



## Judicial Information System Committee (JISC)

Friday, June 28, 2019 (10:00 a.m. – 12:20 p.m.)

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

SeaTac Facility: 18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 98188

### AGENDA

1.	<b>Call to Order</b> a. Introductions b. Approval of Minutes	Chief Justice Mary Fairhurst, Chair	10:00 – 10:05	Tab 1
2.	<b>JIS Budget Update</b> 17-19 Budget Update			Tab 2
3.	<b>Access to Justice (ATJ)</b> <b>Decision Point:</b> Approval of the proposed ATJ Technology Principles (with added Preamble) for joint submittal to the Supreme Court.	Mr. Terry Price, ATJ Liaison	10:05 – 10:20	Tab 3
4.	<b>Information Networking Hub (INH) Historical Review and Forecast</b>	Mr. Kumar Yajamanam, Architecture and Strategy Manager	10:20 – 10:35	Tab 4
5.	<b>JISC Rule 13 Proposed Amendment</b> <b>Decision Point:</b> Approval of revised JISC Rule 13 for submittal to the Supreme Court.	Ms. Paulette Revoir, CLJ-CMS Project Steering Committee, Chair	10:35 – 10:55	Tab 5
<b>Break</b>			10:55 – 11:10	
6.	<b>JISC Rule 13 Request</b> <b>Decision Point:</b> Snohomish County District Court Request to Implement a Local Case Management System.	Judge Douglas J. Fair Ms. Lauren Bjurstrom,	11:10 – 11:25	Tab 6
7.	<b>Expedited Data Exchange &amp; Enterprise Data Repository (EDE/EDR) Go-Live Update</b>	Mr. Kevin Ammons, PMO Manager	11:25 – 11:55	Tab 7
8.	<b>King County District Court (KCDC) Project Status Update</b>	Judge Donna Tucker Mr. Othniel Palomino	11:55 – 12:05	Tab 8
9.	<b>Committee Reports</b> Data Dissemination Committee (DDC)	Judge J. Robert Leach, Chair	12:05 – 12:15	Tab 9
10.	<b>BJA Update</b> March 15 <sup>th</sup> Meeting Minutes	Chief Justice Mary Fairhurst, Chair		Tab 10
11.	<b>Meeting Wrap Up</b>	Chief Justice Mary Fairhurst, Chair	12:15 – 12:20	
12.	<b>Informational Materials</b> a. ITG Status Report b. SeaTac Evacuation Map			Tab 11

Persons with a disability, who require accommodation, should notify Brian Elvin at 360-705-5277 [brian.elvin@courts.wa.gov](mailto:brian.elvin@courts.wa.gov) to request or discuss accommodations. While notice 5 days prior to the event is preferred, every effort will be made to provide accommodations, as requested.

## **Future Meetings:**

### **2019 – Schedule**

**August 23, 2019**

**October 25, 2019**

**December 6, 2019**

# JUDICIAL INFORMATION SYSTEM COMMITTEE

April 26<sup>th</sup>, 2019  
10:00 a.m. to 1:30 p.m.  
AOC Office, SeaTac WA

## Minutes

### Members Present:

Chief Justice Mary Fairhurst, Chair - Phone  
Judge Scott Ahlf  
Mr. Larry Barker  
Judge Jeanette Dalton - Phone  
Judge John Hart  
Mr. Rich Johnson  
Judge J. Robert Leach  
Mr. Frank Maiocco  
Ms. Barb Miner  
Chief Brad Moericke  
Ms. Brooke Powell  
Ms. Paulette Revoir  
Ms. Dawn Marie Rubio  
Judge David Svaren - Phone  
Mr. Bob Taylor - Phone  
Mr. Jon Tunheim  
Ms. Margaret Yetter

### Members Absent:

### AOC Staff Present:

Mr. Kevin Ammons  
Ms. Vicky Cullinane  
Ms. Vonnie Diseth  
Mr. Curtis Dunn  
Mr. Brian Elvin  
Mr. Mike Keeling  
Ms. Keturah Knutson  
Mr. Dirk Marler  
Mr. Dexter Mejia  
Ms. Dory Nicpon - Phone  
Mr. Ramsey Radwan  
Mr. Kumar Yajamanam

### Guests Present:

Mr. Terry Price  
Mr. Othniel Palomino  
Judge Corinna Harn  
Judge Susan Mahoney  
Judge Kimberly Walden  
Judge Rebecca Robertson  
Mr. Josh Sattler  
Mr. Howard Delaney  
Judge Mary Logan  
Ms. Trish Kinlow  
Ms. Suzanne Elsner  
Mr. Kevin Kelly  
Judge Claire Bradley  
Judge Jeffrey Jahns  
Judge Marilyn Paja  
Mr. Clint Casebolt

## Call to Order

Judge J. Robert Leach, JISC vice chair and filling in for Chief Justice Mary Fairhurst, called the Judicial Information System Committee (JISC) meeting to order at 10:00 a.m. and introductions were made. Chief Justice Fairhurst will be joining the meeting at a later time.

## February 22nd, 2019 Meeting Minutes

Judge Leach asked if there were any changes to be made to the February 22, 2019 meeting minutes. Hearing none, Judge Leach deemed the minutes approved.

## JIS Budget Update

Mr. Ramsey Radwan reported on the 17-19 budget using the green sheet. The green sheet identifies project information with regard to the amount allocated, expended, plus projections and the estimated variance at the end of the current biennium through March 31<sup>st</sup>, 2019. Due to the low amount of activity, not much has changed since the last report. If everything remains the same, there will be a small amount of funding left over in the Superior Court Case Management System (SC-CMS) budget consisting of mostly staffing. The Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project has slowed down to review options that are available. Mr. Radwan explained those funds will go back into the JIS account and will help fund the next biennial budget. The funds are not lost; they are just back in the pool of monies available. Mr. Radwan stated there was approximately \$8.7 million which was rolled into the fund balance computation for the ensuing biennium with legislative staff in agreement.

Mr. Radwan reported on the blue sheet showing the AOC budget requests. Mr. Radwan drew the Committee's attention to the last page, showing AOC had requested approximately \$29.3 million. The House of Representatives has appropriated all the funding in the account with an approximate \$800,000 shortfall. Mr. Radwan stated this was not necessarily a negative as the entire JIS account budget for the entire biennium is approximately \$61 million. Mr. Radwan stated the Senate structured the budget a little differently, leaving about \$1.1 million in the account funding specific decision packages; however, they did not fund the Odyssey Business and Training Support request. Mr. Radwan stated the general budget outlook is looking pretty good. In the near future a team will be put together to start looking at alternatives for funding as the account will not be able to fully fund all the activities. Mr. Radwan stated there is a rumor the Legislature has reached tentative agreement on the budget but will wait and release it on Saturday with Sunday being the last day of session. The question was asked if Washington State Legislatures were typically last minute voters regarding budgets. Mr. Radwan replied that in the last ten years, the Legislature has not gotten out on time, so this is unprecedented in recent history.

## **Legislative Update**

Ms. Dory Nicpon gave the Legislative update.

### **2019 Legislative Session -- Cutoff Calendar**

Consistent with the cutoff date for chamber of origin (March 13), only bills that have passed out of their chamber of origin and transferred to the opposite chamber remain eligible for further consideration this legislative session. In order to advance for further consideration, bills must pass out of the opposite chamber by April 17. Bills that were amended by the opposite chamber will return to the chamber of origin for concurrence.

### **Board for Judicial Administration (BJA) Legislative Priorities**

As previously reported, the BJA identified its priorities for 2019 to include:

**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. These technology needs were described to the Legislature in funding requests called decision packages.

**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. The judicial branch submitted a funding request to the Legislature to increase the amount available for interpreter reimbursement.

**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. The judicial branch submitted a funding request to the Legislature to increase the amount available for judicial branch education.

