (Traffic LFO consolidation.) has been introduced in each chamber of the legislature and contemplates that AOC will created a program.

Superior Court Judge Positions: Statutory adjustment is needed for an additional superior court judge in Clark County and an additional superior court judge in the tri-county judicial district for Ferry, Pend Oreille, and Stevens Counties. **STATUS: The Senate Law and Justice Committee had a public hearing on SB 5450 on January 29 and passed a substitute version out of committee on January 31. The substitute version stripped the additional superior court position for Clark County from the bill. Statements during executive action suggested this was because Clark County's local match may not be supported by their local legislative authority. AOC staff have outreached again to secure budget commitments from Clark, Ferry, Stevens, and Pend Oreille Counties as further support for the bill.**

Other Legislative Discussions

Uniform Guardianship, Conservatorship, and Protective Arrangements Act (UGCPAA): There appears to be legislative interest in Washington's adoption of the UGCPAA. Reacting to certain of the concerns expressed in the House Civil Rights and Judiciary Committee, the Senate Law and Justice Committee conducted a public hearing on a substitute version.

New Hope Act: Representative Drew Hansen sponsored a bill called the New Hope Act (HB 1041), which: 1) modifies the process for an offender to receive a certificate of discharge once the offender has completed supervision, met all sentencing requirements, and paid all restitution; and 2) expands the circumstances in which an offender may have a conviction vacated.

Mental/Behavioral Health: Several recent committee work sessions and public policy discussions concern mental and behavioral health issues, increasing demand for mental health services and the *Trueblood* settlement.

Technology Assisted Forms

Project Plan – Summary – 10/8/2018

Goal: to provide free, accessible, online tools for people without lawyers to find and complete the forms they need to succeed in family court.



People and Roles

- **Funder:** Office of Civil Legal Aid (OCLA), James Bamberger, Director
- **Project Management:** Northwest Justice Project (NJP), Laurie Garber, Project Manager; Sue Encherman, administrator for LSC-TIG grant
- **Contractor:** Pro Bono Net (PBN): Mark O'Brien, Executive Director, and Claudia Johnson, Law Help Interactive (LHI) Program Manager
- **Subcontractor:** Capstone Practice Systems (Capstone): Marc Lauritsen, President
- **Advisory Committee:** Hon. Susan Amini, King County Superior Court, Chairperson

Description

The Technology Assisted Forms Project will create a free online system of interactive plain language interviews to generate the highest priority mandatory family law forms in Washington. The purpose of the system is to help unrepresented litigants find and complete the forms they need to succeed in family court.

The Office of Civil Legal Aid (OCLA) will contract with Pro Bono Net (PBN) and subcontractor Capstone Practice Systems (Capstone) to develop, test, host and support the document assembly system. Capstone will program the interviews and templates on HotDocs software. PBN will host the interviews and assemble documents on their [LawHelpInteractive](#) (LHI) platform. Users will access the interviews via links from [WashingtonLawHelp.org](#).

Northwest Justice Project (NJP) will provide a Project Manager with funding from a Legal Services Corporation Technology Innovation Grant (LSC-TIG). The Project Manager is also a family law and plain language expert who will edit interview language and create supporting and instructional content with help from other NJP staff. The NJP webmaster will create the public access pages for the project on WashingtonLawHelp.

The Access to Justice Board has established a Technology Assisted Forms [Advisory Committee](#) comprised of justice system stakeholders. The Advisory Committee will provide guidance and assistance to the Project Manager, monitor progress, and oversee the evaluation of the project.

The WashingtonLawHelp ‘jump off’ pages will include information to orient the user about when and how each interview should be used, how long it will take, and what type of information the user will need to provide. The user will follow a link to start the interview on LHI. On the LHI website, users can choose to do forms anonymously or create password protected accounts to save their answers. Those who create accounts can return and edit their saved answers after ending a session; anonymous users cannot.

The interview questions and instructions that accompany the completed forms will be written in plain language and will include help text and links to additional resources. The forms themselves will be the current versions of the plain language mandatory family law forms adopted by the state Pattern Forms Committee in 2016.

The end product for each interview will be a completed bundle of family law forms and instructions to accomplish a specific task in a family law case. Interviews will be created for both parties and all procedural postures (e.g., filing a new case, responding, moving for temporary orders, finishing a case). The user will be able to assemble, download, save and print their documents. Some interviews will assemble a single document; others will assemble multiple documents and may link to secondary interviews.

The Project Manager, PBN and Capstone will make design choices guided by project goals and the proposed [ATJ Technology Court Rules](#) submitted to the Supreme Court. Capstone will program the interviews with branching logic to minimize the number of questions the user must answer and to avoid generating unnecessary forms during a session. A user who has saved their answers from one interview can use those answers when starting a second interview to avoid retyping repeat information. However, users will have the opportunity to change previous answers if the information or choices have changed. In the course of a session, users will be able to change their answers and assemble their documents as many times as needed.

The interviews and supporting orientation and instructional content will all be thoroughly tested before public release. Capstone will do the initial testing, followed by NJP staff and volunteers. The Project Manager will share each group of interviews with justice system stakeholders for testing, with feedback to be collected via online tools. The Project Manager will conduct in-person testing with target end-users at least two times during the automation phase.

The Project Manager will coordinate with the Administrative Office of the Courts to place appropriate links from the courts’ mandatory forms webpage to the interview jump off pages on WashingtonLawHelp. The Advisory Committee will support the Project Manager in outreach efforts to inform stakeholders and the public about the Project.

The Project Manager will give regular reports to the Advisory Committee and funders detailing progress on the work plan and deliverables, identifying obstacles to meeting deadlines, and

recommending changes, if any, in anticipated timelines. The Advisory Committee will help create and implement a plan for evaluating the project.

NJP hired the Project Manager to begin work in July 2018. OCLA contracted with Pro Bono Net and subcontractor Capstone to work with the Project Manager in an intensive planning phase from July through September 2018. The execution phase of the project will begin on October 1, 2018, and finish by June 30, 2020.

Scope of Work

During the planning phase, the Project Manager identified 67 forms in 27 interviews as the targets for automation. These interviews will be released in 12 groups sequentially over the remaining 22 months of the project as itemized on the proposed [Interview-Bundle List](#) (tab 1 – Top 12). This target is subject to review and approval by the Advisory Committee. The Project Manager will report on progress towards this target throughout the project, and will revise the target if necessary.

The first 9 groups cover the highest priority forms needed for divorce with and without children, parenting plans and child support for unmarried parents, and domestic violence protection orders – all from start to finish (including temporary orders) and from either party's perspective (petitioner and respondent). Groups 10-12 cover some of the medium priority forms including modification of parenting plans and renewing DV protection orders.

The Project Manager initially reviewed 125 forms that could be automated in 52 interviews and released in 20 groups. (See [Interview-Bundle List](#) at tab 2 – All 20.) She narrowed the scope of the project to 67 forms to stay within budget and allow adequate time for testing and to create all of the supporting orientation and instructional content for each interview. The Project Manager prioritized based on these criteria:

- Used in high volume by target user (unrepresented, low-income litigant)
- Necessary to complete an average case
- Important for litigant safety
- Stable (unlikely to change)

The Project Manager consulted Pierce County filing data to determine the most commonly filed types of cases, then balanced that data against the other three factors. For example, Petitions to Decide Parentage are relatively high volume filings, but the majority are filed by Prosecuting Attorneys on behalf of the state, not by unrepresented litigants. Moreover, Washington just adopted a new Uniform Parentage Act and new mandatory forms are still under development. For both those reasons, forms to decide parentage were designated a low priority.

Once the forms were prioritized, the Project Manager bundled the forms into logical interview groups so that each interview produces a complete set of forms for a discrete stage of the prioritized case types. Many forms will repeat across bundles because they are used in more than one type of case or at more than one stage of a case. The bundle list includes all of the forms that could possibly be generated by an interview; however, in practice the interview will only generate the forms indicated by the user's answers to questions. Several interviews will also direct users to a secondary interview to complete additional forms if necessary.

Work Plan

Project partners will undertake the activities described in detail in the [Work Plan](#) to achieve the following goals in each phase:

- Ramp Up
 - Finalize interview sequencing and bundles for priority forms.
 - Set interview design standards, informed by project goals, WA Tech Principles, and practical constraints.
 - Create accessible entry points for users to find interviews on WashingtonLawHelp.
 - Standardize support materials and user experience to maximize interview completion for target users.
 - Prepare for thorough, three-tiered testing of interviews and supporting content by staff, stakeholders and end users.
 - Develop business requirements with PBN to implement high priority LHI platform enhancements that improve the user experience with complex interviews and bundles.
- Automation & Testing
 - Automate highest priority forms into interactive interviews with supporting content (jump off page, FAQ, output instructions, next steps).
 - Thoroughly test interviews and assemblies for accuracy and usability in three tiers: with staff, stakeholders and end users.
 - Publish interviews on WashingtonLawHelp/LHI; troubleshoot.
- Outreach
 - Engage with target users and stakeholders to build support, test/improve interviews, and increase utilization.
 - Improve users' ability to identify and locate the right interview for their situation.
- Administration & Evaluation
 - Keep funders and stakeholders informed and engaged.
 - Make efficient use of A2J Tech Fellow.
 - Evaluate project impact; Find out if interviews are reaching target users.

- Sustainability
 - Develop local HotDocs programming capacity to maintain interviews after project completion.

Timeline

The [TAF Project Timeline](#) sets a proposed schedule for completing the activities detailed in the Work Plan between October 2018 and June 2020. This timeline is subject to review and approval by the Advisory Committee. The Project Manager will report on progress towards projected completion dates throughout the project, and will revise the timeline if necessary.

Budget

The state legislature appropriated \$550,000 to this project for the July 2018 – June 2020 biennium to be administered by the Office of Civil Legal Aid. OCLA paid \$16,870 to PBN/Capstone for work performed in the planning phase from July through September 2018. OCLA will reserve \$72,330 for contingencies, testing and evaluation expenses, and to cover the costs of hiring and providing software for a local part-time developer. The remaining \$460,800 will be allocated to the contract with PBN/Capstone per their Phase II Proposal dated 10/8/18.

Northwest Justice Project received a Legal Services Corporation – Technology Innovation Grant (TIG) of \$187,450 to cover the cost of the TAF Project Manager. NJP will provide additional staff support for plain language content, user testing, and enhancements to WashingtonLawHelp as in-kind support to the project.

Budget Summary:

State funding administered by OCLA

Phase I - planning contract with PBN/Capstone	16,870
Phase II - execution contract with PBN/Capstone	460,800
Reserve	72,330
<hr/>	
Subtotal - State funding	550,000
LSC-TIG funding administered by NJP - Project Manager	187,450
<hr/>	
Total Project Budget	737,450

**MEMORANDUM OF UNDERSTANDING FOR THE
DEVELOPMENT OF AN AUTOMATED DOCUMENT ASSEMBLY SYSTEM
FOR WASHINGTON STATE'S PLAIN LANGUAGE FAMILY LAW FORMS**

PURPOSE

This Memorandum of Understanding (MOU) establishes clear expectations among the key entities working together to establish an automated document assembly system for the recently adopted Washington State plain language family law forms. The objective is to develop and bring on line a system that will allow self-represented litigants to complete a sequential set of questions in an electronic platform. The answers to those questions will automatically and correctly populate into the new plain language family law forms adopted by the Washington State Supreme Court.

The organizations working to further the goals of this MOU understand that family law litigants are increasingly unrepresented. Some 80% of family law cases have at least one litigant who is not represented by counsel, and both parties are unrepresented in about half of all family law cases. Sixty-five percent (65%) of all family law litigants are not represented by an attorney. The family law system is complex and highly forms driven. Self-represented litigants have historically had difficulty accessing, completing and filing required family law forms.

Over the past six years, the Supreme Court's Access to Justice Board along with the Administrative Office of the Courts and the state funded Northwest Justice Project developed new mandatory forms that are drafted in plain language and are much easier for self-represented litigants to fill out. As ordered by the State Supreme Court, these forms will become mandatory for all family law cases effective July 1, 2016.

The organizations each play complementary roles in developing and maintaining mandatory forms, developing and supporting new technologies that enhance access to the civil justice system and underwriting capacity to expand access to the justice system for low and moderate income people, and others who are vulnerable and suffer disparate treatment or disproportionate access obstacles and barriers in Washington State – all of whom are hereinafter referred to in this document as “low income and other vulnerable people”. Each of the parties to this MOU is intentionally committed to the effective and expanded use of technology-based systems to provide meaningful access to the justice system, to expand the ability of persons to understand how the justice system works; enhance the ability of persons to navigate the same with or without the assistance of an attorney; and ensure that technology tools and systems promote and enable access, remove barriers, protect privacy and safety, and facilitate just results, all consistent with the Washington State Supreme Court's [Access to Justice Technology Principles](#).

RESPECTIVE INTERESTS OF THE KEY ORGANIZATIONAL PARTNERS

1. Administrative Office of the Courts

The Administrative Office of the Courts (AOC) is an independent judicial branch agency that serves as the principal statewide provider of administrative, budget and technology systems planning and support for the Supreme Court, the Court of Appeals, the Superior Courts and the courts of limited jurisdiction in Washington State. Among other functions, AOC hosts and staffs the Washington State Supreme Court's Pattern Forms Committee and Judicial Information Systems Committee.

Pursuant to the Supreme Court Order establishing it, the Pattern Forms Committee is responsible for; developing and facilitating the adoption of uniform and mandatory forms; consideration of proposed changes to adopted pattern forms; and overseeing all necessary redrafting of forms. The Pattern Forms Committee served as the host entity for development, consideration, user testing and recommendation of the plain language family law forms adopted by the Washington State Supreme Court for mandatory use effective July 1, 2016. The Pattern Forms Committee is staffed and supported by AOC.

Created by statute and governed by court rule, the Judicial Information Systems Committee (JISC) has responsibility for developing, managing (including managing access to) and supporting Washington State's judicial information system (JIS). The JIS provides case management automation to appellate, superior, limited jurisdiction and juvenile courts. Its two-fold purpose is: (1) to automate and support the daily operations of the courts and (2) to maintain a statewide network connecting the courts and partner civil and criminal justice agencies to the JIS database.

Under the JISC Rules (JISCR), design and operation of the judicial information system is assigned to the AOC under direction and authority of the JISC and subject to approval of the Washington State Supreme Court. The JISC is principally responsible for facilitating the development, support and maintenance of technology systems and infrastructure on which the courts of Washington State rely. The JISC has oversight and governance responsibility for the development and implementation of the Odyssey statewide superior court case management system, including policy decisions about whether, when and how automated document assembly systems will be able to access the Odyssey CMS. Statewide judicial branch technology systems are funded in substantial part through a dedicated JIS account created and governed by RCW 2.68.020.

2. Access to Justice Board –Justice Without Barriers and Technology Committees

The Washington State Access to Justice Board (ATJ Board) was established in 1994 by the Supreme Court to, among other things, develop and promote efforts to expand access to the civil justice system for low income and other vulnerable people subject to the Washington State justice system. Among the ATJ Board's responsibilities are to "develop and implement new programs and innovative measures designed to expand access to justice in Washington State" and to "promote the responsiveness of the civil justice system to the needs of those who suffer disparate treatment or disproportionate access barriers." The ATJ Board has established two committees with substantive responsibility for developing, promoting and expanding systems that enhance access to the civil justice system for low and moderate income Washingtonians. The ATJ Board's Justice Without Barriers Committee is charged with identifying and developing strategies to overcome barriers that operate to limit the ability of low and moderate income people to secure access to and effectively navigate the civil justice system, including the court system. The ATJ Board's Technology Committee is responsible for identifying opportunities to employ technology strategies to expand access to justice for low income and other vulnerable people consistent with the purposes and objectives of the Supreme Court's Access to Justice Technology Principles.