**Family and Juvenile Court Improvement Program (FJCIP):** 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, so the judicial branch submitted a funding request to the Legislature to increase FJCIP funding.

**Guardianship Services:** With growing populations of seniors and vulnerable individuals, funding is needed for additional public guardians and to create 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. The judicial branch submitted a funding request for guardianship monitoring resources and more public guardians, and the BJA requested legislation to expand the services of public guardians (Representative Christine Kilduff sponsored the BJA's request, House Bill 1329, which is available for floor debate in the Senate as of April 11).

**Courthouse Security:** Funding and coordination is needed to ensure everyone visiting a courthouse can do so in a safe and secure environment. The BJA is convening a Courthouse Security Task Force in April 2019 to examine needs and opportunities for every trial court to achieve compliance with General Rule 36 by 2025.

**Civic Education:** Funding and support for civic education in our schools and communities helps emphasize the importance of the rule of law in our democracy.

**Domestic Violence Data:** A statutory refinement to domestic violence definitions is needed to facilitate more specific data collection and distinguish between intimate partner violence and non-intimate partner violence in order to improve risk assessments. The BJA requested inclusion of the definition refinement in legislation already introduced by Representative Roger Goodman on the topic of domestic violence (House Bill 1517, which is on the consent calendar for the Senate as of April 11).

## **Legislative Discussions -- Theme of the Session Might be Vulnerable Individuals**

**Uniform Guardianship, Conservatorship, and Protective Arrangements Act (UGCPAA):** Senate Bill 5604 changes Washington's statutes relating to guardianship to align substantially with the UGCPAA.

**New Hope Act:** Representative Drew Hansen has sponsored a bill called the New Hope Act (House Bill 1041), which: 1) modifies the process for an offender to receive a certificate of discharge; 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, opioid use disorder, and the Trueblood settlement.

### **Specific Bill of Import for the Judiciary**

#### **5017 -- Concerning the uniform unsworn declarations act.**

In 2014, a multi-agency effort introduced new language in RCW 9A.72.085 regarding standards for subscribing to an unsworn statement. This RCW is now referenced in court rule and on court forms, which are foundational for many e-filings within the judicial branch. This bill includes a repeal of RCW 9A.72.085. AOC staff identified significant potential ramifications from this repeal and engaged with Washington State Patrol (WSP), Washington Association of Sheriffs and Police Chiefs (WASPC), Washington Association of Prosecuting Attorneys (WAPA), counties, cities, the Governor's staff, legislative members and staff, Department of Licensing (DOL), and the Washington Traffic Safety Commission (WTSC). AOC requested that the Legislature not repeal RCW 9A.72.085. The Legislature denied that request because it wants to consolidate all language regarding unsworn declarations in chapter 5.50 RCW.

The Governor's staff has suggested amendments intended to address executive branch (WSP, WASPC, WAPA, DOL, WTSC) impacts. In order to avoid operational impacts within the judicial branch, AOC has requested an effective date for the repeal of RCW 9A.72.085 that is sufficiently delayed as to afford the courts an opportunity to adjust court rules and forms (e.g., October 2021). The Chief Justice and Governor discussed this bill during their quarterly meeting on April 3.

AOC staff remain concerned about this repeal triggering a need to adjust statutory references to RCW 9A.72.085 and may urge the judicial branch to consider adopting court rules and forms about standards for subscribing to an unsworn statement without statutory references.

### **Topics of Recurring BJA Engagement with the Legislature**

The BJA has discussed concerns and collaborated with public policy makers regarding amendments to legislation where the bill language under debate raised concerns related to the administration of

justice, including: judicial independence/separation of powers; courts should not be revenue collectors; and judicial branch entities should not be funded by fees.

### **Odyssey Case Management System Court User Work Group Charter**

Mr. Dexter Mejia presented the draft Odyssey Case Management System (CMS) Court User Work Group (CUWG) Charter. Mr. Mejia reminded the Committee he had briefly discussed the charter at the February JISC meeting when giving the final SC-CMS update. After the project stage is completed, there is a need to continue with a CUWG to support the operational and ongoing maintenance of Odyssey. Mr. Mejia stated a two-year term limit is being introduced for members whereas previously it was open until the project was done, with most CUWG members willing to continue being members. After a few questions were asked regarding the type of issues the CUWG would make decisions on, a motion was made.

**Motion: Mr. Frank Maiocco**

I move that the JISC approve the creation of the Odyssey Case Management Operational Court User Work Group as presented behind tab 4.

Chief Moericke asked if the motion needed to include the approval of the charter. Judge Leach asked if Mr. Maiocco would treat that as a friendly amendment. Mr. Maiocco agreed in addition to the second by Judge Ahlf.

**Second: Judge Scott K. Ahlf**

**Voting in Favor:** Chief Justice Mary Fairhurst, Judge Scott K. Ahlf, Mr. Larry Barker, Judge Jeanette Dalton, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Ms. Brooke Powell, Ms. Paulette Revoir, Ms. Dawn Marie Rubio, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Margaret Yetter

**Opposed:** None

**Absent:** None

The motion passed unanimously as amended.

Prior to going to break, Ms. Barb Miner requested a brief update on some recent performance issues pertaining to Odyssey. Ms. Vonnie Diseth reported that over the past few months some courts had been reporting various slowdowns in Odyssey, referred to as latency. Tyler and AOC were able to resolve the issues by the addition of server memory and performance enhancements to certain queries and processes. AOC will continue to performance tune the system as Odyssey stabilization continues.

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

Ms. Diseth brought before the Committee the nomination of Suzanne Elsner to the CLJ-CMS Steering Committee.

**Motion: Judge John H. Hart**

I move that that Suzanne Elsner be appointed to the CLJ-CMS Steering Committee.

**Second: Ms. Paulette Revoir**

**Voting in Favor:** Chief Justice Mary Fairhurst, Judge Scott K. Ahlf, Mr. Larry Barker, Judge Jeanette Dalton, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Ms. Brooke Powell, Ms. Paulette Revoir, Ms. Dawn Marie Rubio, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Margaret Yetter

**Opposed:** None

**Absent:** None

Ms. Elsner was unanimously approved as a member to the CLJ-CMS Steering Committee to replace Ms. Lynne Campeau.

### **JISC Rule 13 Proposed Amendment**

Ms. Paulette Revoir read a statement to the JISC concerning the CLJ-CMS Steering Committee's position on the Proposed Amendment to JISC Rule 13. Ms. Revoir is the Court Administrator for Lynnwood Municipal Court and Chair of the CLJ-CMS Steering Committee. Immediately following, Ms. Diseth gave a brief explanation as to the nature of the amendments to JISC Rule 13. Ms. Diseth relayed that there was concern from courts that have never been on JIS and are implementing their own CMS about the language requiring duplicate data entry into JIS. Ms. Diseth stated that to alleviate this concern, the language in the proposal was changed to reflect that a court would need to continue inputting their data into the statewide system by whatever method they are currently using. Therefore, until a court implementing its own CMS is able to connect to the Enterprise Data Repository (EDR), it would continue to use the current method of inputting data into JIS until such a time when the court has successfully connected to the statewide system through the EDR.

Ms. Revoir then detailed to the Committee the amendments to JISC Rule 13 contained in the packet. Ms. Revoir stated she and the CLJ-CMS Steering Committee were open to holding the vote over until the next JISC meeting but would like discussion to begin today at the current JISC meeting. Judge Leach let the Committee know there were a few letters received from interested parties with various opinions on Rule 13. As acting Chair, Judge Leach opened the floor to discussion. Judge Jeanette Dalton stated her concern that other associations had not been given the time to review and comment on the rule. She requested the tabling of the vote until all associations and the Data Dissemination Committee (DDC) have a chance to weigh in on JISC Rule 13.

Judge Leach stated the DDC has not vetted the rule nor have they been asked. Furthermore, he stated, as Chair of the DDC, it would be beyond the scope of the charter of the DDC as it does not have a role in this part of the JISC process. Other comments came from some JISC members expressing reservations with voting on the Rule 13 proposed amendments at the current time. Some members raised concern about the risks of not seeing other courts' data in the statewide solution. Other members had concerns about the conditions that would be imposed on courts pursuing their own CMSs, with specific issues voiced by Mr. Maiocco and Ms. Miner regarding sections F and C. Judge Kimberly Walden pointed to King County as a specific example of the risk associated with courts branching off of the statewide solution, indicating she is unable to see their data while on the bench. Since November, she has been unable to see King County Superior Court information other than a charge and ordered warrant. Furthermore, she stated this is one of the reasons she has always been a supporter of JISC Rule 13 and pushed for the rule including double data entry to ensure all data is shared statewide. Chief Justice Fairhurst added she believed having a rule helps get all parties on the same page and know what is expected of them. Much of what is in the rule is already required today and she is okay with taking time for other parties to review the rule as long as the review period is not open-ended but tied to a date. Furthermore, she stated her concern that courts looking to implement their own CMS be fully aware of exactly what the requirements are and the limitations on AOC resources to build multiple data exchanges. A motion was put forward.

**Motion: Judge Scott K. Ahlf**

I move to continue this matter for consideration on the June 28, 2019 JISC Agenda.

**Second: Ms. Paulette Revoir**

**Voting in Favor:** Chief Justice Mary Fairhurst, Judge Scott K. Ahlf, Mr. Larry Barker, Judge Jeanette Dalton, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Ms. Brooke Powell, Ms. Paulette Revoir, Ms. Dawn Marie Rubio, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Margaret Yetter

**Opposed:** None

**Absent:** None

The motion passed to table to the matter until the next JISC meeting on June 28, 2019. Judge Leach suggested the parties that do not like the language in the current proposed rule should propose alternate language and provide it to the JISC, AOC and the CLJ-CMS Steering Committee. He suggested this happen sooner rather than later so all parties are able to review all suggestions prior to the June 28, 2019 JISC meeting.

**JISC Rule 13 Request**

Ms. Diseth reported this agenda item was a holdover from the February 22, 2019 JISC meeting. Kitsap County presented their request to move forward with their own CMS, outside the statewide court solution. Kitsap County and AOC were to meet prior to the April JISC meeting to discuss the rules, responsibilities and expectations when a court implements their own CMS. That meeting did occur. As such, it is back before the Committee for approval. Judge Jeffrey Jahns spoke to his county's request and expressed his thanks to King County and AOC for their help in educating him and his colleagues on the rules and responsibilities. Comments were given by Judge John Hart speaking from the standpoint of a rural community with limited resources and a reliance on AOC for their CMS. He expressed his fear that all funds or efforts going to assisting the dissemination of data to those counties implementing their own CMS directly hurts his county and other smaller counties reliant on AOC. Judge Leach spoke to the JISC and AOC's commitment to CLJ courts as the number one priority. Unless the JISC alters their priorities, added requests will be put in line based on prioritization by the JISC. Thus, whatever the vote is today, it will not impede the development of a CMS for those courts that stay on the statewide system.

**Motion:** Judge John H. Hart

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.

**Second:** Judge Scott K. Ahlf

**Voting in Favor:** Judge Scott K. Ahlf, Mr. Larry Barker, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Ms. Brooke Powell, Ms. Paulette Revoir, Ms. Dawn Marie Rubio, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Margaret Yetter

**Opposed:** None

**Abstention:** Judge Dalton

**Absent:** Chief Justice Mary Fairhurst

The motion passed with Kitsap receiving provisional approval as stated in the motion.

## Access to Justice (ATJ)

Mr. Terry Price, Access to Justice (ATJ) Liaison, presented the motion to approve the updated Access to Justice Technology Principles for submission to the Supreme Court of Washington. Mr. Price directed the Committee to the packet containing the current and proposed technology principles recently passed by the ATJ Board. There was discussion concerning the current preamble contained

in the existing technology principles, and whether it would also be in the updated technology principles. Mr. Price stated the ATJ did not include a preamble. Further discussion revolved around the previous JISC meeting’s discussion where members had requested the preamble be included due to the use of “shall” and “must” in the technology principles. Members expressed concern with the current language and lack of the preamble. Judge Leach stated he intended to vote against the proposed technology principles without a preamble. His stated reason is that if it is not clear that the principles are not intended to have the force of law, then it invites private litigation. The economic consequences to the government entity involved—even if the technology rules are aspirations rather than rules—would be expensive. He stated his belief that this could be avoided by adding a preamble. Other members voiced their willingness to provide some edits. Mr. Price stated if the message he is to take back to the ATJ Board that the JISC would like a preamble, it is his belief they will consider that. With no further discussion, Judge Leach asked if there was a motion. Hearing none, the matter died without a vote. Judge Leach suggested Mr. Price let the ATJ Board know the JISC is not opposed to principles but would like them clearly described as aspirational.

**Data Dissemination Committee Report (DDC)**

The Data Dissemination Committee meeting was cancelled.

**Board for Judicial Administration Report (BJA)**

Judge Leach reminded the Committee that the BJA minutes are contained in the JISC packet behind Tab 13.

**Adjournment**

Judge Leach adjourned the meeting at 12:40pm.

**Next Meeting**

The next meeting will be June 28<sup>th</sup>, 2019, at the AOC SeaTac Facility from 10:00 a.m. to 2:00 p.m.

**Action Items**

	<b>Action Items</b>	<b>Owner</b>	<b>Status</b>

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

**Biennial Balances as of 4/31/2019 (FM22)**

Initiatives--JIS Transition	ALLOTTED	EXPENDED AND PROJECTED	VARIANCE
<b>Expedited Data Exchange (EDE)</b>			
17-19 Allocation	\$4,339,000	\$4,339,000	\$0
<b>Information Networking Hub (INH) - Subtotal</b>	<b>\$4,339,000</b>	<b>\$4,339,000</b>	<b>\$0</b>
<b>Superior Court CMS</b>			
17-19 Allocation	\$12,000,000	\$11,887,213	\$112,787
<b>Superior Court CMS Subtotal</b>	<b>\$12,000,000</b>	<b>\$11,887,213</b>	<b>\$112,787</b>
<b>Courts of Limited Jurisdiction CMS</b>			
17-19 Allocation	\$10,390,000	\$1,695,579	\$8,694,421
<b>Courts of Limited Jurisdiction CMS - Subtotal</b>	<b>\$10,390,000</b>	<b>\$1,695,579</b>	<b>\$8,694,421</b>
<b>TOTAL 2017-2019</b>	<b>\$26,729,000</b>	<b>\$17,921,792</b>	<b>\$8,807,208</b>

Judicial Information System Committee Meeting

June 28, 2019

## **DECISION POINT – Revised Access to Justice Technology Principles Proposal to the Supreme Court.**

### **MOTION:**

- I move to endorse the updated Access to Justice Technology Principles for submission to the Washington Supreme Court.

### **I. BACKGROUND**

The Access to Justice Board developed the Access to Justice (ATJ) Technology Principles to ensure that technology increases opportunities and eliminates barriers to access to the justice system. The Washington State Supreme Court adopted the ATJ Technology Principles in 2004.

In 2016, the ATJ Technology Committee began the process of updating the technology principles, including online surveys, organized events, and gathering feedback from focus groups representing incarcerated people, legal professionals, and immigrant and rural communities.