The ATJ Board's Justice Without Barriers Committee (JWOB Committee) played a principal role in promoting, staffing and supporting the effort to translate Washington State's family law forms into plain language. In its Pro Se Plan, the JWOB Committee has identified the need to develop an automated form document assembly system to enable self-represented litigants to access, complete, download, print and, where technology systems allow, electronically file completed family law forms.

The ATJ Board's Technology Committee developed and secured Supreme Court adoption of the ATJ Technology Principles and is responsible for coordinating ATJ-related statewide technology initiatives such as the development of an automated document assembly system for the plain language family law forms.

While not a party to this MOU, the ATJ Board supports the objectives outlined above, reviewed and voted on July 15, 2016 to endorse it and participate in the manner contemplated below.

3. Office of Civil Legal Aid

The Office of Civil Legal Aid (OCLA) is an independent state agency responsible for securing funding, contracting for the delivery of civil legal aid services and related support functions and overseeing the state-funded civil legal aid system in Washington State. OCLA actively supports efforts to expand access to the civil justice system for

low income people with legal problems that fall within the areas outlined in RCW 2.53.030(2).

On behalf of the Washington State Supreme Court's Civil Legal Needs Study Update Committee, OCLA staffed and facilitated the publication of the 2015 Civil Legal Needs Study Update which documented the substance and prevalence of civil legal problems experienced by low income and other vulnerable people in Washington and the barriers that effectively deny them access to necessary legal help and self-help assistance. OCLA is in the process of developing and seeking legislative funding to support a multi-year Civil Access to Justice Reinvestment Plan to address the structural and systemic barriers that deny low-income and other vulnerable people in Washington the ability to secure the legal help and related services they need to solve important legal problems.

4. Northwest Justice Project

The Northwest Justice Project (NJP) is the sole recipient of federal funding for civil legal services made available through grants from the Legal Services Corporation (LSC). NJP is also the qualified legal aid program that receives state appropriated legal aid funds in the first instance through a contract with the Office of Civil Legal Aid. As a recipient of LSC funding, NJP is eligible to seek and secure funding through LSC's [Technology Initiative Grant \(TIG\) Program](#), a separate program funded by Congress to stimulate and expand the effective use of information technology in fostering access to the civil justice system and the delivery of civil legal aid to low-income and other vulnerable people.

CORE UNDERSTANDINGS AND AGREEMENTS

1. Adoption of the plain language family law forms will significantly enhance the ability of self-represented family law litigants to understand and participate in family related legal proceedings.
2. Development and implementation of a free, publically accessible and automated document assembly system for the plain language family law forms will significantly enhance the ability of self-represented litigants to effectively represent themselves in legal proceedings that will profoundly affect their legal rights.
3. Development and implementation of an automated document assembly system is an access to justice program and not a program designed to build or sustain core judicial information system technology infrastructure. Funding for this effort will not originate from the judicial information systems account (JIS account).
4. AOC staff affiliated with the Pattern Forms Committee (and other staff as appropriate) may participate in but will not serve as principal staff assigned to the family law automated document assembly system (FLADAS) development effort.

Subject to the discretion of the State Court Administrator, AOC staff may participate on the FLADAS Advisory Committee that will oversee the selection of document assembly platforms, development of standards, identification of priorities and other activities associated with development of the FLADA system. Subject to approval of the State Court Administrator and the JISC Chair, the FLADAS may be hosted on the AOC public website.

5. The ATJ Board's Technology and JWOB Committees have agreed to jointly convene a Family Law Automated Document Assembly System Advisory Committee (FLADAS Advisory Committee). The FLADAS Advisory Committee will develop protocols and priorities to guide the development of the FLADAS. In addition to members of the ATJ Board's Technology and Justice Without Barriers Committee, the following groups will be invited to appoint a representative to the FLADAS Advisory Committee: AOC, JISC, the Association of County Clerks, court users, the Washington State Alliance for Language Access, the Interpreter Commission, the Northwest Justice Project, the Superior Court Judges Association, and OCLA. Representatives of other groups may also be invited in the discretion of the ATJ Board's Technology and JWOB Committees.
6. The FLADAS Advisory Committee will review and recommend a proven document assembly technology platform that has the ability to provide user-friendly access, uses a plain language, iterative sequential inquiry process capable of effectively operating across multiple technology platforms (including mobile platforms). It is the intent that any such platform be able to produce and transmit data in a manner that will appropriately populate Odyssey and other Superior Court CMS fields at such time as e-filing into Odyssey and these other platforms becomes available.
7. The FLADAS will be developed and implemented in accordance with the Supreme Court's Access to Justice Technology Principles.
8. Nothing in this MOU will interfere with the independent authority of the JISC to, at a later date, use Guide and File or another platform for automated document assembly and e-filing access into Odyssey.
9. The Office of Civil Legal Aid will seek funding from the Washington State Legislature and other sources to fund development and implementation of the FLADAS. OCLA will not seek and will not utilize funding that originates from the JISC account for this purpose. Assuming that funding is secured, OCLA will serve as the primary contractor for development of the FLADAS.
10. In coordination with the FLADAS Advisory Committee, OCLA and the ATJ Board's JWOB and Technology Committees, NJP will seek LSC TIG funding to help support the family law automated document assembly project.

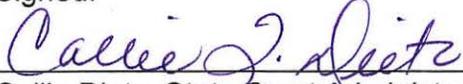
MODIFICATION

The various participant signers may come together subsequent to signing in order to modify this MOU by mutual agreement.

TERM OF MEMORANDUM OF UNDERSTANDING

This MOU is effective upon execution and will terminate on June 30, 2019 unless terminated by any party upon 90 days prior notice or extended by mutual agreement.

Signed:



Callie Dietz, State Court Administrator

8/17/16
Date

Signed:



James Bamberger, Director
Office of Civil Legal Aid

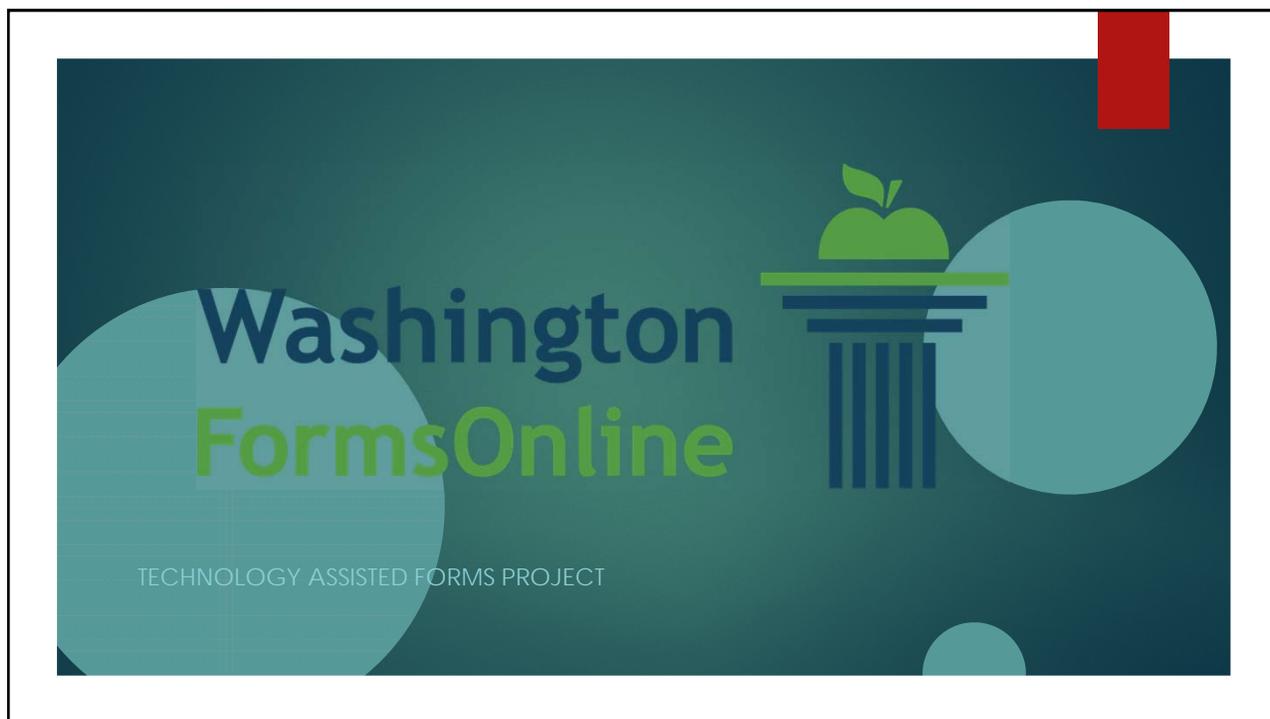
8/16/16
Date

Signed:



César E. Torres, Executive Director
Northwest Justice Project

8/23/16
Date

The image shows a graphic with the word "Objective" in white text on a light teal circle. The background is dark teal. A red vertical bar is on the right side of the graphic.

Objective

Provide free, accessible, online tools for people without lawyers to find and complete the forms they need to succeed in family court

Core Team

NJP

Laurie Garber
TAF Project Manager

Janine Cavalier
Local HotDocs Developer

Pro Bono Net

Claudia Johnson
LawHelp Interactive

Capstone Practice Systems

Marc Lauritsen
HotDocs Developer

TAF Advisory Committee

The screenshot shows a Basecamp project page for 'TAF Project - Home Base'. At the top, there is a navigation bar with 'Home', 'Pings', 'Hey!', 'Activity', and 'Find' icons, along with a user profile icon 'LG'. Below the navigation bar, the project title 'TAF Project - Home Base' is displayed. A descriptive paragraph states: 'This Basecamp "Project" includes all of the planning phase history and will be maintained to house messages, to-do lists, docs/files and schedules that impact the project as a whole going forward. We will have separate Basecamp "Projects" for each Group of interviews to house material relevant only to the interviews in each Group.' Below the text is a row of user avatars with initials: BE, DE, DR, JC, JB, LG, LF, SS, SE, and an 'Add/remove people' button. The main content area is divided into four panels: 'Message Board' with a list of messages (e.g., 'User feedback once interview is live'), 'To-dos' with a progress chart and a list of tasks (e.g., 'Evaluation Plan', 'Testing plan'), 'Schedule' with a calendar view showing events for 'Thu, Nov 8' and 'Tue, Nov 13', and 'Docs & Files' with a grid of document thumbnails (e.g., 'Testing', 'User Feedback', 'Process Maps', 'LHI Materials').

Collaboration tool:
Basecamp

+ New...

A - Final Plan Docs

Sort by Name ▾



Demographic Survey Report - shell



Interview and Template Design Standards

Notes: These notes document our evolving decisions



Interview-Bundle Draft List 2018-10-17.xlsx

Full featured Excel File



Project Plan Summary

Technology Assisted Forms

Project Plan – Summary – 10/8/2018

Goal: to provide free, accessible, online tools for people without lawyers to find and complete the forms they need to succeed in family court.



People and Roles

- **Funder:** Office of Civil Legal Aid (OCLA), James Bamberger, Director
- **Project Management:** Northwest Justice Project (NJP), Laurie Garber, Project Manager; Sue Encherman, administrator for LSC-TIG grant
- **Contractor:** Pro Bono Net (PBN): Mark O'Brien, Executive Director, and Claudia Johnson, Law Help Interactive (LHI) Program Manager
- **Subcontractor:** Capstone Practice Systems (Capstone): Marc Lauritsen, President
- **Advisory Committee:** Hon. Susan Amini, King County Superior Court, Chairperson

Description

The Technology Assisted Forms Project will create a free online system of interactive plain language interviews to generate the highest priority mandatory family law forms in Washington.

Scope: 66 forms – 27 interviews – 12 groups

Group 01
Divorce No Kids - Filing
Divorce No Kids - Response
Fee waiver - Filing
Group 02
All case types - Motion - Default
Divorce No Kids - Finishing
Financial Declaration
Group 03
Parenting Plan
Group 04
Child Support
Group 05
Divorce With Kids - Filing
Divorce With Kids - Response
Divorce With Kids - Finishing
GAL Order
Parenting Plan Temp Info
Group 06
All case types - Motion - Response - Generic
Divorce With or Without Kids - Motion - Temp Orders

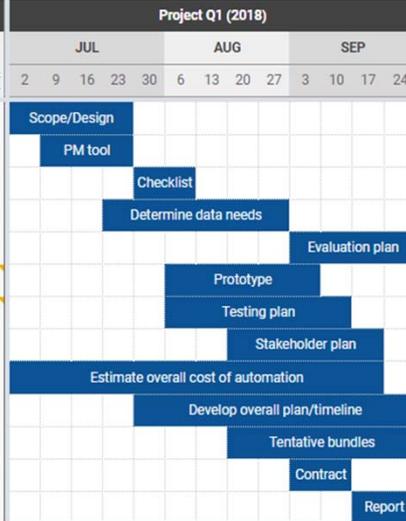
Group 07
DVPO - Filing+Temp+Finishing
DVPO - Response
Group 08
PP/CS (Unmarried parents) - Filing
PP/CS (Unmarried parents) - Response
Group 09
PP/CS (Unmarried parents) - Motion - Temp Orders
PP/CS (Unmarried parents) - Finishing
Group 10
Modify Parenting Plan - Filing
Modify Parenting Plan - Response
Group 11
Modify Parenting Plan - Motion - Adeq Cause
Modify Parenting Plan - Motion - Temp Orders
Group 12
Modify Parenting Plan - Finishing
DVPO Renewal - Filing+Temp+Finishing

[Interview-Bundle List](#)

Washington Forms Online

Technology Assisted Forms Project

PHASE	DETAILS
1	Planning <ul style="list-style-type: none"> - Define project scope, document tentative design decisions - select/set up project management tool - Checklist of non-automation element - Determine LHI reporting and data needs - Create evaluation plan (requires approval by LSC) - Experience lifecycle of simple prototype - Create Testing Plan - Action Plan for stakeholder buy-in - Informed estimate of overall cost of content automation - Develop overall project plan/timeline - Identify tentative interviews/bundles - Frame and settle overall scope of contract services - Report on planning phase, lessons learned



Planning Phase

Ramp Up Phase

Washington Forms Online

Technology Assisted Forms Project

PHASE	DETAILS
2	Ramp up <ul style="list-style-type: none"> - Finalize and prioritize interviews/bundles (requires approval by LSC) - Document interview design decisions - Develop process maps - Coordination with WaLawHelp re interview presentation pages - Develop templates for supporting content (jump off page FAQ, output instructions, surveys) - Develop standard closing dialog template for interviews with errata (incomplete) list - Develop content grid to track consistent language across all interviews and staging pages - Develop testing materials including personas, scenarios, reporting and tracking tools - Develop business requirements with PBN to implement high priority LHI platform enhancements - Meeting with Advisory Committee to review items from planning phase

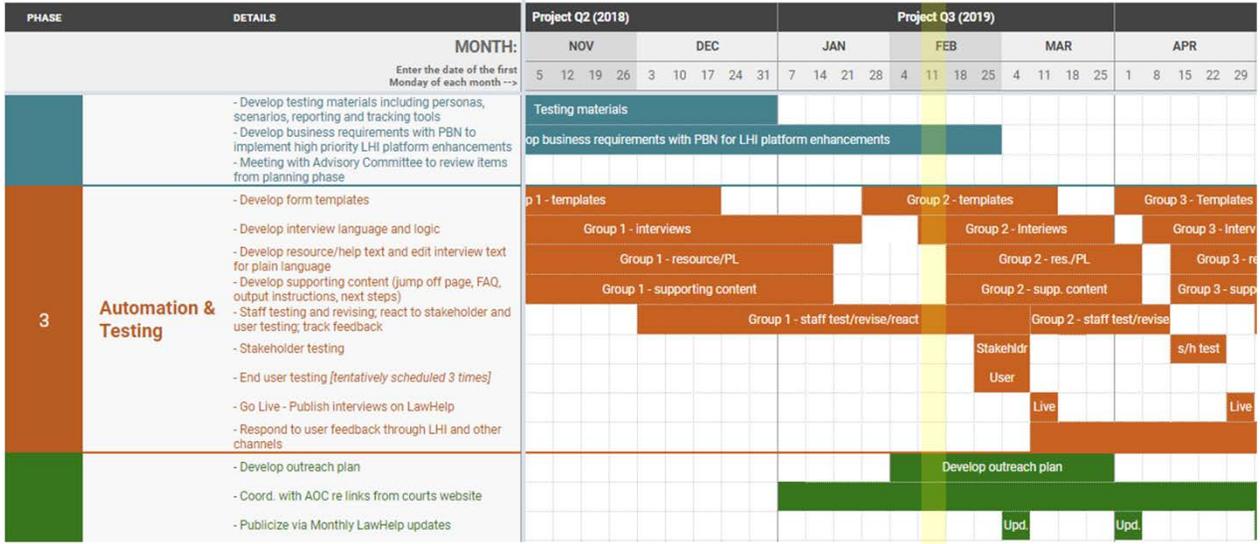


Washington Forms Online

We are here



Technology Assisted Forms Project



powered by **probono.net**

Log In English



Self-helpers Professionals Nonprofits Developers

Find Forms

Welcome

LawHelp Interactive is a website that helps you fill out legal documents for free. It's simple: we ask you questions and use your answers to complete the documents you need, no lawyer necessary. And if you are a lawyer, we have tools for you too. Find and prepare forms, edit client responses and manage case files, all in one place.