In August 2018, the ATJ Board submitted the updated technology principles to the Washington Supreme Court. In September 2018, AOC submitted a letter to the Washington Supreme Court with concerns about the language of the revised principles and the lack of vetting with the governing and policymaking bodies for the judicial branch. Following that letter, the ATJ Technology Committee worked with AOC to incorporate some of the feedback. The proposed new technology principles were first presented to the JISC October 26, 2018. The JISC asked the ATJ to solicit feedback from the governing bodies representing the judicial branch. The ATJ Technology Committee subsequently gathered feedback from court associations, including the District and Municipal Court Judges' Association, the Superior Court Judges' Association, the Washington State Association of County Clerks, and the Board for Judicial Administration. There were no further revisions to the technology principles following the October 26, 2018 meeting of the JISC.

The ATJ Technology Committee again brought the revised technology principles to the JISC on February 22, 2019, requesting that the JISC join the ATJ Board in requesting that the Washington Supreme Court adopt the revised principles. On March 29, 2019, Salvador Mungia, Chair of the ATJ Board, formally requested that the JISC endorse the revised ATJ Technology Principles.

### **II. DISCUSSION**

The primary area of disagreement between the ATJ Board and stakeholders representing the court community revolves around the use of “must” rather than “should” in the revised technology principles. In the discussion at the February 22, 2019 JISC meeting, a compromise was proposed to include a preamble and comments to the new proposed ATJ Technology Principles similar to what exists now with the current principles. Judge Leach requested that the proposed new ATJ Technology principles contain a preamble and comments indicating that they do not create the basis for new causes of action or create unfunded mandates. Mr. Price agreed to make the requested change.

### **III. OUTCOME IF NOT PASSED**

The ATJ Board has indicated that it intends to ask the Washington Supreme Court to adopt the revised ATJ Technology Principles. If the JISC does not endorse the principles, they could be submitted to the court without the JISC’s endorsement.

# Access to Justice Technology Principles

## Preamble

The responsible use of technology is central to providing access to justice for all individuals. To that end, we should develop and utilize the technological tools that increase and enhance access to justice. These Principles do not mandate new expenditures, create new causes of action, or repeal or modify any rule. Rather they advocate that justice system decision makers carefully consider these Principles whenever technology is purchased, planned or implemented, to avoid reducing access, and, whenever possible, use technology to enhance access to justice.

## Scope

The Access to Justice Technology Principles are adopted to:

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

The Access to Justice Technology Principles apply to everyone involved in administering the justice system including:

- Courts,
- Clerks of the Court,
- Administrative Office of the Courts, and
- Court Administrators.

## Definition of Technology

"Technology" includes but is not limited to hardware and software, and all mechanisms and means used for the production, storage, retrieval, aggregation, transmission, communication, dissemination, interpretation, presentation, or application of information, including but not limited to data, documents, records, images, video, sound, and other media.

## Access to Justice for All

Everyone should have access to the justice system.

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

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

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

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

## Openness, Privacy and Safety

Technology in the justice system must be open to the public and transparent, unless access is limited by law to protect the safety and privacy of the people involved.

Technology in the justice system must be designed to:

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

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

## Accountability and Fairness

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

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

- inequitable processes,

- unfair outcomes, and
- unintended negative impacts.

Any proposed technology that would result in unfairness or inequity must not be implemented.

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

## Maximizing Public Awareness and Use

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

Actors in the justice system must:

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

## Usability

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

## Accessible Formats

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

## Plain Language

The justice system must strive to create legal information resources for the public in plain language, when possible.

## Best Practices Workgroup

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

coordinate with Administrative Office of the Courts and will report to the Access to Justice Board and Judicial Information System Committee annually.

## Accessibility

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

## Cultural Responsiveness

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

## Human Touch

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

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

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

## Language Access

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

The responsible use of technology is central to providing access to justice for all individuals. To that end, we should develop and utilize ~~only~~ the technological tools that increase and enhance access to justice ~~in all circumstances~~. These Principles do not mandate new expenditures, create new causes of action, or repeal or modify any rule. Rather, they ~~require~~ advocate that justice system decision makers ~~take certain steps~~ carefully consider these Principles whenever technology is purchased, planned or implemented, to avoid reducing access, and, whenever possible, use technology to enhance access to justice.



MEMBERS

Francis Adewale  
Esperanza Borboa  
Judge Laura T. Bradley  
Hon. Frederick P. Corbit  
Hon. David S. Keenan  
Lindy Laurence  
Michelle Lucas  
Salvador A. Mungia, Chair  
Mirya Muñoz-Roach  
Terry J. Price

STAFF

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



**THE ALLIANCE**  
*for Equal Justice*

MEMBER

March 29, 2019

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

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

RE: Request to JISC for Endorsement of Proposed Updates to Technology Principles

Dear Chief Justice Fairhurst:

I am writing about the Access to Justice (ATJ) Board's updated ATJ Technology Principles. The ATJ Board recently approved the latest draft (see enclosed). The Board is hoping the Judicial Information Systems Committee (JISC) will endorse the updated principles. The Board is planning to present the updated principles to the Court later for adoption.

Our ATJ Board liaison to JISC, Terry Price, presented the updated ATJ Technology Principles to JISC in February. I am requesting that you add to the April 26, 2019 JISC agenda, as an action item, the ATJ Board's request for JISC's endorsement of the updated ATJ Technology Principles.

Please let us know if you have any questions or need any more information. You can send any questions or requests to Diana Singleton, Access to Justice Manager, at [dianas@wsba.org](mailto:dianas@wsba.org). Thank you for your consideration.

Respectfully,

Salvador Mungia, Chair

cc: Terry Price

encl: Proposed Updated Technology Principles



# Access to Justice Technology Principles

## Scope

The Access to Justice Technology Principles are adopted to:

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

The Access to Justice Technology Principles apply to everyone involved in administering the justice system including:

- Courts,
- Clerks of the Court,
- Administrative Office of the Courts, and
- Court Administrators.

## Definition of Technology

"Technology" includes but is not limited to hardware and software, and all mechanisms and means used for the production, storage, retrieval, aggregation, transmission, communication, dissemination, interpretation, presentation, or application of information, including but not limited to data, documents, records, images, video, sound, and other media.

## Access to Justice for All

Everyone should have access to the justice system.

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

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

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

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

## Openness, Privacy and Safety

Technology in the justice system must be open to the public and transparent, unless access is limited by law to protect the safety and privacy of the people involved.

Technology in the justice system must be designed to:

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

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

## Accountability and Fairness

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

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

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

Any proposed technology that would result in unfairness or inequity must not be implemented.

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

## Maximizing Public Awareness and Use

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

Actors in the justice system must:

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

## Usability

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

## Accessible Formats

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

## Plain Language

The justice system must strive to create legal information resources for the public in plain language, when possible.

## Best Practices Workgroup

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

## Accessibility

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

## Cultural Responsiveness

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

## Human Touch

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

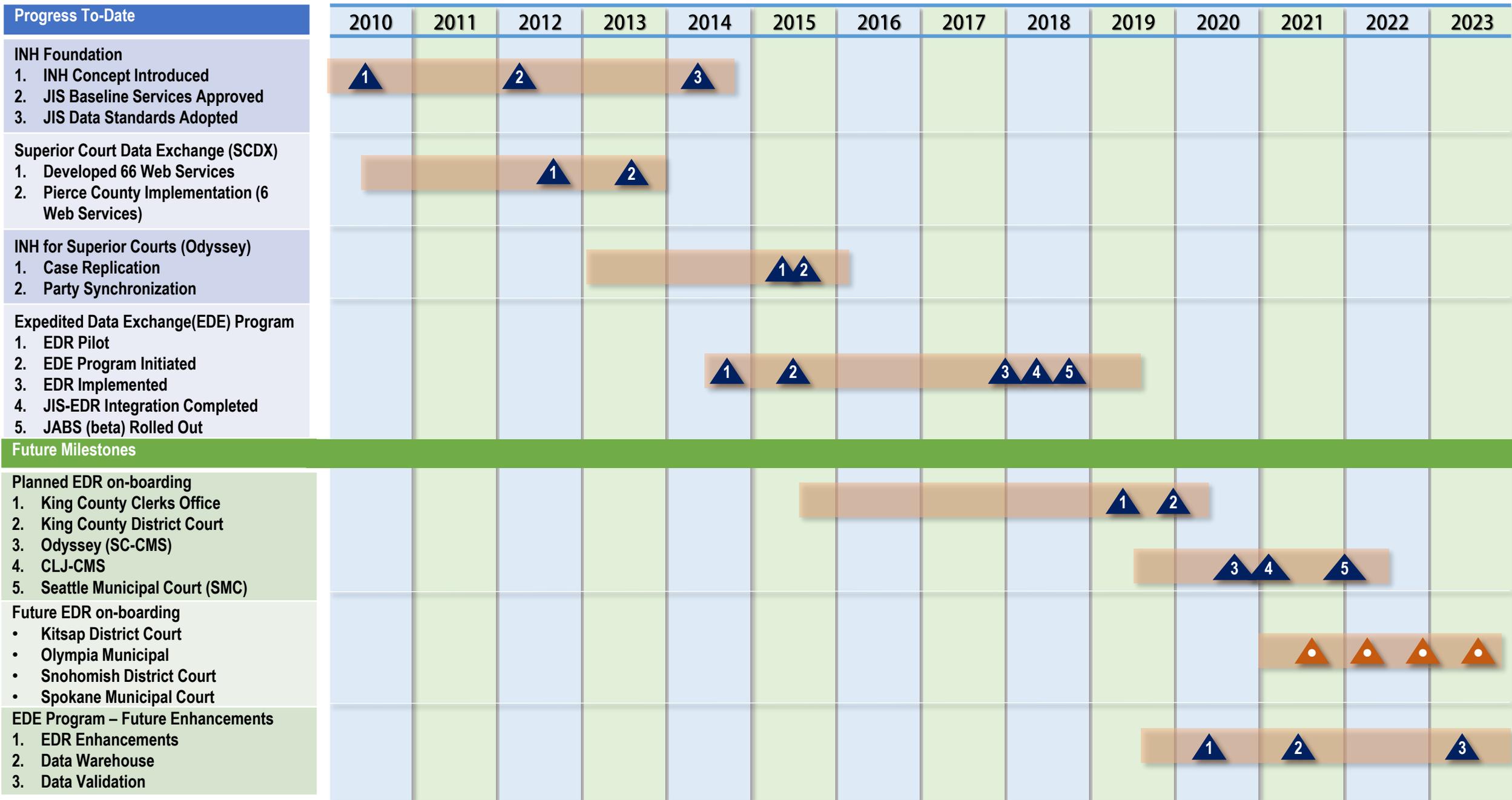
Technology should be used to increase the satisfaction of the public's interaction with the justice system to ensure timely and fair outcomes.

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

## Language Access

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

# Information Networking Hub (INH) Historical Timeline & Forecast



Judicial Information System Committee Meeting

June 28, 2019

## **DECISION POINT – JISC Rule 13**

### **MOTION:**

I move to amend the JISC Rule 13 as indicated in the attached draft.

### **I. BACKGROUND**

JISC Rule 1 states that AOC will operate a statewide Judicial Information System to serve the courts of Washington, under the direction of the JISC and with the approval of the Supreme Court pursuant to RCW 2.56. RCW 2.68.010 provides for the JISC to “determine all matters pertaining to the delivery of services available from the judicial information system.”

JISC Rule 13 governs JISC review and approval of local city or county automated court records systems. The rule was adopted in 1976, and has not been amended since. It does not reflect the current realities of technology system development.

In 2014, the JISC adopted the JIS Standard for Local Automated Court Record Systems and their Implementation Plan that provide guidance to courts operating their own systems regarding the minimum data that must be in the statewide judicial information system. The proposed amendments to JISC Rule 13 align the rule with the accompanying JIS Standard.

### **II. DISCUSSION**

With more and more courts contemplating leaving the statewide Judicial Information System and implementing their own systems, it is crucial for those courts to have direction so they know their responsibilities and what to expect when making those decisions. It is also crucial to public safety for all Washington courts and justice partners to continue to have access to statewide judicial information.

### **OUTCOME IF NOT PASSED –**

If JISCR 13 is not amended to reflect the current reality, Washington judicial officers, court staff, justice system partners, and the public will not have access to complete judicial information on which public safety depends.

## **Current Rule 13**

### Judicial Information System Committee Rules

#### 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.]

**DRAFT Revision to JISC Rule 13 As Proposed to the Judicial  
Information System Committee - with Footnotes  
6/28/19**

**RULE 13            ELECTRONIC LOCAL COURT RECORD SYSTEMS**

- (a) Counties or cities may establish a local alternative electronic court record system with the approval of the Judicial Information System Committee (JISC). ~~Counties or cities wishing to establish an electronic automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee JISC and the Administrative Office of the Courts (AOC) Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval. The notice of proposed acquisition or development shall include an agreement signed by the presiding judge, the local funding authority, and the court's technology service provider that they understand and accept the city or county obligations to maintain and support the local system and will comply with the JIS Data Standards for Alternative Electronic Court Record Systems (JIS Data Standards).~~<sup>1</sup>
- (b) An "electronic court record system" is any electronic court records technology system that is the source of statewide court data identified in the JIS Data Standards.
- (c) The JISC and AOC are directed to focus on implementing and supporting statewide solutions. The JISC and AOC set priorities through the Information Technology Governance (ITG) process.<sup>2</sup>
- (d) With JISC approval, a court may implement and maintain a local electronic court record system solely at its own expense. The court's detailed plan to comply with the JIS Data Standards must be provided to the JISC and the AOC within three months after commencement of the project. Courts that choose to implement electronic court record systems must either provide statewide data

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<sup>1</sup> The JISC adopted the JIS Data Standards for Alternative Electronic Court Record Systems, and the accompanying Implementation Plan on October 24, 2014. The standards contain the requirements and responsibilities for trial courts to interface their alternative systems with the state Judicial Information System (JIS). "These standards are necessary to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters." (JIS Data Standards, p. 3).

<sup>2</sup> The JISC adopted the IT Governance Framework March 5, 2010, and approved the JIS IT Governance Policy on June 5, 2010. The IT Governance Framework "...specifies the authority and creates an accountability framework that encourages desirable use of IT that maximizes value and minimizes risk for the organization. Ideal IT governance is a transparent process driven by a business plan, IT strategy, and clear and repeatable processes, with measurable outcomes." (IT Governance Framework Executive Overview, p. 2)

**DRAFT Revision to JISC Rule 13 As Proposed to the Judicial  
Information System Committee - with Footnotes  
6/28/19**

required in the JIS Data Standards through the Enterprise Data Repository (EDR) or by the court's current method of entering data into JIS systems.<sup>3</sup>

- (e) If a court's request to implement an electronic court record system is approved by JISC, any implementation or support activities by AOC are still subject to resource availability and scheduling based on JISC and AOC priorities. If state and local timelines do not align, the court must provide all data required under the statewide JIS data standards by the court's current method of entering data into the statewide JIS systems until a data exchange is fully tested and operational or the court must adjust its implementation schedule.<sup>4</sup>
- (f) Noncompliance with the terms of this rule will result in the termination of funding, supplies, and services provided by AOC other than those that are constitutionally or statutorily required.<sup>5</sup>

---

<sup>3</sup> The JIS Data Standards require courts using alternative systems to send the shared data elements through direct data entry or data exchange (JIS Data Standards for Alternative Electronic Court Record Systems, p. 8).