Watch our intro video to learn more.

Watch

Interviews will be hosted on LHI's national server

Find Forms

To find a form, click on your state on the map below or select your state from the dropdown menu. If LHI forms are available in your state, you will be taken to a trusted-partner site that can help you with the forms or provide other helpful information.



User Type*

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LawHelp INTERACTIVE
Legal documents made simpler

[Self-helpers](#) Professionals Nonprofits Developers [Find Forms](#)

Welcome, Self-helpers

Use LawHelp Interactive to fill out court forms and other legal documents for yourself, a friend or a family member.

Answer questions so we know which forms to prepare and what information to include

Save your work and come back later

Share your answers with an attorney or advocate

Log In

Forgot Password?

LHI can help you...

Find the right forms for your state.
When it comes to court forms and legal documents, every state is different. LHI will make sure you fill out the correct form for your legal matter.

Click [Find Forms](#). Then click on your state to find out what kinds of forms are available in your state.

Fill out legal forms online for free.
We will ask you questions and use your answers to prepare a form that you can file. The forms are free, and you don't have to pay to register for an account.

Complete a legal form at your own pace.
You may need to come back to finish answering questions or edit existing answers. If so, sign up or register for an account. This way we can be sure to save your place.

Fill out forms without signing up.
LHI does not require you to create an account. Just be sure to complete your form in one sitting since your work cannot be saved.

Users can create accounts to save and share their answers, or work anonymously

WASHINGTON COURTS Get Email Updates | FAQs & eService Center

Search WA Courts Site

Forms Court Directory Opinions Rules Courts Programs & Organizations Resources

[Courts Home](#) > [Court Forms](#)

Washington State Court Forms

Here you will find forms that are used statewide in Washington Courts. This is not a complete list of all forms. Your Court may have forms you must file in a case. Please check with your [local Court](#) to confirm. Additionally, you may want to check the [Local Court Rules](#) for forms and for more information.

- > [View the List of All Forms](#)
- > [Voluntary Waiver of Firearm Rights and a Revocation of Voluntary Waiver of Firearm Rights. Use after January 1, 2019](#)

Family Law

Divorce -- Please Select -- ▾

Child Support -- Please Select -- ▾

Parenting Plan/Residential Schedule -- Please Select -- ▾

Non-Parent Custody -- Please Select -- ▾

Move with Children (Relocation) -- Please Select -- ▾

Unmarried Parents -- Please Select -- ▾

Visits with Children (Relatives of the child or parent) -- Please Select -- ▾

Protection Order -- Please Select -- ▾

Search Forms

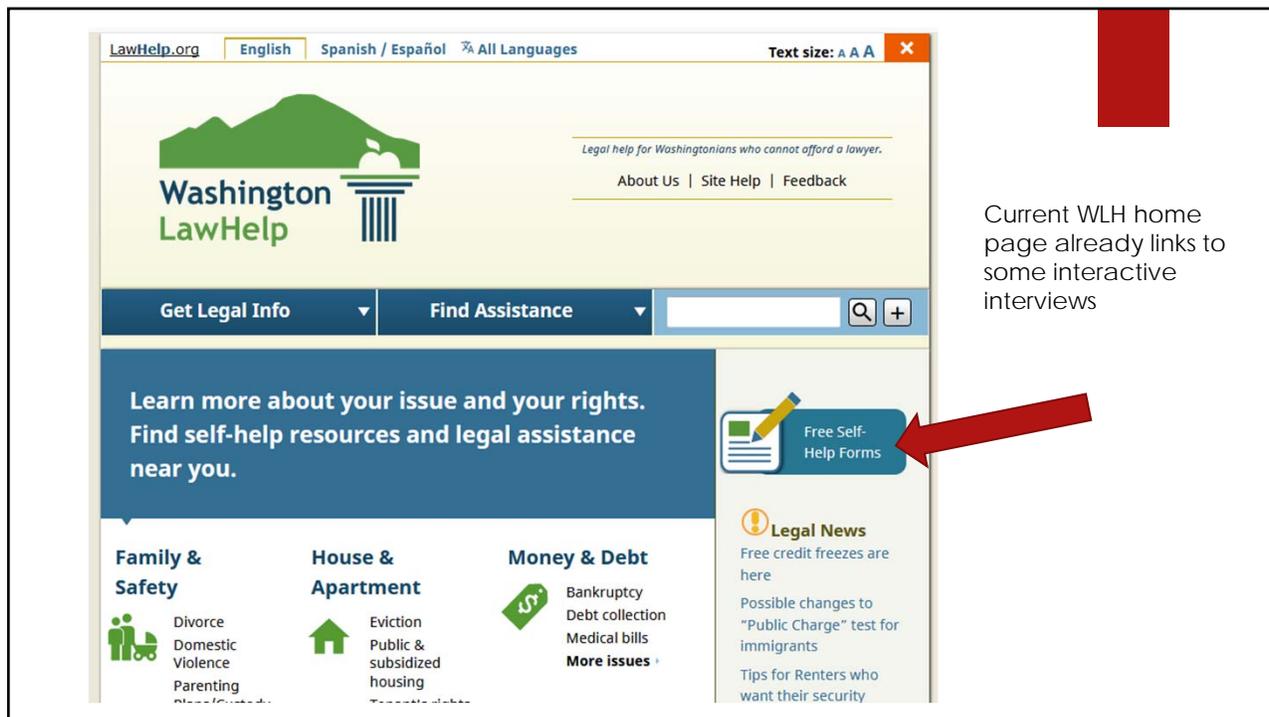
List of All Forms
[A complete list of all Washington State Court Forms](#)

Comment on Forms
[Click here to comment on forms](#)

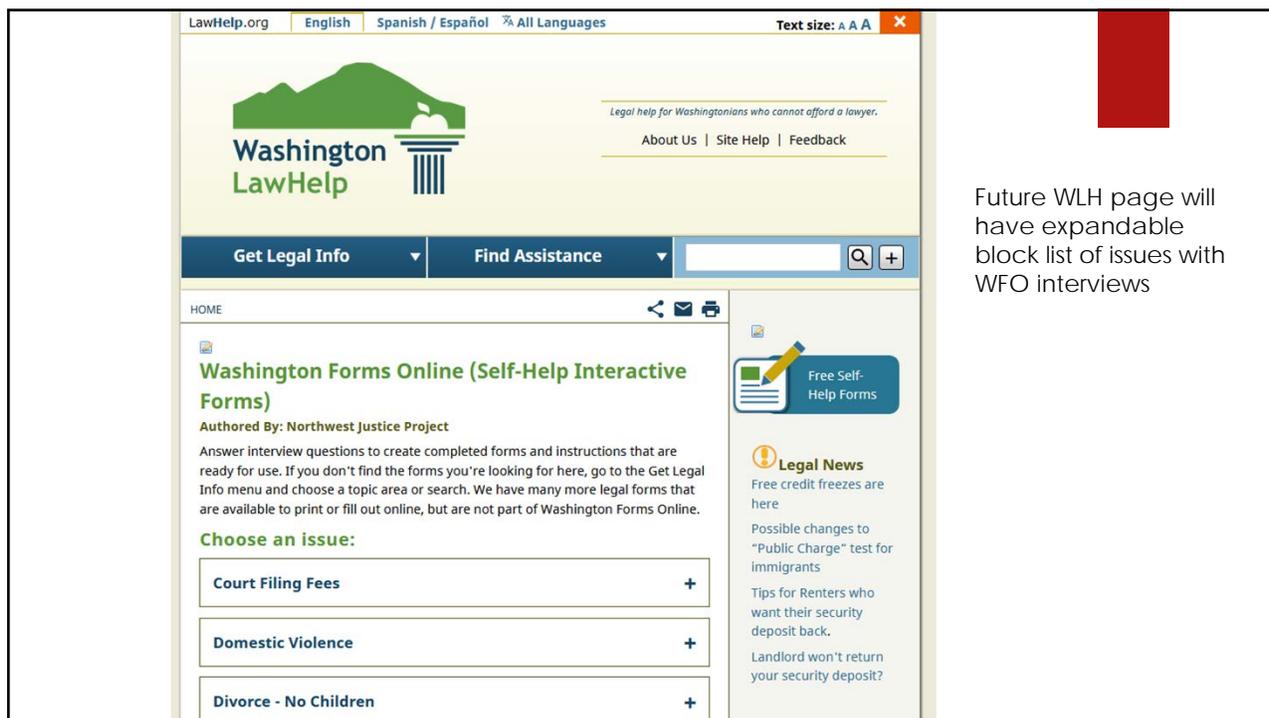
Translated Forms

- > [Cambodian / Khmer Forms](#)
- > [Chinese Forms](#)
- > [Korean Forms](#)
- > [Russian Forms](#)
- > [Somali Forms](#)
- > [Spanish Forms](#)
- > [Tagalog Forms](#)
- > [Vietnamese Forms](#)

State court forms website will link to Washington Forms Online page on Washington LawHelp



Current WLH home page already links to some interactive interviews



Future WLH page will have expandable block list of issues with WFO interviews

LawHelp.org English Spanish / Español All Languages

Washington Forms Online (Self-Help Interactive Forms)

Authored By: Northwest Justice Project

Answer interview questions to create completed forms and instructions that are ready for use. If you don't find the forms you're looking for here, go to the Get Legal Info menu and choose a topic area or search. We have many more legal forms that are available to print or fill out online, but are not part of Washington Forms Online.

Choose an issue:

Court Filing Fees -

Ask the Court to Waive Your Filing Fee
Self-help interactive forms and instructions to ask a court to excuse you from paying the filing fee to start a new case in a Washington state Superior Court. Completes forms GR 34.0100, .0300, and .0500.



Domestic Violence +

Divorce - No Children -

File for Divorce Without Children
Self-help interactive forms and instructions to start your case. Completes forms FL Divorce 200, 201, and others as needed based on your answers.

Respond to Divorce Without Children
Self-help interactive forms and instructions to respond to a divorce case filed against you without minor children. Completes form FL Divorce 211 and others as needed based on your answers.

Financial Declaration
Self-help interactive forms and instructions to provide financial information to the court in a family law case. Use this to support or respond to a request for

Free Self-Help Forms

Legal News
Partial Government Shutdown; How it Affects Your Benefits
Free credit freezes are here
Tips for Renters who want their security deposit back.
Landlord won't return your security deposit?

Help Us Improve
[Take Our Survey](#)

Get LawHelp News
[Sign Up Now](#)




Future page with expanded lists

HOME   

Order for Protection Against Domestic Violence - Do it Yourself

Step 1 

Step 2

Step 3

Step 4

Step 5

Step 1 About this Program

Welcome! This free program helps you create the forms to ask the court for an Order for Protection. These forms are called "**Petitioner's Affidavit and Petition for an Order for Protection.**"

The program works by asking you questions. It uses your answers to fill out your form. You can print your form and file it with the court.

It could take an hour to get through the interview. If you don't have enough time to finish, save your answers by [creating an account with LawHelp Interactive](#). You can create an account now or any time during the interview.

If you are in danger, CALL 911

This information will help you with paperwork. It cannot protect you from a dangerous

LiveHelp
LiveHelp Offline (Come Back Later).

 **Click Here** for Free Do-It-Yourself Legal Forms.

 Need Legal Advice or a Clinic? **Click Here.**

 **Click Here** to Contact Legal Aid.

Each interview will have tabbed step launch pages (sample from MN)

HotDocs interview: questions appear dynamically

The screenshot displays the 'Fee waiver interview prototype' interface. The 'Your Information' section contains three input fields: 'First name', 'Middle name or initial (if any)', and 'Last name/s'. Below these fields is a question: 'Are you asking the court to waive the filing fee to start a new case or to enforce or change an earlier court order?'. Two radio buttons are provided: 'Start a new case' (selected) and 'Enforce or change an earlier court order'. A second, smaller window is overlaid on the main interface, showing the same form but with additional text: 'If you are starting a new case, you will be called the "Petitioner." The person/s you are filing the case against will be the "Respondent/s."' and a dropdown menu for 'What county will you file your case in?'. The interface includes a sidebar with an 'Interview Outline' and a 'Resource' button.

HotDocs interview: help text

This screenshot shows the 'Fee waiver interview prototype' with a 'Resource' popup window. The 'Your Information' section now has the following content: 'First name' (Elsa), 'Middle name or initial (if any)', and 'Last name/s' (Elephant). The question 'Are you asking the court to waive the filing fee...' is present, with 'Start a new case' selected. Below the question, explanatory text reads: 'If you are starting a new case, you will be called the "Petitioner." The person/s you are filing the case against will be the "Respondent/s."' and 'What county will you file your case in?' with 'King' selected in the dropdown. The 'Which court house?' section has radio buttons for 'Kent' and 'Seattle'. The 'Resource' popup window contains the text: 'Choose your courthouse based on where you or the other party lives. The Seattle area includes: All of King County north of Interstate 90 and including all of the Interstate 90 right-of-way; all the cities of Seattle, Mercer Island, Bellevue,'.

HotDocs interview: closing page warns about missing important info

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Ask the Court to Waive Your Filing Fee

Interview Outline x Closing

Welcome

Getting Help and Movin

Saving Answers

Your Information

Other Party Informatio

Your Household

Income

Assets

Expenses

Other Details

Closing

Reviewer Notes

You have left some important questions blank:

- On the "Income" page: You have not entered any income.

Please go back to these pages and answer the questions. If you cannot answer the questions now, you can:

- Save your answers and return to the interview to fill in the missing info later. (*"Best choice to make sure your forms are complete."*)
- Or
- Download the forms with some answers blank. If you do this, you must fill in the missing info before you file them with court.

Click Finish below to get three documents:

Fee Waiver 1 – Instructions
Fee Waiver 2 – Motion - Financial
Fee Waiver 3 – Order

Clicking Finish will take you back to LHI. From there, be sure to **download all three forms**. They will be listed separately.

Also remember to **save your answers** in case you need to return and make a change, or use them for the next step in your case. If you are not already logged in, you can log in at the next screen. If you don't have an LHI account, you can register for one there.

LawHelp INTERACTIVE
Legal documents made simpler

Choices after finishing an interview

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LaurieSelfHelp Log Out English

My Answers Account Information Find Forms

LawHelp INTERACTIVE
Legal documents made simpler

Done! You have answered all the questions for:

Ask the Court to Waive Your Filing Fee

What would you like to do now? Use the buttons below to take the next step.