<sup>4</sup> The JIS Data Standards Implementation Plan requires that "Trial courts using JIS as their primary case management system on or after April 4th, 2014 shall provide all data specified as baseline for their court level in the JIS Data Standards for Alternative Electronic Court Record Systems on the date they stop using JIS as their primary case management system." (Implementation Plan – JIS Data Standards for Alternative Electronic Court Record Systems, p. 2)

<sup>5</sup> RCW 2.68.010 provides that "the judicial information system committee, as established by court rule, shall determine all matters pertaining to the delivery of services available from the judicial information system."

**DRAFT Revision to JISC Rule 13**  
**As Proposed to the Judicial Information System Committee**  
**6/28/19**

**RULE 13            ELECTRONIC LOCAL COURT RECORD SYSTEMS**

- (a) Counties or cities may establish a local alternative electronic court record system with the approval of the Judicial Information System Committee (JISC). Counties or cities wishing to establish an electronic automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee JISC and the Administrative Office of the Courts (AOC) Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval. The notice of proposed acquisition or development shall include an agreement signed by the presiding judge, the local funding authority, and the court's technology service provider that they understand and accept the city or county obligations to maintain and support the local system and will comply with the JIS Data Standards for Alternative Electronic Court Record Systems (JIS Data Standards).
- (b) An "electronic court record system" is any electronic court records technology system that is the source of statewide court data identified in the JIS Data Standards.
- (c) The JISC and AOC are directed to focus on implementing and supporting statewide solutions. The JISC and AOC set priorities through the Information Technology Governance (ITG) process.
- (d) With JISC approval, a court may implement and maintain a local electronic court record system solely at its own expense. The court's detailed plan to comply with the JIS Data Standards must be provided to the JISC and the AOC within three months after commencement of the project. Courts that choose to implement electronic court record systems must either provide statewide data required in the JIS Data Standards through the Enterprise Data Repository (EDR) or by the court's current method of entering data into JIS systems.
- (e) If a court's request to implement an electronic court record system is approved by JISC, any implementation or support activities by AOC are still subject to resource availability and scheduling based on JISC and AOC priorities. If state and local timelines do not align, the court must provide all data required under the statewide JIS data standards by the court's current method of entering data into the statewide JIS systems until a data exchange is fully tested and operational or the court must adjust its implementation schedule.
- (f) Noncompliance with the terms of this rule will result in the termination of funding, supplies, and services provided by AOC other than those that are constitutionally or statutorily required.

- (a) An “electronic court record system” is any electronic court records technology system that is the source of statewide court data identified in the JIS Data Standards for Alternative Electronic Court Record Systems (“JIS Data Standards”).
- (b) The JISC and AOC are directed to focus on implementing and supporting statewide solutions. The JISC and AOC set priorities through the Information Technology Governance (ITG) process.
- (c) ~~With JISC approval, A court may implement and maintain a local electronic court record system solely at its own expense. Written notice of the proposed acquisition or development and the court’s detailed plan to comply with the JIS Data Standards must be provided to the JISC and the AOC at least six months before beginning a procurement process for the purchase or acquisition of software or services. The court, the local funding authority, and the court’s technology service provider must agree in writing that they understand their obligations and will comply with the JIS Data Standards.~~
- (d) Courts that choose to implement electronic court records systems must either provide statewide data required in the JIS Data Standards through Enterprise Data Repository (EDR) or by the court’s current method of entering data into JIS systems.
- (e) ~~If a court’s request to implement an electronic court record system is approved by the JISC, any Any implementation or support activities by AOC are still subject to resource availability and scheduling based on JISC and AOC priorities. If state and local timelines do not align, the court must provide all data required under the statewide JIS data standards by the court’s current method of entering data into the statewide JIS systems until a data exchange is fully tested and operational or the court must adjust its implementation schedule.~~
- (f) ~~A court that does not comply with the terms of this rule may not receive equipment, software, supplies, monies, or services funded in whole or in part from any funds appropriated to the AOC.~~

RULE 13 ELECTRONIC LOCAL COURT RECORD SYSTEMS

- (a) An “electronic court record system” is any electronic court records technology system that is the source of statewide court data identified in the JIS Data Standards for Alternative Electronic Court Record Systems (“JIS Data Standards”).
- (b) The JISC and AOC are directed to focus on implementing and supporting statewide solutions for every court in the State of Washington. The JISC and AOC set priorities through the Information Technology Governance (ITG) process.

—So long as the proposed system meets the JIS standard requirements and is able to provide data to the Enterprise Data Repository (EDR) or Judicial Information System (JIS) as set forth below, a court may implement and maintain a local electronic court record system.

~~(c)~~ (d) Written notice of the proposed acquisition or development ~~and the court’s detailed plan to comply with the JIS Data Standards~~ must be provided to the JISC and the AOC ~~when initiating at least six months before beginning~~ a procurement process for the purchase or acquisition of software or services. At the time of providing the written notice, the court, the local funding authority, and the court’s technology service provider, if any, -must agree in writing that they understand their obligations and will are to comply with the JIS Data Standards and provide a system that is capable of providing data to the EDR or, if not so capable, they must continue to do manual data entry into JIS or provide data by the court’s current methodology to the JIS.

(e) Courts that choose to implement a local electronic court record systems must either provide statewide data required in the JIS Data Standards through the Enterprise Data Repository (EDR), by duplicate data entry into JIS ~~systems~~, or by the court’s current method of providing data to the JIS.

~~(d)~~ (f) (i) It is the responsibility of AOC to provide access to the EDR within one year of procurement or at the time of go-live, whichever is later. If go-live is sooner than 1 year from procurement and the EDR is not available to the court implementing a local electronic court record system, the court must provide data by the court’s current methodology, or duplicate data entry into JIS until the expiration of 1 year from procurement. of a court’s electronic record system go-live implementation date.

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~~(e) (g) If a court's request to implement an electronic court record system is approved by the JISC, any implementation or support activities by AOC are still subject to resource availability and scheduling based on JISC and AOC priorities. If state and local timelines do not align, the court must provide all data required under the statewide JIS data standards by duplicate data entry into the statewide JIS systems until a data exchange is fully tested and operational or the court must adjust its implementation schedule. If the EDR is not available within 1 year of procurement or on the date of go-live, whichever is later, AOC shall provide funding for the court for the cost of duplicate data entry for as long as it is necessary.~~

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~~A court that does not comply with the terms of this rule may not receive equipment, software, or supplies, monies, or services funded in whole or in part from any funds appropriated to AOC, during the period of non-compliance.~~

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(h) Notwithstanding anything to the contrary contained herein, any court that commenced with an alternative solution in accordance with JISCR 13, shall continue to be governed by the provisions in effect at the time they entered the contract with their technology service provider.

#### Comment

Absent any other memorandum or agreement, parties further understand paragraph (d) to require the Administrative Office of the Courts to answer questions of interfaces, support mapping to reference tables, move and test-court data to EDR, and adjust and repair EDR as needed to allow a court's electronic record system to become operational. Parties further understand individual courts are responsible for local programming in local systems to interface, mapping data to reference table, and testing local systems to ensure data enters the EDR. Individual courts shall further bear all costs associated with programming and testing local systems to interface with the EDR. Any disputes associated with integrating a local case management system with the EDR shall be resolved through an independent dispute resolution process.

(f)

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Due to their size the following documents will only be available online.

- JIS Data Standards V2 – 51 pages
- JIS Data Standards Implementation Plan – 37 pages

# Implementation Plan – JIS Data Standards for Alternative Electronic Court Record Systems

**Effective Date: October 24, 2014**

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## **PURPOSE**

The purpose of this document is to provide an Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

## **AUTHORITY**

The JIS Data Standards for Alternative Electronic Court Record Systems, as approved on October 24, 2014 by the Judicial Information System Committee (JISC), specifies that this Implementation Plan shall be followed.

## **BACKGROUND**

JISC Rule 13 requires that courts must request approval from the JISC to leave the centralized JIS and to use an Alternative Electronic Court Record System. Some courts are already using an alternative system and some courts might be contemplating moving to an alternative system.

The standard contains the requirements and responsibilities for trial courts to interface their Alternative Electronic Court Record System with the state Judicial Information System (JIS). These standards are necessary to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

## **PURPOSE**

The purpose of this document is to specify a phased implementation plan for the standards so that trial courts not currently using JIS as their primary case management system can meet the requirements of the standard.

## **IMPLEMENTATION REQUIREMENTS**

The JISC recognizes and acknowledges that some courts have not used JIS as their primary case management system for many years, so the implementation plan addresses both courts that are currently using other case management systems, and courts that may use other case management systems in the future.

### **A. TRIAL COURTS USING JIS AS THEIR PRIMARY SYSTEM AS OF APRIL 4, 2014**

Trial courts using JIS as their primary case management system on or after April 4<sup>th</sup>, 2014 shall provide all data specified as baseline for their court level in the JIS Data Standards for Alternative Electronic Court Record Systems on the date they stop using JIS as their primary case management system. Baseline data, by court level, is identified in Appendix 'B' Share data Elements.

**B. TRIAL COURTS NOT USING JIS AS THEIR PRIMARY SYSTEM AS OF APRIL 4, 2014**

Trial courts not using JIS as their primary case management system as of April 4, 2014, shall meet the following implementation requirement (Seattle Municipal, Spokane Municipal, and Pierce Superior):

Courts shall continue to enter data into JIS at the same level entered as of April 4, 2014. A high level analysis of the alignment with the shared data standard as of June 2013 is contained in Appendix 'A'.

## APPENDIX 'A'

### ANALYSIS OF COURT ALIGNMENT TO SHARED DATA STANDARDS

Court Name	Seattle Municipal	Spokane Municipal	Pierce Superior
Accounting Summary	No	Old Only	Yes
Accounting Detail	No	Old Only	Yes
Party Information	Partial	Partial	Partial
Case Filing and Update	Criminal	Yes	Yes
Case Participation	Partial	Partial	Partial
Case Charge	Partial	Partial	Partial
Case Order	Yes	Partial	Partial
Warrant	No	Partial	Yes
Failure to Appear	No	Partial	Yes
Proceeding	No	Partial	No
Case Status	Partial	Partial	Yes
Judgment	No	Partial	Yes
Sentence	No	Partial	Yes
Compliance Monitoring	No	Partial	NA
Case Association	NA	NA	Yes

## APPENDIX 'B' SHARED DATA ELEMENTS

The table below provides the standards for the data to be shared. The following is a description of each column:

**Shared Data** – The Name of the Shared Data group. This name can be used to cross reference back to subsection B.1 In the “Shared Data” cell. This provides a business name for the group of data elements to be shared.

**Element Number** – A sequential Number assigned to each individual data element.

**Element Name** – the business-related name for the shared data element.

**Definition** – The definition for either the Shared Data group or the Data Element.

**Standards Requirement** – By Court Level if the data element is required – ‘B’ –Baseline, ‘F’ – Future, NA – Not Applicable

**Sup** – Superior

**CLJ** – Court of Limited Jurisdiction

**Juv** – Juvenile Department

**Supported by Current Application Support** – Identifies if the data element is currently supported by a JIS application for the court level using a ‘Y’ – Yes, and ‘N’ – No, NA – Not Applicable

**Sup** – Superior

**CLJ** – Court of Limited Jurisdiction

**Juv** – Juvenile Department

**Supported by Current Exchange Support** – Identifies which data element is supported by a data exchange using a ‘Y’ – Yes, and ‘N’ – No, NA – Not Applicable