Download Your Form Edit Your Answers Save Your Answers Email Your Form

Quick Tips

If you plan to use this form again, mark it as a favorite for easy retrieval.

Download a form without having to re-take the interview by simply clicking the 'Download' icon next to the form you want on the 'My Answers' page.

Download Your Form

Click the below button to download your document

Fee Waiver 1 – Instructions.rtf Download

Fee Waiver 2 – Motion – Financial.rtf Download

Fee Waiver 3 – Order.rtf Download



Fee Waiver 1 – Instructions



Ask the Court to Waive Your Filing Fee

You completed a Washington Forms Online [interview](#) on February 1, 2019. Check that you have downloaded and printed all these forms:

Checklist	Download File Name	Court Form Number	Court Form Name
<input type="checkbox"/>	Fee Waiver 2 – Motion - Financial	GR 34.0100 and GR 34.0300	Motion and Declaration for Waiver of Civil Fees and Surcharges Financial Statement (Attachment)
<input type="checkbox"/>	Fee Waiver 3 - Order	GR 34.0500	Order re Waiver of Civil Fees and Surcharges

Each form has a cover sheet with quick instructions. Remove the cover sheets before copying, serving or filing your forms.



Review your forms

Make sure the forms say what you want to say. If something is wrong or missing, you can:

- Change your answers in the online interview and re-create your forms. That way your online answers will be the same as the forms. (*Best choice if you may do other interviews later in your case.)

or

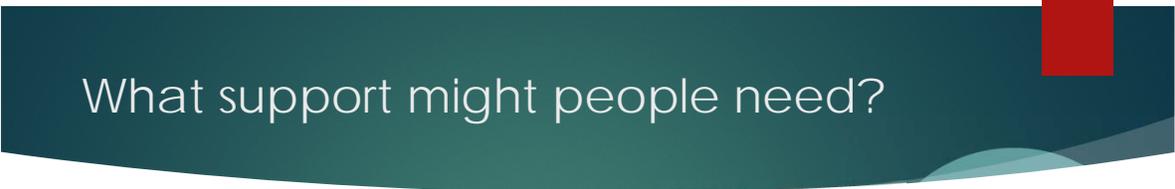
- Change the forms by hand or on a word processor (like Word or Google Docs). If you add or change numbers in the financial statement, be sure to adjust the totals.

If you are still logged in to LHI, click "Edit Your Answers" to go back into the interview. If not, you can [log back in to LHI](#) and go to My Saved Answers.



Next Steps

These fee waiver forms are meant to go with a **Summons and Petition** for starting a new court case or changing an earlier court order. Have those other forms with you and ready to file when you ask the court to waive your filing fee.

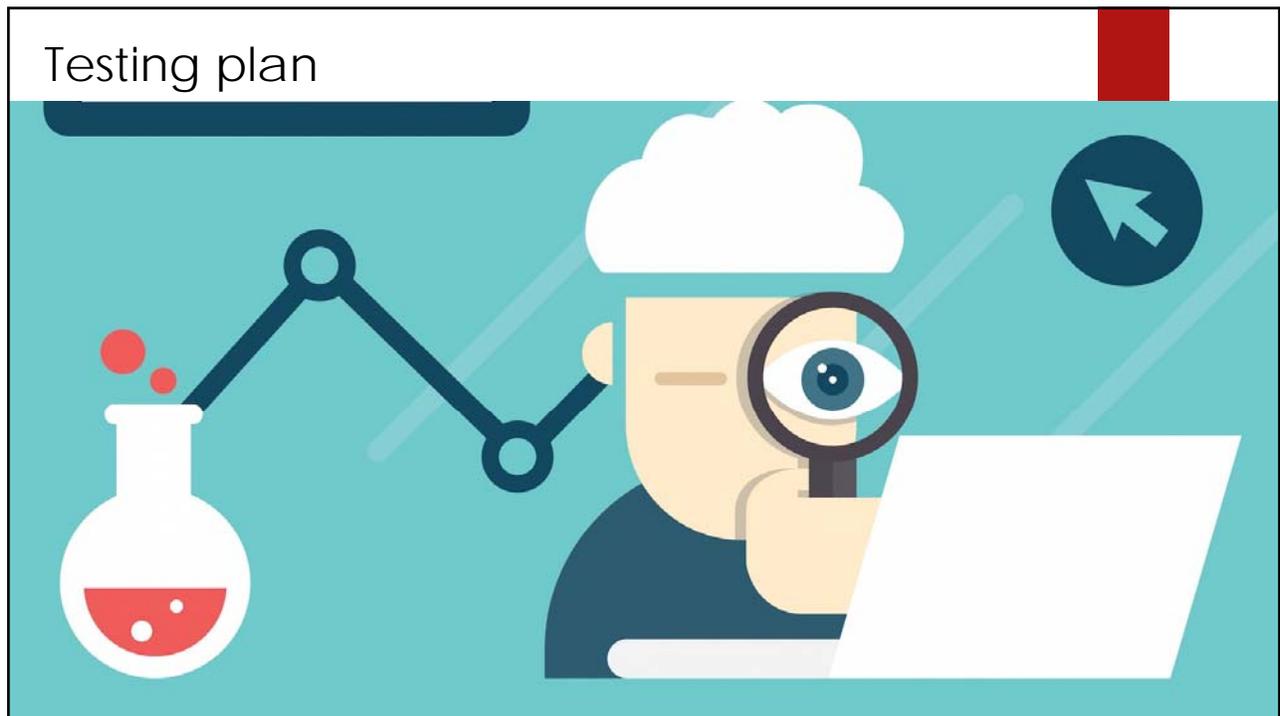


Who can provide that support?

- ▶ Volunteer Lawyers
- ▶ Courthouse Facilitators
- ▶ Court Clerks
- ▶ DV Advocates
- ▶ Libraries
- ▶ Dispute Resolution Centers
- ▶ Staffed Legal Aid Programs



Testing plan



Three levels of testing

Staff/Internal

- Online
- Every draft of every interview
- Ongoing

Stakeholder

- Online
- Every interview
- Periodically (before each Group of interviews is released)

End-User

- In-person (focus group)
- Selected interviews
- Two or three times

Potential Stakeholder Testers

- TAF Advisory Committee members
- Domestic Relations Pattern Forms Subcommittee
- Courthouse Facilitators
- Volunteer Lawyer Programs
- Dispute Resolution Centers
- WSBA Family Law Section
- Domestic Relations Attorneys of Washington
- WAPA Child Support Division
- Superior Court Clerks Association
- Family and Juvenile Law Committee of the Superior Court Judge's Association
- LLLTs

Online testing feedback tool

The screenshot shows the 'Welcome' page of the 'Fee waiver interview prototype'. The page title is 'Motion for Waiver of Court Fees'. It includes a version number '12-8-18 (Prototype for review and comment)' and a note about feedback fields. The main content area contains a welcome message, a list of topics to be covered (Motion, financial statement, proposed order), and instructions on how to use the interview. At the bottom, there is a section for 'Feedback on this page:' with a text input field. A red arrow points from the 'Welcome' link in the left-hand 'Interview Outline' menu to the 'Welcome' page content. Another red arrow points from the 'Reviewer Notes' link in the same menu to the 'Feedback on this page:' input field.

The screenshot shows the 'Reviewer Notes' page of the 'Fee waiver interview prototype'. The page title is 'Reviewer Notes'. It includes a 'Thanks for reviewing this!' message and instructions on how to provide feedback. The form includes fields for 'Your name' and 'Your email address'. It also has sections for 'Device being used' (with radio buttons for Windows PC, Mac, iPhone, Android phone, Windows tablet, iPad, Other) and 'Browser' (with radio buttons for Chrome, Internet Explorer, Edge, Firefox, Safari, Other). A 'General feedback' section at the bottom has a text input field. A red arrow points from the 'Reviewer Notes' link in the left-hand 'Interview Outline' menu to the 'Reviewer Notes' page content.

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My Answers Developer Portal Resource Library Account Information

[Find Forms](#)


 Download Your Form


 Edit Your Answers


 Save Your Answers


 Email Your Form

Download Your Form ✕

Click the below button to download your document

Fee waiver instructions.rtf	Download
Motion and Declaration For Waiver of Civil Fees and Surcharges.rtf	Download
Order re Civil Fee Waiver.rtf	Download
Fee waiver feedback.rtf	Download

Quick Tips

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[Find Forms](#)

Done! You have answered all the questions for:

Fee waiver interview prototype

What would you like to do now? Use the buttons below to take the next step.


 Download Your Form


 Edit Your Answers


 Save Your Answers


 Email Your Form

Quick Tips

If you plan to use this form again, mark it as a favorite for easy retrieval.

Download a form without having to re-take the interview by simply clicking the 'Download' icon next to the form you want on the 'My Answers' page.

Was This Form Helpful?

Support

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My Answers Developer Portal Resource Library Account Information

Find Forms

Download Your Form Edit Your Answers Save Your Answers Email Your Form

Email Your Form

Want to email your document to yourself or someone else? Use this form:

The Subject field is required.

Send

Questions / Feedback

Laurie Garber
TAF Project Manager
Northwest Justice Project
Laurieg@nwjustice.org
206-707-0962

Washington FormsOnline



WASHINGTON STATE BAR ASSOCIATION

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

December 21, 2018

VIA ELECTRONIC AND FIRST CLASS MAIL

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

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

RE: Withdraw Request for Newly Revised Technology Principles as Court Rules

Dear Chief Justice Fairhurst and Justice Johnson,

We are writing about the request the ATJ Board made on October 15, 2018, for the Court to review the updated technology principles as rules. The ATJ Board would like to withdraw its request at this time and submit a request for the Court to review the technology updates as principles early next year.

The ATJ Board is in the midst of soliciting additional feedback on the technology updates and has reached out to many court-related associations and hopes to receive feedback over the next couple of months. The ATJ Board will also be offering a webinar on January 25th to give stakeholders an opportunity to learn more about the technology updates and share their feedback. The ATJ Board will consider all feedback and potentially make revisions to the technology updates submitted earlier. The ATJ Board then plans to request that the Court adopt the revised technology updates as principles.

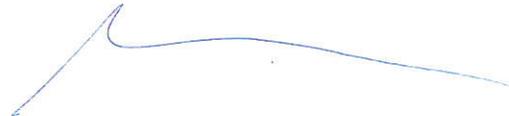
The ATJ Board still hopes that technology principles will one day become court rules. However, the Board knows that will take time and does not want to delay having updated technology principles in place.

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

Sincerely,



Paula C. Littlewood
Executive Director, WSBA



Salvador Mungia
Chair, Access to Justice Board

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



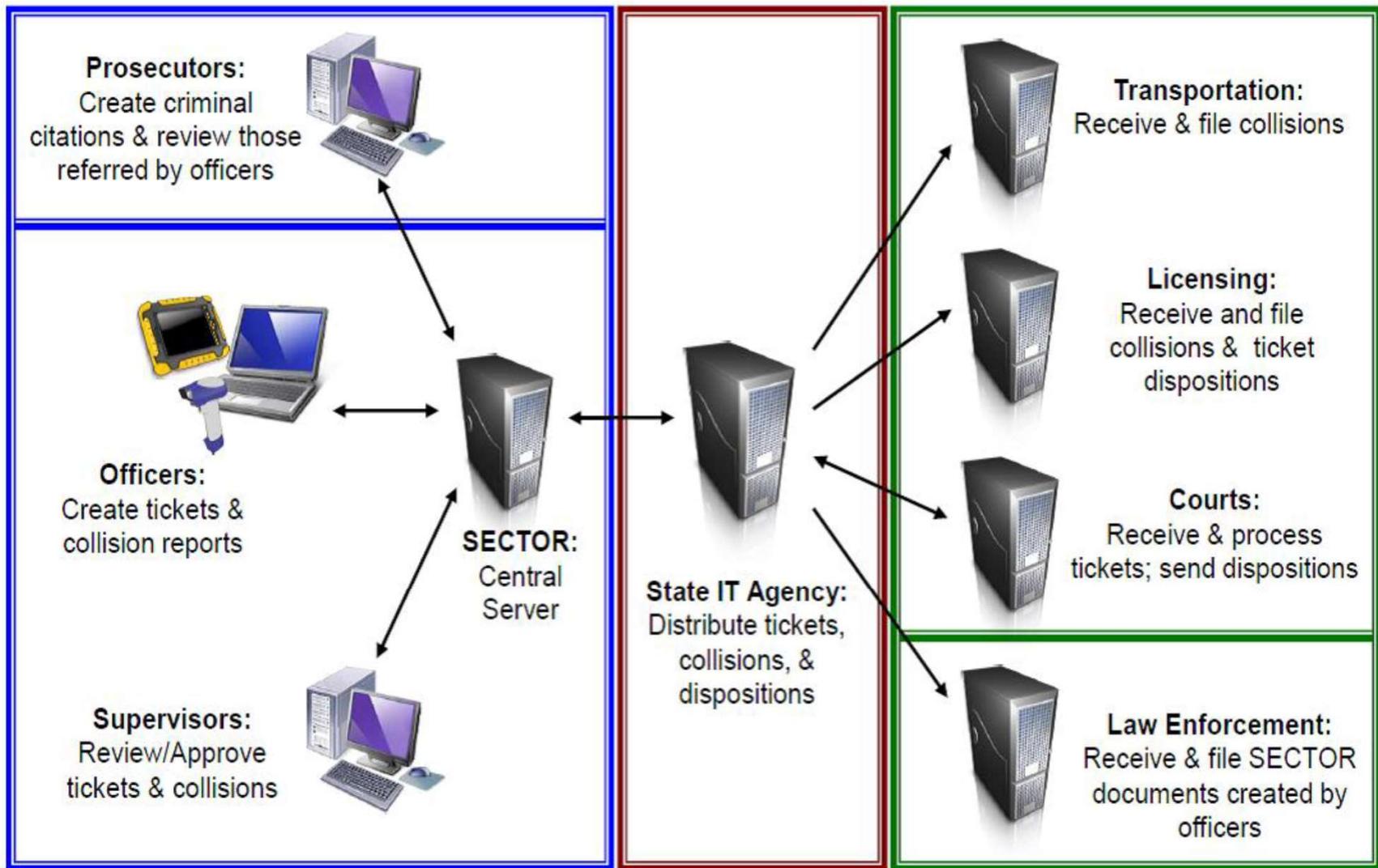
SECTOR/JINDEX SUSTAINABILITY

Judicial Information System Committee

February 22, 2019



**Statewide Electronic Collision & Ticket
Online Records**





**When was the
first electronic
ticket filed in a
Washington
Court?**



From: [McKown, Randy](#)
To: ["Judges James Swanger"](#); ["Commissioner C. Bradley Chinn"](#); ["Judge Brian Altman"](#); ["Judge Glenn Phillips"](#); ["Judge James Heller"](#); ["Judge Jeffrey Goodwin"](#); [Pettus, Yvonne \(internet\)](#); ["Doug Goelz"](#); ["kipstiliz@yahoo.com"](#); ["Marcella Presler \(mpresler@co.douglas.wa.us\)"](#); [Jeffries, Tracy \(internet\)](#); [Zimmerman, Pam \(internet\)](#); ["Barker, Kae"](#); [Bell, Linda \(internet\)](#); ["Burr, Linda"](#); [Curtright, Susan \(internet\)](#); [Cusimano, Jeri \(internet\)](#); [Marr, Cynthia \(internet\)](#); ["Dee Wirkkala"](#); [Lawrence, Judy \(TAO 7 Days\)](#); [Litton, Barbara \(internet\)](#); [Pearson, Jerrold \(internet\)](#); [Robinson, Patsy \[iMail\]](#); [Springer, Pam \(internet\)](#); [Thompson, Keri](#); ["Martin, Molly"](#)
Cc: [Thompson, Keri](#); [Kruger, Eric](#); [Comfort-Mason, Stephen](#); [Bates, Tim](#); [Stussy, Butch](#); [Taylor, Jayme](#); [Haake, Douglas](#); [Marler, Dirk A](#)
Subject: eTicket status
Date: Tuesday, April 3, 2007 4:07:15 PM

The short update: SUCCESS!!! I can't tell you how much fun THIS email is, to write.

After a rough start getting tickets written and a connection issue with our ETP application, this afternoon 3 electronic tickets were filed in Pierce District Court. This is a tremendous milestone and there are dozens and dozens of people to thank for this success. For now – thanks to all of you for the time, thought, and energy you gave to this project. We needed all of it.

We'll keep you updated regarding upcoming enhancements.

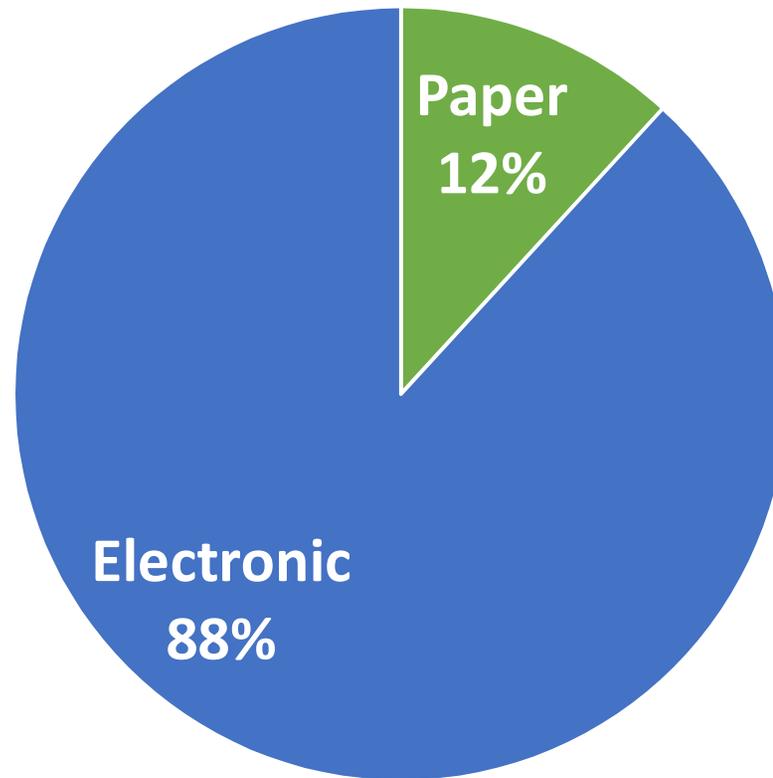
As always, let us know of any questions.

Thanks

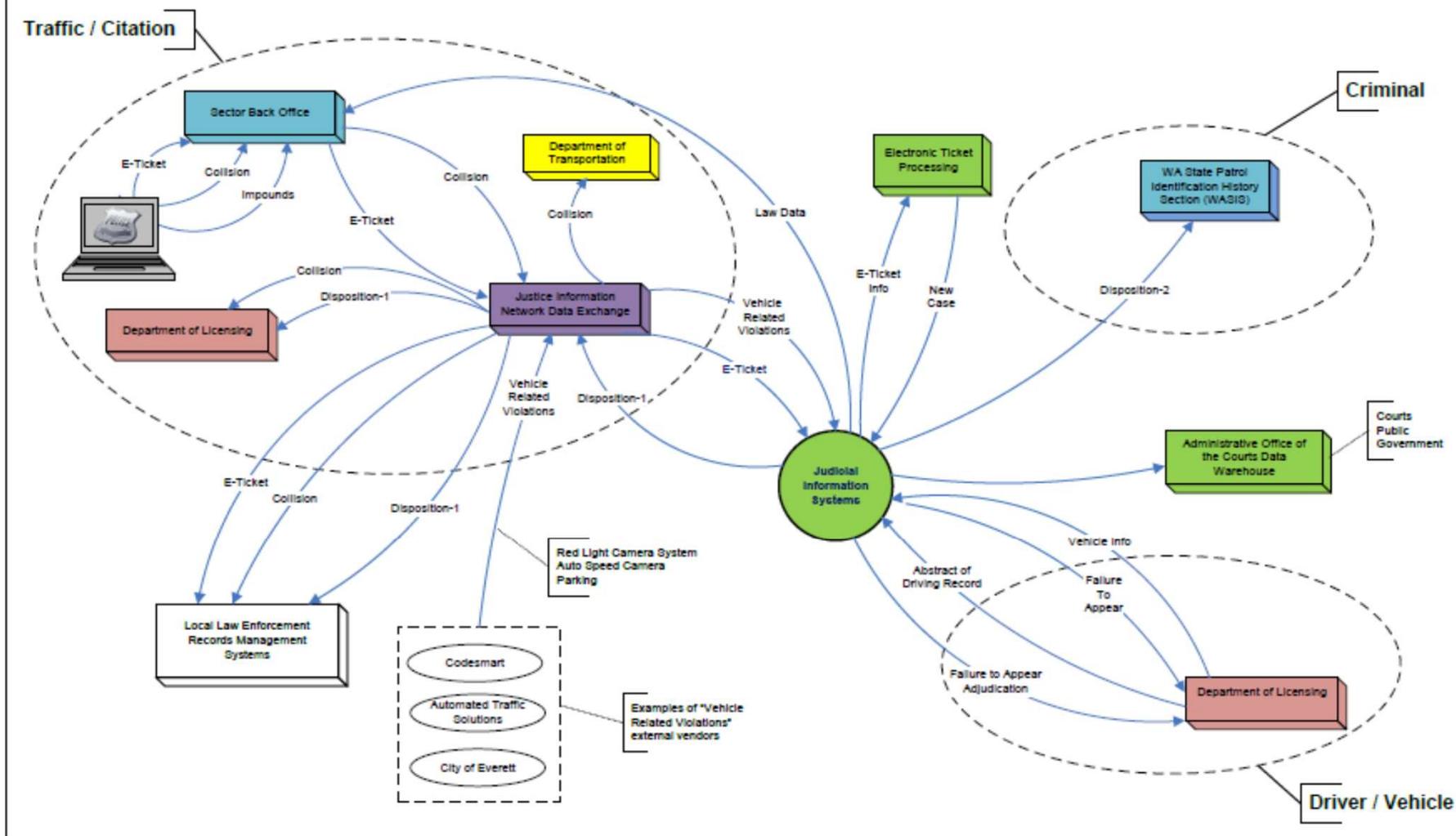
Randy 360-705-5245, randy.mckown@courts.wa.gov

Keri 360-705-5338, keri.thompson@courts.wa.gov

2018: Paper vs. Electronic

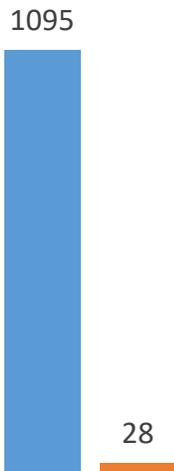


**Courts of Limited Jurisdiction
AOC Perspective: Electronic Traffic Records Information Processing (E-TRIP)**

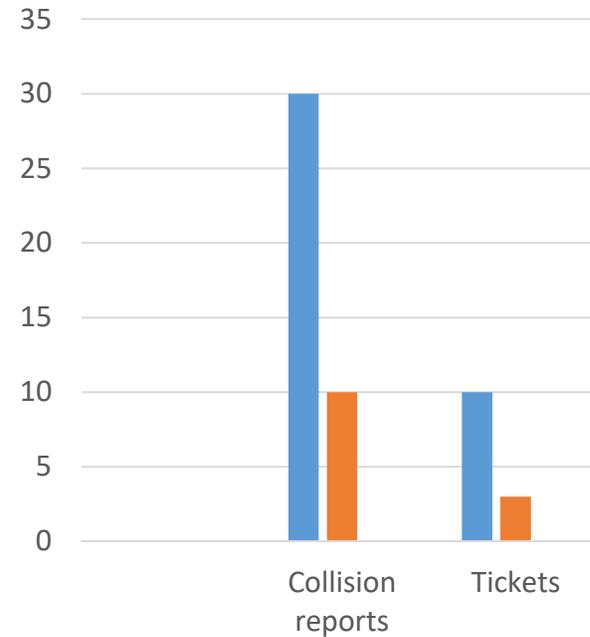


BENEFITS OF SECTOR/JINDEX

WSDOT Collision Report Backlog



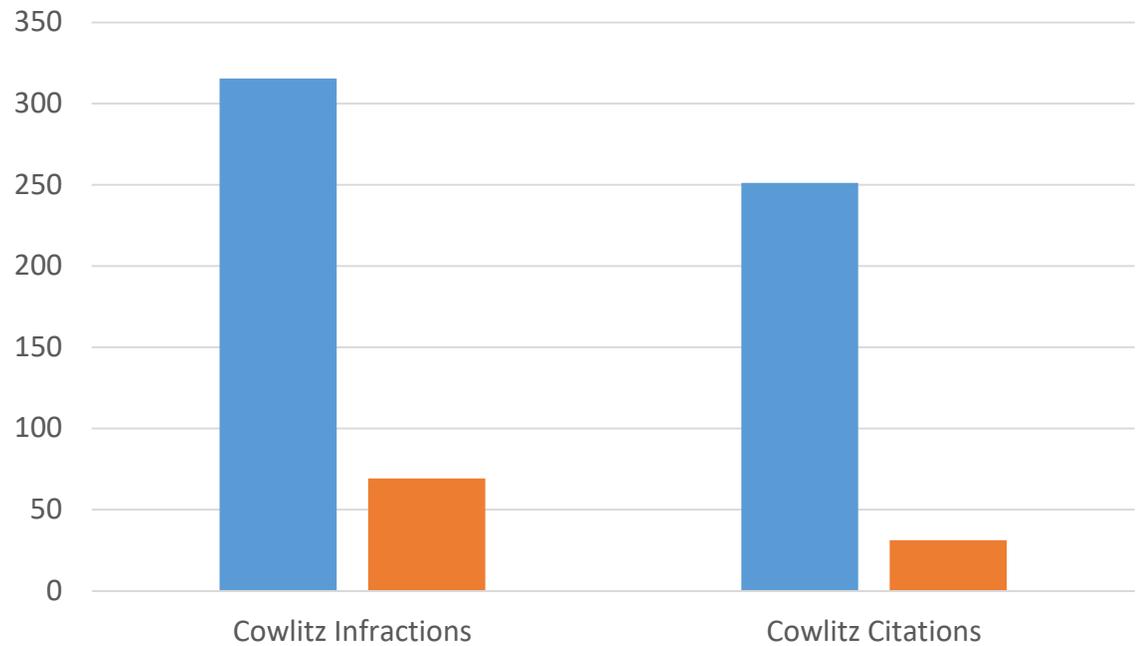
LEO Minutes to Create

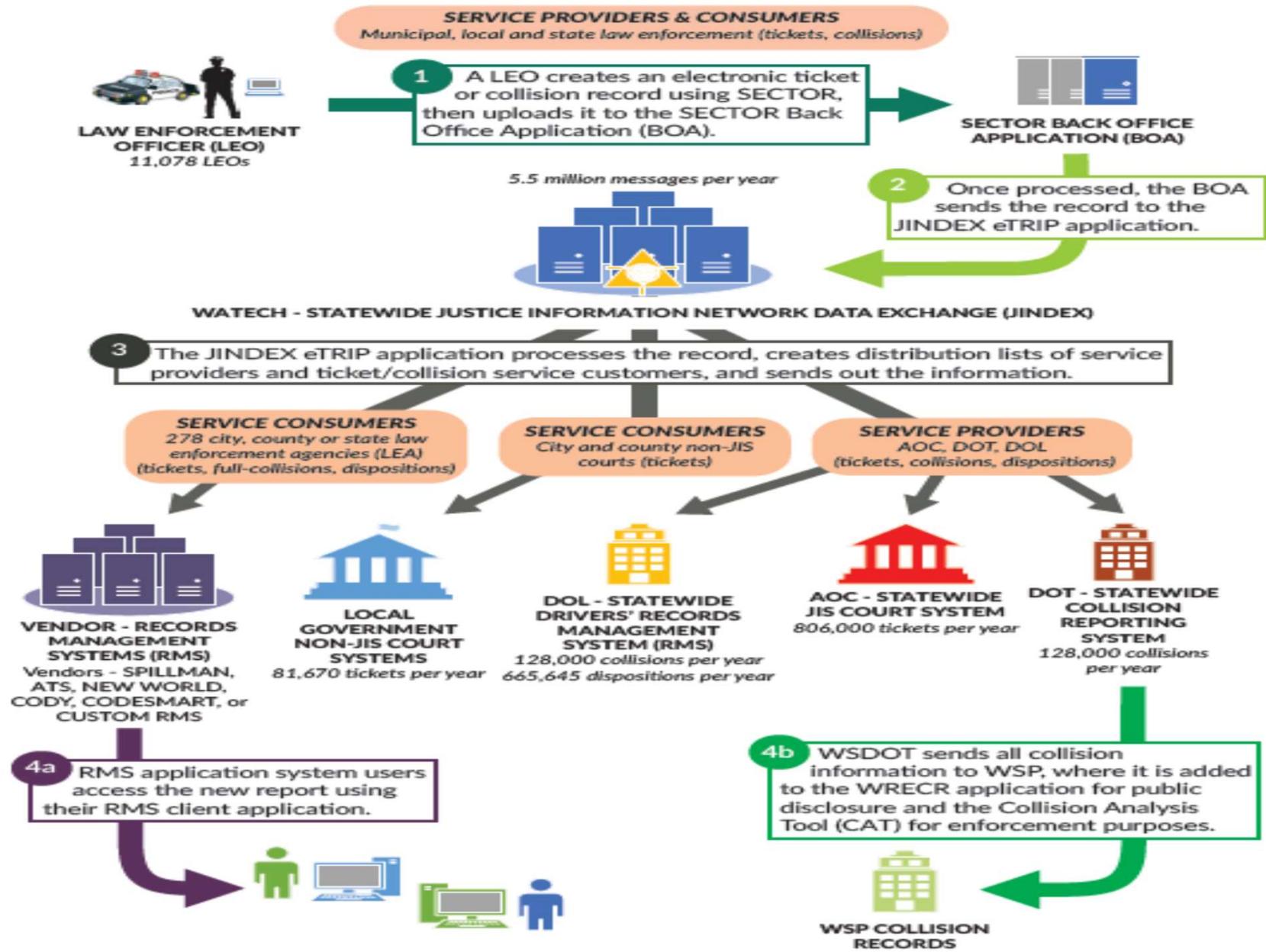


BENEFITS OF SECTOR/JINDEX



Court Processing Time (minutes)







SECTOR/JINDEX Feasibility Study

Project Management Team Update

January 31, 2019

SECTOR/JINDEX Feasibility Study



Timeline





Dirk Marler, Director
Court Services Division
360-705-5211
Dirk.marler@courts.wa.gov

Keturah Knutson, Deputy CIO
Information Services Division
360-705-5310
Keturah.Knutson@courts.wa.gov

Superior Court Case Management System (SC-CMS)

Project Update

Keith Curry, AOC Project Manager
Uma Nalluri-Marsh, AOC Deputy Project Manager
Dexter Mejia, AOC Court Business Office
Paul Filosi, Tyler Technologies

February 22, 2019

Project Closeout

- Link Only 3rd Party DMS Phase 2 – Statewide
Access to Documents
 - Public
 - Sealed and Confidential
- Requirements Traceability Matrix Review
- Tyler's Project Closeout Report

Odyssey Stabilization

January 1st Through June 30th

- Odyssey eService tickets
- Ongoing training
- Impact assessment and planning for Odyssey 2018
new release

IT Governance

- Mandated changes due to legislation/court rule
- Required changes to technology (version upgrades, etc.)
- Requested new functionality from the Courts and County Clerk's

Transition to Maintenance and Operations with Tyler

Transition from Professional Services to Client Success Services

- Odyssey Ticket Support for Washington
- Outstanding Odyssey Enhancements for Washington
- Future Washington Odyssey enhancement request process

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

Project Update

Michael Walsh, PMP
Project Manager

February 22, 2019

CMS Solution Options Analysis

- ✓ Gartner was selected as the apparent successful vendor on October 29th.
- ✓ Contract was executed on December 19th.
- ❑ The contract engagement started on January 2nd with anticipated completion by April.
- ❑ Three options will be analyzed:
 - COTS Best-of-Breed
 - DISCIS (JIS) Modernization
 - Other Solutions

COTS Best-of-Breed

- Considers both monolithic COTS solutions and multi-vendor collections of COTS application components assembled for WA CLJ-CMS purposes.
- The analysis will note where significant differences exist between these two sub-alternatives.

DISCIS (JIS) Modernization

- Analyzes structure of the current system.
- Reviews AOC's application development capabilities, standards, and high level target architecture alternatives.
- Identifies a target conceptual architecture for the modernized CLJ-CMS including potential phasing and approach.

Other Solutions Option

- Draw upon SMEs, court technology trends, and with a focus on:
 - Hybrid options (e.g., a combination of select COTS application and developed components).
 - Potential for leveraging recent WA court CMS implementations.
 - Other solution options that may emerge during the engagement.

Recent Activities

- ✓ Reviewed progress-to-date information.
- ✓ Performed collaborative project planning.
- ✓ Completed the Project Initiation Document Deliverable.
- ✓ Conducted the project kickoff meeting.
- ✓ Performed initial interviews with business, court, and technical SMEs.
- ✓ Finalized the evaluation criteria and the option analysis framework.

Recent Activities continued

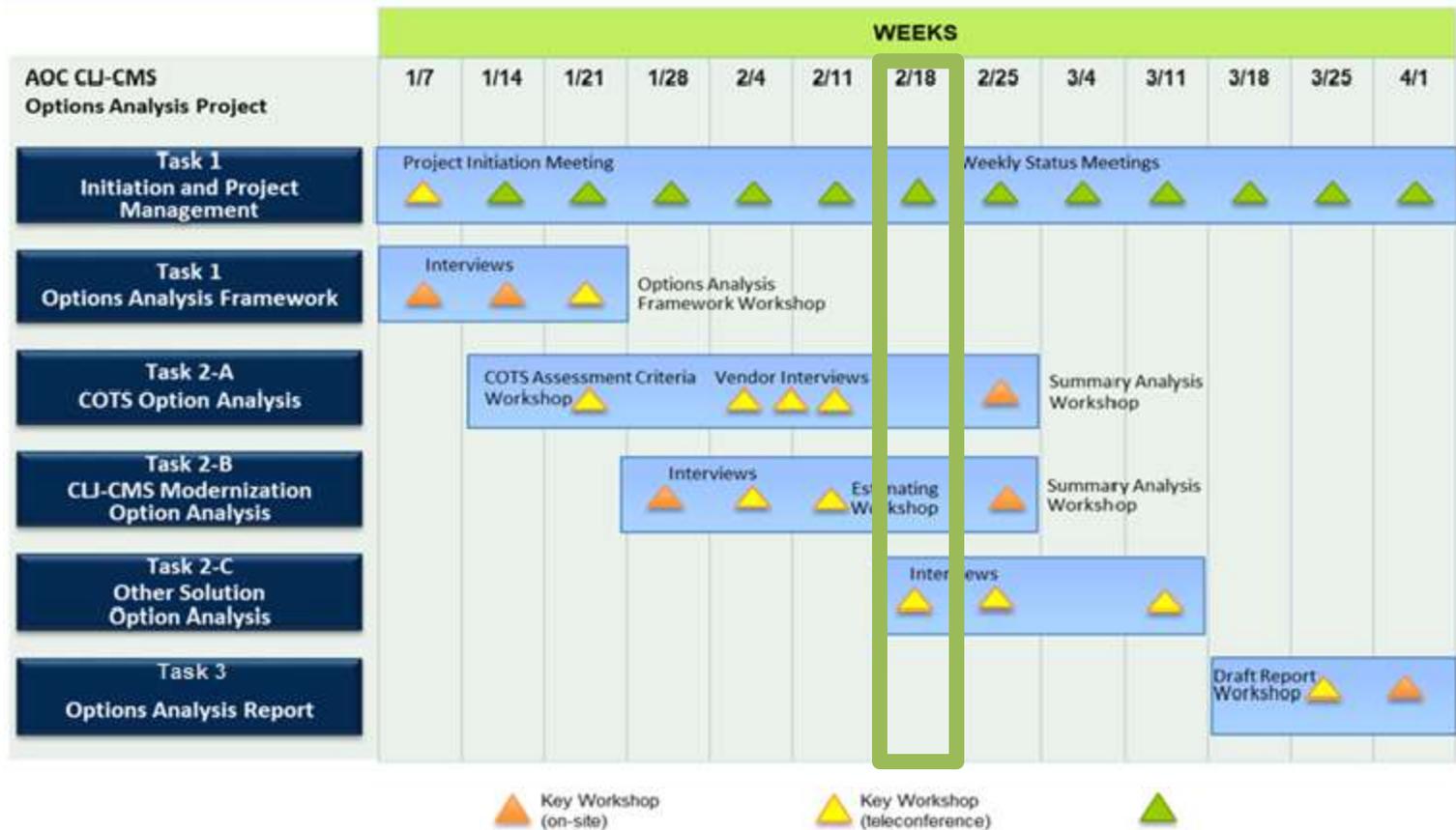
- ✓ Presented options analysis framework to the project steering committee.
- ✓ Conducted court and probation site visits.
- ✓ Conducted follow up meetings with technical and business support teams, focusing on the modernization option.
- ❑ Continued work on the COTS best-of-breed option analysis.
- ❑ Continued work on the DISCIS/JIS modernization option analysis.

Planned activities

- Conduct a summary analysis workshop for the COTS best-of-breed solution option.
- Conduct a summary analysis workshop for the DISCIS/JIS modernization solution option.
- Complete interviews for other solutions option.
- Conduct a workshop for side-by-side comparison of all three solution options.

Gartner Engagement Schedule

Gartner anticipates completion of this engagement within 13 weeks. The schedule is outlined below.



Other Activities

- ✓ Project Steering Committee became aware of additional courts planning for local case management systems, and asked AOC to prepare an analysis of the business implications for those courts.

- ✓ Project Steering Committee approved: Responsibilities and Considerations for Courts Implementing Local Case Management Systems
 - The purpose is to raise awareness of the data sharing and other business impacts for courts implementing their own case management systems.

 - The document describes integration requirements for sharing statewide data, and other business implications for courts uncoupling from AOC systems.

Next Steps

Milestone	Date
Comprehensive Analysis of Options and Recommendation	March 2019
Project Steering Committee decision and solution option recommendation to JISC	April 2019
JISC approval of the steering committee recommendation	April 2019



Responsibilities and Considerations for Courts Implementing Local Case Management Systems

February 2019

CLJ-CMS Project Steering Committee

Paulette Revoir
Lynwood Municipal Court
DMCMA
Chair

Judge Kim Walden
Tukwila Municipal Court
DMCJA
Vice-Chair

Larry Barker
Adult Probation Services
Klickitat County
MPA

Margaret Yetter
Kent Municipal Court
DMCMA

Judge Glenn Phillips
Kent Municipal Court
DMCJA

Melanie Vanek
Probation Services
Issaquah Municipal Court
MPA

Dawn Marie Rubio
State Court Administrator

Vonnie Diseth
Information Services Director
AOC

Dirk Marler
Court Services Director
AOC

Introduction

As District and Municipal courts look for ways to make their court processes more efficient, some have acquired or are considering acquiring their own court case management solutions (CMS). This document describes the court's regulatory obligations for data sharing and other business obligations that a court should consider prior to deciding to implement a local case management system.

We have learned from experiences over the past several years that the complexity of implementing local CMS projects and the level of collaboration required between AOC, state, and local entities is very significant and woefully underestimated by the courts.

Jurisdictions considering implementing local case management solutions should plan for a significant investment in both business and technical resources over a long period of time to be successful in the implementation of their local system as well as the required data exchange. It has been challenging for even large court jurisdictions to commit the needed resources to do the work that is required for statewide data sharing.

Background

The Judicial Information System Committee (JISC) directs the operation of the statewide Judicial Information System (JIS).¹ Under its authority, the JISC has established minimum standards for statewide data that courts with independent automated court record systems must share with the JIS.² Local courts must satisfy these minimum standards through an electronic data exchange between the local system and the JIS or by duplicate data entry at the local court level.³

The JISC adopted these standards to ensure the integrity and availability of statewide data and information for the open, just and timely resolution of all court matters in the state.

Counties or cities that wish to implement their own automated systems must notify the JISC and AOC of the proposed purchase or development at least 90 days prior to commencement and seek their "review and approval."⁴

In early 2015, AOC began building the infrastructure and framework to establish an Enterprise Data Repository (EDR) for sharing the statewide data defined in the JIS Data Standards. Funding was allocated for the Expedited Data Exchange (EDE) Project to accelerate development of the EDR to accommodate case management implementation projects for King County District Court (KCDC) and the King County Clerk's Office (KCCO). AOC has developed the EDR and it is operational with JIS data. However, as of February, 2019, the pilot jurisdiction (KCCO) is continuing to work on critical integration issues with their data exchanges to the EDR. As a result, AOC has not been able to complete the end-to-end testing of the data exchange to validate that

¹ JISC Rule (JISCR) 1; RCW 2.68.010, RCW 2.68.050

² JIS Data Standards for Alternative Electronic Court Record Systems, <https://inside.courts.wa.gov/utilities/fileVendor.cfm?fileReq=/content/policies/pdf/AlternativeElectronicCourtRecordSystems.pdf>

³ Ibid., p. 8

⁴ JISCR 13

the exchange is working correctly. The exchanges between KCDC and KCCO and the EDR are not yet operational.

As explained in more detail below, connecting to the EDR is not a simple “plug and play” exercise. It requires a substantial commitment of business and technical resources at both the state and local level at the outset and over time to sustain the data exchange.

Local CMS Implementation Responsibilities and Considerations

Integrations with the Enterprise Data Repository (EDR)

The primary means of sending data to, or retrieving data from, the EDR is through a set of web services. It is the responsibility of the court implementing its own case management system to do the work necessary to send the required statewide data from its system to the EDR. AOC has adapted the JIS applications to read data from the EDR so that data can be shared statewide.

Technical Requirements

A local court planning to implement its own CMS must plan for the local resources with high technical expertise in order to send the required statewide data from its case management system to the EDR. Those resources must be capable of both developing the web services and providing ongoing support for them.

Data Extraction: Extracting data from a court’s independent CMS and sending the data to the EDR requires advanced technical skills at the local court. The method to extract data from the CMS will be dependent on the architecture of the court’s case management system, unique business decisions made by that court about its data, and the policies of that court’s vendor(s). Once extracted, the data will need to be sent to the EDR through web services. The court should also be aware that due to differences between CMS’s, or differences between implementations of the same CMS in different locations, the data integration may require significant logic to transform the data from the court’s independent case management system to a form that can be received by the EDR.

Testing: The court integrating to the EDR is responsible for testing their integration to the EDR, with the help of AOC. The testing is to ensure the local court data, as integrated into the EDR, represents the same information as the data presented in the local CMS. The primary method for this testing will involve sending data to the EDR via the court’s integration, and then comparing that data in the EDR to the original data and similar data from other case management systems in the EDR.

As part of AOC’s Readiness Assessment of the court’s data integration:

- AOC provides an EDR Quality Assurance/Integration region where courts can conduct integration testing
- AOC and the court review integrated data with all JIS applications and data exchanges to ensure the data continues to represent the correct business intent.

Initial implementation and ongoing support for the integration between the local CMS and the EDR, as well as support for the court’s local CMS, will require high-level technical skills which exceed those for typical desktop and system support staff. Even in jurisdictions that may have IT

staff with such skills, their time may be spread among multiple organizations within the county or city. The county/city should also have one or more additional individuals with high technical skills to back up the primary EDR integrations staff.

The court's new CMS and its integration to the EDR (data exchange) will become mission critical services for local IT. Service interruptions and errors from local CMS implementations and data exchange will affect the local court's operation and jeopardize the accuracy and availability of the court's data that is used for decision making throughout the state. Courts sometimes struggle to get their technical support needs met when in competition for limited IT resources with other parts of the county or city government. If technical staff are not dedicated solely to the court's needs, the court should have a clearly established protocol for prioritizing the court's needs for technical services to support their local CMS as well as the EDR integrations.

Capacity and Performance

The JIS Data Standards establish the minimum acceptable timeframes for sending data to the EDR. Courts must be able to extract data from their system, process the data, and then send it to the EDR within the mandatory timeframes. Extracting data at a time with high usage will negatively impact the performance of the entire system. In addition, AOC has established windows when key processes are executed. Any court sending data must have their data upload completed before the scheduled time for the execution of these processes. Finally, courts must carefully design their integration so that it is robust enough to handle their average volume as well as peak volumes which can easily be many times the average daily volume.

Data Conversion

Data conversion is the responsibility of the local court implementing its own CMS. It involves significant court-centric business analysis and business-based decisions. Successful integration to the EDR is based on two things:

1. Mapping court business data elements from the court's new CMS to the elements in the Data Standards (a local responsibility);
2. Mapping the business data elements from the Data Standards to the EDR (AOC has accomplished this through the EDR web services).

Reference data, which is unique to each local CMS implementation, must be established in the new system. Each court integrating from their local system to the EDR must map their reference data in their system, also called Source Reference data, to the Standard Reference Data used in the EDR. This allows all the applications that are consuming data from the EDR to understand the reference data provided by multiple CMS's in a unified format with a standard meaning. For example, the local case management system's source reference data may represent an eye color of blue as "BL" and it would be mapped to the standard JIS reference data of "BLU" contained in the EDR. This prevents the potential for data consumers to misinterpret the data sent from the local CMS.

The mapping of both the JIS Data Standards and reference data should occur concurrently with the development and configuration of the court's new CMS, as this activity can be a lengthy process requiring in-depth knowledge of JIS data, data structures in the court's CMS, and the structure of data in the EDR.

Integrations with Other Agencies

AOC has numerous integrations with partner agencies, including the Washington State Patrol, the Department of Licensing (DOL), the Secretary of State, and the Department of Social and Health Services, in order to comply with statutes and court rules requiring data sharing.⁵ A court with its own CMS will have to send the required information through its integration with the EDR. Partner agencies will not accept this data directly from local courts.

DOL Driver's Data Services

DOL offers three data services providing data about driver's licenses and driving records to AOC: License Search, Driver Status, and Abstract of Driver's Record. AOC has integrated these services into several JIS applications. For courts not using JIS applications, AOC makes these services available to the courts to integrate with their own case management systems via web services. The court would need to integrate with these web services to have access to this data outside the JIS applications. DOL will not provide these services directly to a local court.

Post Production and On-Going Support Considerations

Technical integration with JIS applications, considered as an on-going maintenance operation, is the responsibility of the court. Any update to the court's local case management system by its vendor, change in configuration by the court, changes to the Data Standards, or legislatively mandated changes could result in changes to the data integration processes.

Law Changes

AOC reasonably expects that every legislative session will necessitate changes to one or more of the following items: local case management systems, the EDR, the Data Standards, Standard Reference Data, or data mappings. Changes to court rules or case law will often require similar changes. AOC will communicate to the courts any changes it is making to the EDR, Data Standards, or Standard Reference Data from legislation. Each local jurisdiction is responsible for making corresponding changes to its own local system.

Each court integrated with the EDR must be capable of understanding how law changes affect its local court case management system and then updating its system and its EDR integration within the timelines established by law. This can often be an extremely short timeframe, with implementation deadlines of 90 days being common. The staff responsible for integration at each court should be part of the court's team that analyzes the impact of proposed and passed legislation on the court's CMS and the court's EDR integration.

Even though a court may contract with the same case management system vendor used in another court, each court will have unique implementations, configurations, vendor contract terms, local information technology expertise or capacity. Court processes will differ among jurisdictions, and judges in one court may choose to interpret the law in a different way than those in another court using the same product. Courts may be on different versions of the same product because they implemented at different times or due to cost or other priorities they may not have upgraded to a more recent version. As a result, each court that chooses to implement a local

⁵ Including, but not limited to: IRLJ 4.1, CrRLJ 8.12, RCW 46.63.070, RCW 46.64.025, RCW 46.20.270, RCW 9.41.040, RCW 9.41.047, RC W 43.20B.080, RCW 10.97.050, RCW 10.98.090, RCW 10.98.100, RCW 43.43.540, RCW 43.43.700, RCW 43.43.735, RCW 43.43.740, RCW 43.43.760, RCW 43.43.770, RCW 43.43.815, RCW 43.43.830-845

court case management system will be responsible for analyzing the impact of legislation on that court and on that court's integration with the EDR.

A team of lawyers and subject matter experts at AOC analyzes legislation for potential impact to the JIS systems. The volume can be staggering. In just the first two weeks of the 2019 session, AOC reviewed over 1700 bills and began actively monitoring nearly 500 of them.

AOC also prepares Judicial Impact Notes ("fiscal notes") for the legislature each session that estimate the impact of proposed legislation on the JIS applications. In the first two weeks of the 2019 legislative session, AOC submitted 111 judicial impact notes. Generally those estimates must be produced within 72 hours. Estimates for JIS system impact can range from trivial to millions of dollars.

AOC will not have the knowledge of local court case management systems to be able to analyze the impact of law changes on local systems. Each court with a local case management system will have its own support and maintenance arrangement with a product vendor which may impact cost and the timeliness of the vendor response. AOC is sometimes able to explain that a particular approach is not feasible and suggest changes that could mitigate the JIS impact. AOC will not know whether a change it suggests to mitigate an impact in JIS might have the opposite effect on a local court case management system.

Links to bills that AOC is tracking and Judicial Impact Notes are available on Inside Courts. AOC does not have the staffing capacity or knowledge of local case management systems and implementations to assist local courts with analyzing impacts to their systems. For the same reasons, Judicial Impact Notes will not estimate the impact of changes to local case management systems.

When law changes become effective, AOC's legal, court business, training, and technical staff begin implementation activities, including charge table or configuration changes, new product development projects, code changes, documentation, and training materials. Several weeks after the conclusion of each legislative session, AOC also provides a high-level summary of legislation and eService answers that describe how legislation will be implemented in the JIS systems. Although these summaries may be helpful for courts that have chosen to implement local court case management systems, they will be focused on impacts to the JIS applications, and they may arrive too late for a local court to begin analysis or implementation activities for its own system.

Each court will also be responsible for revising its documentation and training materials to reflect changes to the local court case management system.

Infrastructure

Information Security: AOC employs full-time IT security experts and follows a comprehensive JIS Information Technology Security Policy.⁶ Each county/city implementing a local CMS will be responsible for maintaining system security, data integrity and privacy by preventing unauthorized access to court data and preventing misuse of, damage to, or loss of court data.

⁶ <https://inside.courts.wa.gov/index.cfm?fa=controller.showPage&folder=policies&file=Security>

Disaster Recovery: Disaster recovery and business resumption planning are critical to ensure the court can save data, hardware, software and facilities so that it can recover from an interruption or service outage. AOC operates a rigorous disaster recovery/business resumption plan including annual testing and certification under the direction of the JISC.⁷ Cities and counties should follow similar standards to ensure continuity of local court operations.

For JIS systems, AOC provides these services, along with scheduled backups, programs patches, bug fixes, security alerts and testing. Courts planning local CMS implementations should plan to allocate resources locally for these critical roles and responsibilities.

Business Functions

Court users will require continual education and training to support refresher courses and court personnel in transition to new or added responsibilities. Courts considering a local CMS need to consider providing these services for their local user community. Vendor-supplied training and documentation is often generic and may not adequately describe local product configuration. Creation and continuous maintenance of local training and support materials should be included in the implementation and support plan.

In addition, call centers that track problem tickets from inception to resolution with carefully scripted escalation pathways and clearly defined roles and responsibilities should be added to the on-going local support organization.

AOC training and customer service support is available for statewide systems but will not be available for jurisdictions choosing to implement their own local systems.

Summary

The members of the CLJ-CMS Steering Committee strongly encourage courts to carefully study the long-term impacts on the local court and local technical resources before deciding not to use the statewide JIS systems. Implementing a local CMS is a long term commitment to perform at the local level and at local expense many business and technical services that AOC provides without cost through support of the statewide JIS systems.

The lifecycle for a case management system has many significant impacts beyond simply implementing a local CMS. As has been presented throughout this document, there are many other factors that must be considered before making a long-term commitment of this nature. If you have further questions or would like to discuss any of these topics in more detail, we encourage you to contact any of the CLJ-CMS Steering Committee members. Our goal is to ensure that courts that are considering implementation of a local CMS have all the facts necessary to make a fully informed decision.

⁷ <https://inside.courts.wa.gov/index.cfm?fa=controller.showPage&folder=policies&file=Disaster>

RULE 13
LOCAL COURT SYSTEMS

Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval.

[Effective May 15, 1976.]

Judicial Information System Committee Meeting, February 22, 2019

DECISION POINT – JISC Review and Approval of Kitsap County District Court Request for Local Case Management System

MOTIONS:

1. I move that the JISC provisionally approve the Kitsap County District Court request to implement its own case management system, subject to Kitsap County District Court's agreement to comply with the JIS Data Standards for Alternative Electronic Court Record Systems and Implementation Plan.

I. BACKGROUND

JISC Rule 13 requires courts to request approval from the JISC to leave the statewide Judicial Information System (JIS) and to use a local case management system (defined in JISCR 13 as a local court automated record system).

In 2014, the legislature approved the SC-CMS budget with a proviso requiring the JISC to develop statewide data collection and exchange standards. On October 24, 2014, the JISC approved the JIS Data Standards for Alternative Electronic Court Record Systems (JIS Data Standards) and the corresponding Implementation Plan. The JISC adopted the data standards to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

The standards contain the 215 data elements that courts with local case management systems must share with the statewide Judicial Information System (JIS). The Implementation Plan addresses how courts must comply with the standards.

On November 19, 2018, Kitsap County District Court notified the JISC of its intent to purchase and install its own case management system.

II. DISCUSSION

AOC has become aware of multiple courts exploring the possibility of implementing local case management systems. As the number of courts with independent case management systems increases, the risk to the integrity of statewide judicial data increases. Without adherence to the JIS Data Standards, the integrity of statewide judicial data will erode, limiting the ability of judicial officers to make informed decisions, leaving judicial partners (including WSP, DOL, DSHS, SOS) with incomplete data, and jeopardizing public safety.

III. OUTCOME IF NOT PASSED –



Not having complete information in the statewide Judicial Information System jeopardizes public safety. Judicial officers will not have all of the information they need for judicial decision making. Court staff will not have necessary information for serving the public at the courthouse. Judicial partners will not have complete information, which could result in problems for law enforcement, firearms compliance, protection of vulnerable adults, and other critical needs. It could also result in non-compliance with statutes, court rules, and other mandates.

Kitsap County District Court
State of Washington



CLAIRE A. BRADLEY
JUDGE, DEPARTMENT 1

JEFFREY J. JAHNS
PRESIDING JUDGE, DEPARTMENT 2

614 DIVISION STREET
PORT ORCHARD, WA 98366
360-337-7109

MARILYN G. PAJA
JUDGE, DEPARTMENT 3

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KEVIN P. KELLY
JUDGE, DEPARTMENT 4

CLINT L. CASEBOLT
COURT ADMINISTRATOR

November 19, 2018

Judicial Information System Committee
State Court Administrator
Washington State Administrative Offices of the Courts
P.O. Box 41170
Olympia, WA 98504-1170

Re: Kitsap County District Court Case Management System

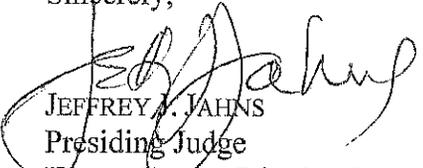
In accordance with JISCR 13, Kitsap County District Court (KCDC) is providing notice to JISC and AOC of our intent to purchase and install a new automated Case Management System. KCDC anticipates entering into a contract with Journal Technologies Incorporated (JTI) to secure their *eCourt* product to manage our daily operations including document storage.

We believe this new Case Management System will greatly enhance our business processes, reduce redundancy and error rates, and greatly enhance the ability of judicial partners and the public to access the court and its record.

We are aware JTI is currently working with several other courts and AOC on the Enterprise Data Repository and Expedited Data Exchange. KCDC would be glad to assist as necessary in this process to help ensure a smooth exchange of data between KCDC and AOC in conjunction with our implementation.

An IT Governance Request has been submitted for consideration. KCDC is excited to move this project forward and will be available as needed to answer questions or take further needed steps for a smooth implementation.

Sincerely,


JEFFREY J. JAHNS
Presiding Judge

Kitsap County District Court



King County
Department of Judicial
Administration

King County Clerk's Office Systems Replacement Project

Project Update

Barbara Miner
King County Clerk

February 22, 2019

Recent Activities

- ▶ Successful KC-Script Go-live 11/13/2018!
- ▶ Go-live support from the vendor was good
- ▶ Integrations working well
- ▶ Post go-live work is continuing as expected, transitioning from project team to vendor maintenance team

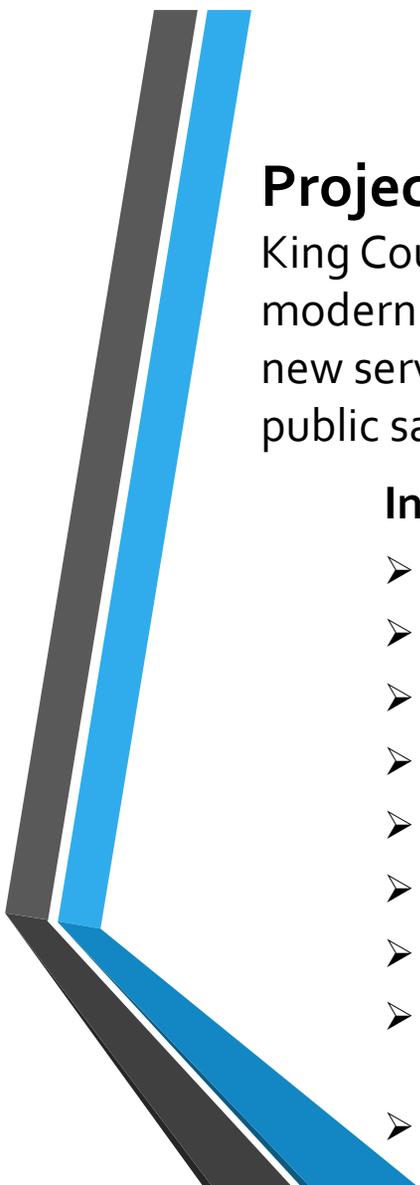




KING COUNTY DISTRICT COURT CASE MANAGEMENT SYSTEM PROJECT UPDATE

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

KCDC
Updated: February 15, 2019



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**

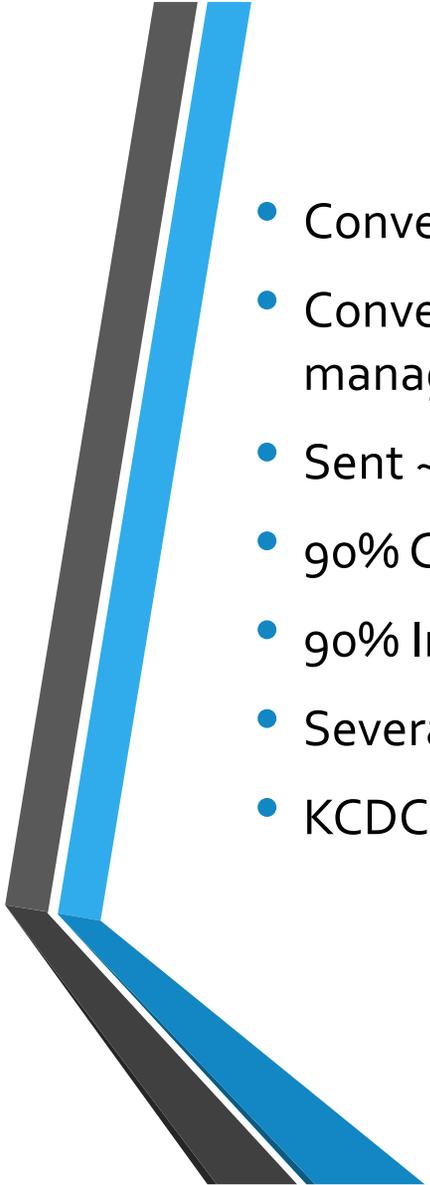
- “Civil Phase 1” case types – Summons & Complaints, Judgment Summaries, Foreign Judgments, Collections – including Exparte Motions processing to Burien, Issaquah, and Seattle locations
- eFiling functionality
- Public Portal

phase

2

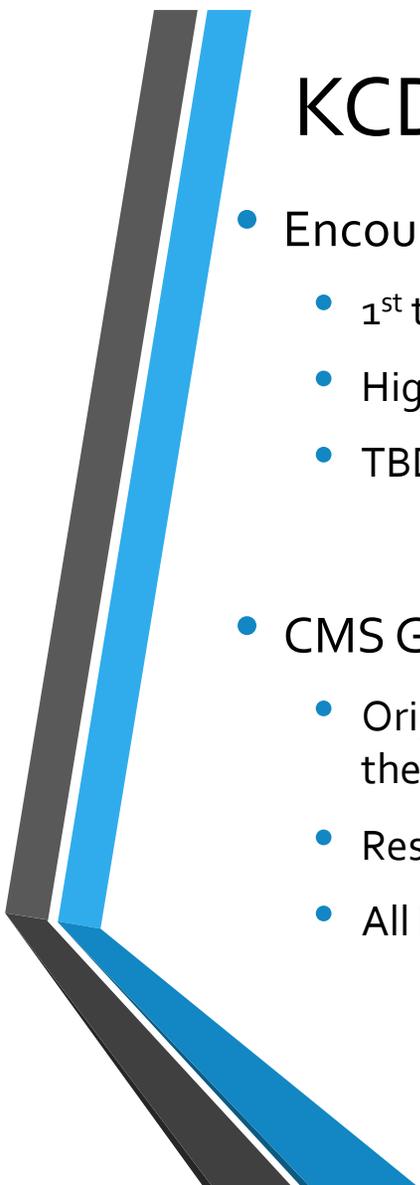
- Phase 2 – TBD

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



RECENT ACTIVITIES

- Converted ~ 2.4 Million cases & person data from JIS to eCourt
- Converted ~ 11.5 Million documents from our legacy electronic document management system to eCourt
- Sent ~ 2700 cases & person data to the EDR
- 90% Civil Phase 2 functionality configured and ready for E2E Testing
- 90% Infraction functionality configured and ready for E2E Testing
- Several Interfaces in Development/Configuration phase
- KCDC Judges completed training on Judge General Module training



KCDC PHASE 2 Q1 GO-LIVE - POSTPONED

- Encountered issues with the integration between eCourt & eProbation:
 - 1st time Journal Technologies is implementing this solution
 - High dependency of workflows and triggers impact the Criminal & Infraction configuration
 - TBD
- CMS General Module Training – Includes training on general functions in eCourt
 - Originally scheduled in February 2019 but postponed due to incremental weather conditions the first 2 weeks in February
 - Rescheduled to March 2019
 - All KCDC Judges still training on general module functions in February

Expedited Data Exchange (EDE)

Program Update

Kevin Ammons, PMP
Program Manager

February 22, 2019

KCCO Data Integration Update

Issue	Impact	Description/Status	Completion Date
Performance	Critical	KCCO is unsure their integration can keep up with the average daily volume of their system.	
Accounting Data	Critical	KCCO has sent some initial data, but with known errors. Relates to cases/persons that have not been sent to the EDR.	
Domestic Violence	Critical	Mapping issues with domestic violence status on criminal cases. Under analysis.	
Charge/Law Data	Critical	Mapping issues on charge data. Will be uploaded after final changes sent to AOC.	
Proceedings	Minor	Minor mapping issues with proceedings types. Proceedings dates and times are now being sent to the EDR.	

Critical

Medium

Minor

Fixed

KCCO Data Integration Update

Issue	Impact	Description/Status	Completion Date
Date of Death		This data is not being sent to the EDR for the decedent. Uncertain if data is available in Script. Research underway.	
LFO Billing		Some issues were identified in the KCCO LFO Billing File. These were corrected.	1/31/19
Non-Person Data		Some cases had non-person participants like APPFILER. These have been corrected.	1/23/19
Resolution and Completion		No differentiation between completion status and resolution status on cases. This has been corrected.	2/1/19

Critical

Medium

Minor

Fixed

Performance/Accounting Concerns

- KCCO has estimated that their average daily integration volume will be about 8,500 case and person updates.
- Over the last month, KCCO has steadily increased the volume of data sent on a daily basis.
- As of Feb 5, KCCO has achieved 10,000 cases and associated person updates per day reducing the performance concern.
 - Currently this volume does not include accounting data, so some concerns remain.

Performance/Accounting Concerns

- Most significant remaining concern is around the monthly interest process which will update 50,000+ cases in a single day in the KCCO system that would need to be sent to the EDR.
- KCCO is considering options to deal with this situation.

Domestic Violence

Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W
DEF	18-1-07090-9	S17	11/06/2018	PROTECTION ORDER VIOL-FELONY PROTECTION ORDER VIOL-PREV CONV ASSAULT 4-DV DEF FAMILY/HOUSEHOLD DOMESTIC VIOLENCE--DEFINITIONS		GV		A		N
DEF	14-1-04841-2	S17	08/26/2014	ASSAULT-3 SUBSTANTIAL PAIN DOMESTIC VIOLENCE--DEFINITIONS	Y	GV		A	CMRC	O
DEF	09-1-06197-8	S17	07/02/2009	PROTECTION ORDER VIOL-PREV CONV DOMESTIC VIOLENCE--DEFINITIONS	Y	G		E	CMRC	O
DEF	07-1-04498-8	S17	07/12/2007	PROTECTION ORDER VIOL-PREV CONV	Y	G		E	CMRC	O
DEF	05-1-09968-9	S17	08/19/2005	PROTECTION ORDER VIOL-FELONY	Y	G		E	CMRC	O
			08/19/2005	HARASSMENT-PREV CONV DTH THRT FELON	Y	G				
			08/19/2005	RESIDENTIAL BURGLARY UNLAWFUL	Y	G				
DEF	7Z0503769 DMP CN	DMM	08/21/2017	ASSAULT 4TH DEGREE	Y	DO	XO	T	CL	N
			08/21/2017	THEFT 3	Y	DO	XO			
DEF	214023733 KNJ PC	KCD	08/26/2014	PC ASSAULT	Y	D	FD	E	CL	
DEF	598705 SPD CN	SMC	06/27/2014	ASSAULT	Y	G		E		#
			06/27/2014	ASSAULT	Y	G				
DEF	207030033 KNJ PC	KCD	07/12/2007	PC VIO OF PROTECTION ORDER	Y	D	RW		CL	
DEF	500544 SPD CT	SMC	03/23/2007	D.U.I.	N	AM			CL	#
			03/23/2007	NEG. DR	N	G				

- Charge flags have some remaining mapping issues that prevents correct identification of criminal cases as DV on non-DV.



JISC DATA DISSEMINATION COMMITTEE
 Friday, February, 22 2019, 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 751738

AGENDA

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

1. October 26, 2018, Meeting Minutes Action: Motion to approve the minutes	Judge Leach - All	*
2. Washington State Institute for Public Policy (WSIPP) Research Request for Access to Case Type 7 (TRU, ARY, and CHINS) cases Action: Motion to approve or deny request	Stephanie Lee and Lauren Knoth, WSIPP	*
3. Washington Association of Sheriffs and Police Chiefs (WASPC) Request for Access to Judicial Access Browser System (JABS) Action: Motion to approve or deny request	WASPC representative	*
4. Data Dissemination Manual Updates Action: Committee review and approval	All	*
5. Review of AOC Data Agreements per discussion at October 26, 2018 meeting Action: Review and approve agreements	All	*
6. Other Business	Judge Leach	



**Board for Judicial Administration (BJA) Meeting
Friday, October 19, 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
Callie Dietz
Judge Blaine Gibson
Judge Gregory Gonzales (by phone)
Judge Dan Johnson
Judge David Kurtz
Judge Linda Lee (by phone)
Judge Mary Logan
Judge David Mann
Judge Samuel Meyer
Bill Pickett
Judge Kevin Ringus
Judge Rebecca Robertson
Justice Charles Wiggins

Guests Present:

Patricia Austin
Darryl Banks
Derek Byrne
Sonya Kraski
Frank Maiocco
Judge Jacqueline Shea-Brown
Lisa Tremblay
Dawn Williams
Margaret Yetter

Public Present:

Page Carter

Administrative Office of the Courts

(AOC) Staff Present:

Lynne Alfasso (by phone)
Crissy Anderson (by phone)
Jeanne Englert
Sharon Harvey (by phone)
Dirk Marler
Ramsey Radwan
Intisar Surur
Caroline Tawes

Call to Order

Chief Justice Fairhurst called the meeting to order at 9:00 a.m. The members introduced themselves. Chief Justice Fairhurst announced that the Court Management Council (CMC) members were joining the meeting today.

Court Management Council

Maiocco presented an overview and history of CMC, as well as an update on their current project. Since 2017, CMC members have been examining the public perception of courts with a primary focus on helping the public and court staff understand the difference between legal information and legal advice. Two CMC subcommittees created a PowerPoint presentation and developed talking points, a curriculum, and objectives for education programs on legal information versus legal advice, as well as

updating and adding to a guidebook from the Clallam County Clerk's office, *Legal Information vs. Legal Advice*.

Dietz and Maiocco jointly presented the Court Manager of the Year award to Benton-Franklin Superior Court administrator Patricia Austin.

Representatives from the Association of Washington Superior Court Administrators (AWSCA), the District and Municipal Court Management Association (DMCMA), the Washington Association of Juvenile Court Administrators (WAJCA), the Washington State Association of County Clerks (WSACC), and the Court of Appeals presented updates on their associations and courts.

Branch Budget Overview

Radwan presented an overview of the judicial branch budget using the PowerPoint presentation in the meeting materials. He said it was important for BJA members to understand the budget to help ensure long-term, stable, and adequate funding for the judicial branch.

Radwan reviewed the budget process and timeline. A new step in the process this year is the addition of the Court Funding Committee. The Supreme Court approved the 2019–2021 budget request for state general fund items that flow through the AOC to be forwarded to the legislature with three changes: the Finding Fathers request was combined with the Family and Juvenile Court Improvement Program request; the Expedited Data Repository (EDR) Future Integrations request was reduced from \$1.5 million to \$500,000; and the State CASA request was not included in the budget submittal.

2018 Legislative Agenda

Chief Justice Fairhurst announced that AOC staff member and Associate Director of Legislative and Judicial Relations Brady Horenstein resigned.

Judge Ringus said the BJA approved the 2017–19 Legislative Communications Plan last November. The BJA Legislative Committee met September 7 and October 5 to discuss three proposals received by the Committee and the 2019 legislative agenda.

Judge Ringus also discussed the one-page information sheet on the 2019 legislative priorities. The priorities sheet will be designed after the content is approved as part of the legislative agenda. Judge Ringus thanked AOC staff for their assistance on the project.

The Legislative Committee will continue to work on a unified message for BJA. The wording should reference the importance of funding so that the courts can continue to

be relevant. Work on the unified message will continue at the next Legislative Committee meeting. Any change in the BJA approach should increase support of all levels of the judicial branch and how we work as partners. This will be discussed at the November meeting.

It was moved by Judge Ringus and seconded by Judge Gibson to approve the 2019 legislative agenda. The motion carried.

Dietz said the Associate Director Legislative and Judicial Relations job announcement had been sent out and will be open until filled. She asked that BJA members encourage qualified people they might know to apply. There is a plan to hire a contractor if a permanent employee is not hired before the legislative session begins.

BJA Strategic Initiatives

There will be presentations on the BJA Strategic Initiatives at the November BJA meeting. The Interpreters Services Funding Task Force submitted a budget request of \$2.1 million for this biennium. The Court System Education Funding Task Force submitted a budget request for \$1.4 million for education, travel support, and curriculum needs for all courts. The task forces are each developing talking points and a question and answer document for stakeholders, as well as a fact sheet for legislators. This information will be available at the November BJA meeting.

The Interpreters Services Funding Task Force is compiling customer feedback from their survey. Findings from the Court System Education Funding Task Force survey on mandatory training requirements for court administrators were included in the meeting materials.

Standing Committee Reports

Budget and Funding Committee (BFC): The Committee met in June to prioritize budget requests to send to the BJA with recommendations. Judge Logan likes the new budget process and hopes it remains in place.

Court Education Committee (CEC): The Judicial Education Leadership Institute (JELI) in November will provide education on how to do a good presentation and how adults learn.

The 2019 Judicial College will have at least 62 or 63 participants. Funding will be a challenge and may have an impact on association conference budgets. Because the Judicial College is mandatory, funding may have to be prioritized for it.

Legislative Committee (LC): Judge Ringus will work with Dietz to cover the Court Funding Committee meetings in Horenstein's absence. AOC association staff will assist.

Policy and Planning Committee (PPC): Judge Robertson reported the PPC received six proposals for new strategic initiatives. Two were not a good fit and two were similar to each other. The PPC is meeting today to discuss what the current strategic task forces need and if they will recommend another strategic initiative.

Expiring Resolution Follow Up

There was an expired resolution that was previously brought to the BJA for consideration of whether to revise, renew or retire it. The Policy and Planning Committee reached out to the Minority and Justice Committee who will not be renewing it as there are other policies in place that address the issue. The BJA decided to retire the resolution.

BJA Leadership Goals

Two ad hoc groups will be formed to evaluate the BJA committee structure format and review the BJA bylaws and rules. A representative from each committee and each court level is needed. The Committee Composition Committee will be Judge Gonzales, Judge Meyer, Judge Rogers, and Judge Logan. The Bylaws and Rules Ad Hoc Committee will be Chief Justice Fairhurst, Judge Johnson, and Judge Gibson.

Public Trust and Confidence Committee

Seven new members have been nominated for appointment to the Public Trust and Confidence Committee: Judge David Larson, Judge Kathryn Loring, Commissioner Rick Leo, Judy Ly, Emily McCartan, Val Barschaw, and Jennifer Garber.

It was moved by Judge Johnson and seconded by Judge Gibson to approve all seven nominees to the Public Trust and Confidence Committee. The motion carried.

September 21, 2018 Meeting Minutes

It was moved by Judge Ringus and seconded by Judge Logan to approve the September 21, 2018 BJA meeting minutes. The motion carried.

Information Sharing

Chief Justice Fairhurst announced that Dawn Marie Rubio has been hired as the new Washington State Court Administrator. From November 19 to December 31 she will be

the State Court Administrator Designate, becoming the State Court Administrator on January 1, 2019.

The Washington Citizens' Commission on Salaries for Elected Officials gave a strong recommendation to increase judicial salaries. More information will be shared later.

Chief Justice Fairhurst, Judge Jasprica, Englert, and Dietz met to discuss follow up from the Judicial Leadership Retreat in the spring. They will be sharing information about the meeting and the BJA will devote time to discuss some of the follow up items.

Byrne said the Department of Labor and Industries has a new proposal to compensate staff for overtime. This could have a significant impact on court budgets. Byrne is looking into statutory issues and will report back.

Pickett announced that Judge Logan and the Spokane Community Court were presented with the Washington State Bar Association (WSBA) Award of Merit. The WSBA has rolled out a new health care exchange for its members. The structure of the WSBA is being examined in light of recent court decisions.

The Superior Court Judges' Association (SCJA) has agreed to fund a Color of Justice program. The first of three programs will be held in Yakima on November 2. There will be public recommendations from the Pretrial Task Force in January.

Dietz thanked everyone for their work and said she will miss everyone. She plans to do some consulting work for the National Center for State Courts (NCSC) after her retirement.

Other

There being no further business, the meeting was adjourned at 11:50 a.m.

Recap of Motions from the September 21, 2018 Meeting

Motion Summary	Status
Approve the 2019 legislative agenda	Passed
Approve all seven nominees to the Public Trust and Confidence Committee.	Passed
Approve the September 21, 2018 BJA meeting minutes.	Passed

Action Items from the September 21, 2018 Meeting

Action Item	Status
There will be presentations on the BJA Strategic Initiatives at the November BJA meeting.	
The unified legislative agenda message will be discussed at the November meeting.	

Action Item	Status
The Committee Composition Committee will facilitate a discussion at the November meeting.	
<u>September 21, 2018 BJA Meeting Minutes</u> <ul style="list-style-type: none">• Post the minutes online.• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.	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

New Requests:	None
Endorsements:	ITG 242 - PCN Number Change ITG 266 - Upgrade SC-CMS to Odyssey 2018 ITG 267 - Odyssey Supervision Module Modification
Endorsement	
Confirmations:	None
Authorized:	None
In Progress:	None
Completed:	None
Closed:	ITG 235 - Conversion of RFR & RDR causes in SCOMIS to JIS ITG 264 - Natural Upgrade
ITG Portal:	Updated FAQ's Updated "How is a request Endorsed?". Updated "Who recommends my request for Implementation?" Updated "When is it scheduled?"

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

ITG Status Year in Review

ITG Request by JISC Priority

ITG 2	2011													
ITG 102	2012													
ITG 62	2012													
ITG 252	2018													
ITG 27	2015													
		Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19

Authorized
 In Progress
 Completed
 Withdrawn or Closed

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Rank
Appellate CLUG					
1	252	Appellate Electronic Court Records	Authorized	JISC	Unspecified
Superior CLUG					
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
N/A	2	Superior Court Case Management System	In Progress	JISC	Unspecified
Courts of Limited Jurisdiction CLUG					
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
Multi Court CLUG					
1	62	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
N/A	3	Imaging and Viewing of Court Documents	Authorized	Administrator	Unspecified

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Request Progress

Initiate

Endorse

Analyze

Recommend

Schedule

177

Consolidation of
Disbursements

217

Online Interpreter Scheduling

220

Supplemental Race/Ethnicity

232

DQ for Statewide Criminal
Data

236

DOL ADR Name
Enhancement

239

Spokane Reg. Criminal Data
Request

248

WA State JUV Court
Assessment

251

Electronic Filing - Snohomish
County

265

Kitsap District Court CMS

241

JIS Person Business Indicator

242

PCN Number Change

266

Upgrade SC-CMS to Odyssey
2018

267

Odyssey Supervision Module
Modification

3

Imaging/Viewing of Court
Documents

27

Expand Seattle Muni DX

62

Automate Courts DCXT Table
Entry

107

Pact Domain 1 Integration

122

Event Manager

252

Appellate Electronic Court
Records

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