**Sup** – Superior

**CLJ** – Court of Limited Jurisdiction

**Juv** – Juvenile Department

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
<b>Accounting Summary</b>		Accounting Summary provides the total debit and credit amounts for a given court, BARS Account Number, Case Classification Code, Jurisdiction Code, and Accounting Date. One record is needed for each court, BARS Account Number, Case Classification Code, Jurisdiction Code every accounting date (365 days a year).	B	B	NA	Y	Y	Y	N	N	NA
1	Court Code	Code that identifies the court.	B	B	NA	Y	Y	NA	N	N	NA
2	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA	Y	Y	NA	N	N	NA
3	Case Classification Code	Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil,	B	B	NA	Y	Y	NA	N	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
		etc.), case type, and cause code.									
4	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA	Y	Y	NA	N	N	NA
5	Accounting Date	Date data in which the accounting information was effective.	B	B	NA	Y	Y	NA	N	N	NA
6	Debit Amount	The total debit amount for the court, jurisdiction, account, and accounting date.	B	B	NA	Y	Y	NA	N	N	NA
7	Credit Amount	The total credit amount for the court, jurisdiction, account, and accounting date.	B	B	NA	Y	Y	NA	N	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
<b>Accounting Case Detail</b>		Accounting Case Detail provides the most granular level of financial information for a case. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions throughout the life of a case.	B	B	NA	Y	Y	NA	N	N	NA
8	Court Code	Code that identifies the court.	B	B	NA	Y	Y	NA	N	N	NA
9	Transaction Identifier	Court-defined unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA	Y	Y	NA	N	N	NA
10	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	N	N	NA
11	Person Identifier	The statewide identifier for the person for which the transaction applies. If the transaction is not associated with a person, then this can be blank.	B	B	NA	Y	Y	NA	N	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
12	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA	Y	Y	NA	N	N	NA
13	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA	Y	Y	NA	N	N	NA
14	Accounting Date	Date data in which the accounting transaction was effective.	B	B	NA	Y	Y	NA	N	N	NA
15	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA	Y	Y	NA	N	N	NA
16	Accounting Amount	The dollar amount allocated to the BARS account for the transaction.	B	B	NA	Y	Y	NA	N	N	NA
17	Primary Law Number	The statewide standard law number, when available, for which the transaction applies.	B	B	NA	Y	Y	NA	N	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
18	Cost Fee Code	The statewide standard cost fee code, when available, for which the transaction applies.	B	B	NA	Y	Y	NA	N	N	NA
19	Transaction Code	A standard code that specifies the transaction that was made.	B	B	NA	Y	Y	NA	N	N	NA
20	Adjustment Reason Code	A code which identifies the reason for an adjustment.	B	B	NA	Y	Y	NA	N	N	NA
<b>Address</b>		Address provides information on a person's location or contact. The address type (location) can be various types (residence, mailing, other correspondence, confidential, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
21	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
22	Address Type Code	A code which specifies the address type.	B	B	B	Y	Y	Y	Y	Y	Y
23	Address Line 1 Text	The first line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
24	Address Line 2 Text	The second line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y
25	Address Line 3 Text	The third line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y
26	Address City Name	The legal name of the city or location.	B	B	B	Y	Y	Y	Y	Y	Y
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B	Y	Y	Y	Y	Y	Y
28	Address State Code	The state code for the location.	B	B	B	Y	Y	Y	Y	Y	Y
29	Address County Code	The Washington state county code for the location.	B	B	B	Y	Y	Y	Y	Y	Y
30	Address Country Code	The location country code.	B	B	B	Y	Y	Y	Y	Y	Y
31	Address Begin Date	The first date that the address is applicable for the person.	B	B	B	Y	Y	Y	Y	Y	Y
32	Address End Date	The last date that the address is applicable for the person.	B	B	B	Y	Y	Y	Y	Y	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
33	Address Status Code	A code which designates the status of the address (undeliverable, returned, or other etc.).	B	B	B	Y	Y	Y	Y	Y	Y
<b>Case Association</b>		A case association is the relationship of one case to another related case. Examples are CLJ case and the associated superior court case when appealed, A probable cause hearing/case and the actual legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B	Y	N	Y	Y	N	N
34	Case Association Identifier	A unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	F	B	Y	N	Y	Y	N	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
35	Case Identifier	Court defined unique case identifier.	B	F	B	Y	N	Y	Y	N	Y
36	Case Association Type Code	A code that identifies the type of associations (linked, consolidated, etc.).	B	F	B	Y	N	Y	Y	N	Y
37	Case Association Role Type Code	A code that specifies the role of the case in the association (primary, secondary, etc.).	B	F	B	Y	N	Y	Y	N	Y
<b>Case</b>		A case is the primary business item that is used to manage and track status for issues filed in a court.	B	B	B	Y	Y	Y	Y	N	N
38	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
39	Court Code	A code that uniquely identifies a court. The code is unique statewide.	B	B	B	Y	Y	Y	Y	N	N
40	Case Number	A court-assigned number that is used for externally identifying a case. The case number is unique within a court code.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
41	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	B	Y	Y	Y	Y	N	N
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case.	B	B	B	Y	Y	Y	Y	N	N
43	Case Filing Date	The date in which the case was filed in the court.	B	B	B	Y	Y	Y	Y	N	N
44	Case Title Text	The court case tile.	B	B	B	Y	Y	Y	Y	N	N
45	Case Security Status Code	A code which specifies the security level (confidential, sealed, public, etc.).	B	B	B	Y	Y	Y	Y	N	N
<b>Case Status</b>		Case status provides information on the different stages of a case through its lifecycle (resolution, completion, closure, etc.).	B	B	B	Y	Y	Y	Y	N	Y
46	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
47	Case Status Type Code	A code identifying the type of case status (resolution, completion, closure, etc.).	B	B	B	Y	Y	Y	Y	N	N
48	Case Status Code	A code identifying the case status for the type.	B	B	B	Y	Y	Y	Y	N	N
49	Case Status Date	The date associated with the case status.	B	B	B	Y	Y	Y	Y	N	N
<b>Charge</b>		An allegation as to a violation of law.	B	B	B	Y	Y	Y	Y	N	N
50	Person Identifier	The statewide identifier for the person for which the charge applies.	B	B	B	Y	Y	Y	Y	N	N
51	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
52	Charge Identifier	A unique identifier for the charge provided by the court.	B	Y	B	Y	Y	N	Y	N	N
53	Charge Information Number	A sequential number assigned to the charging document. Court case types this data element is non applicable.	B	NA	NA	Y	NA	NA	Y	NA	NA
54	Charge Information Date	The date from the charging document.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
55	Charge Count Number	A sequentially assigned number, starting at one for each charge count.	B	B	B	Y	Y	Y	Y	N	N
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B	Y	Y	Y	Y	N	N
57	Charge Primary Local Law Number	The law number as recorded in the local system for the primary charge.	B	B	B	Y	Y	Y	Y	N	N
58	Charge Primary Standard Law Number	The statewide equivalent (if any) for the charge primary local law number.	F	F	F	Y	Y	Y	Y	N	N
59	Charge Primary Result Code	A code which specifies the outcome as decided by the court, related to the primary charge.	B	B	B	Y	Y	Y	Y	N	N
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result code (example, Alford plea for a guilty result).	F	B	F	N	Y	N	N	N	N
61	Charge Primary Result Date	The date of the primary charge result finding.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
62	Charge Special Allegation Law Number	The law number of any special allegation (deadly weapon, sexual motivation, etc.) for the charge.	Y	F	Y	Y	Y	Y	Y	N	N
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	F	Y	Y	N	Y	Y	N	Y
64	Charge Special Allegation Result Date	The date of the special allegation.	F	F	F	Y	N	Y	Y	N	N
65	Charge Modifier Law Number	The law number of any inchoate modifier (attempted, conspiracy, etc., etc.) for the charge.	B	F	B	Y	N	Y	Y	N	N
66	Charge Definition Law Number	The law number for any definitional laws cited in the charging document for the charge count.	B	F	B	Y	N	Y	Y	N	N
67	Charge Domestic Violence Code	A code which specifies domestic violence applicability for the charge count.	B	B	B	Y	Y	Y	Y	N	N
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge.	B	B	B	Y	Y	Y	Y	N	N
70	Charge Plea Date	The date on which the plea was made.	B	B	B	Y	Y	Y	Y	N	N
71	Charge Sentence Date	The date on which sentencing, if any, was made on the charge.	B	B	B	Y	Y	Y	Y	N	N
72	Charge Sentence Judicial Official Identifier	The identifier of the judicial officer who made the sentencing.	B	B	B	Y	Y	Y	Y	N	N
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	NA	NA	B	N	N	Y	N	N	Y
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases.	NA	NA	B	N	N	Y	N	N	Y
<b>Citation</b>		A document issued to a person that contains the alleged violation of law.	NA	B	NA	NA	B	NA	NA	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
75	Case Identifier	Court defined unique case identifier.	NA	B	NA	NA	Y	NA	NA	N	NA
76	Citation Date	The date that the citation was issued.	NA	B	NA	NA	Y	NA	NA	N	NA
77	Originating Agency Code	A code which identifies the agency that originated the citation.	NA	B	NA	NA	Y	NA	NA	N	NA
78	Originating Agency Number	The number assigned to the citation as provided by the originating agency. The originating agency number can be different or the same as the case number filed by the court.	NA	B	NA	NA	Y	NA	NA	N	NA
79	Citation Amount	The fine dollar amount from the citation.	NA	B	NA	NA	Y	NA	NA	N	NA
80	Citation Accident Code	A code that indicates if an accident was involved.	NA	B	NA	NA	Y	NA	NA	N	NA
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	NA	B	NA	NA	Y	NA	NA	N	NA
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation.	NA	B	NA	NA	Y	NA	NA	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA	NA	Y	NA	NA	N	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent.	NA	B	NA	NA	Y	NA	NA	N	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA	NA	Y	NA	NA	N	NA
86	Citation THC Level Count	The THC level as tested.	NA	B	NA	NA	Y	NA	NA	N	NA
87	Vehicle License Number	The vehicle license plate number.	NA	B	NA	NA	Y	NA	NA	N	NA
88	Vehicle License State Code	The vehicle license plate number state code.	NA	B	NA	NA	Y	NA	NA	N	NA
<b>Condition</b>		An item that must be satisfied to resolve the issues on a case (charges, judgments, and other orders).	F	B	B	N	Y	Y	N	N	N
89	Condition Identifier	A unique identifier for the condition provided by the court.	F	B	B	N	Y	Y	N	N	N
90	Document Number	The number or identifier from the source document that imposed the condition. This has the same value as a corresponding entry for a Significant Document Index entry.	F	F	F	N	N	N	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
91	Case Identifier	Court defined unique case identifier.	F	B	B	N	Y	Y	N	N	N
92	Person Identifier	The statewide identifier for the person for whom the address applies.	F	B	B	N	Y	Y	N	N	N
93	Official Identifier	The statewide identifier for the official who imposed the condition.	F	B	B	N	Y	Y	N	N	N
94	Condition Date	The date that the condition was imposed.	F	B	B	N	Y	Y	N	N	N
95	Condition Type Code	The type of condition imposed (fine, jail, class, etc.).	F	B	B	N	Y	Y	N	N	N
96	Condition Amount	An amount, if applicable.	F	B	B	N	Y	Y	N	N	N
97	Condition Time Count	The amount of time for the condition, if applicable. The time is measured based on the time unit code.	F	B	B	N	Y	Y	N	N	N
98	Condition Time Unit Code	The time units (hour, day, month, etc.) that is for the condition time unit count.	F	B	B	N	Y	Y	N	N	N
99	Condition Review Date	The next date on which the condition is scheduled for review.	F	B	B	N	Y	Y	N	N	N
100	Condition Completion Date	The date on which the condition was completed.	F	B	B	N	Y	Y	N	N	N
101	Condition Completion Code	A code specifying the type of completion (completed, not completed, paid, etc.).	F	B	B	N	Y	Y	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
<b>Detention Episode Population</b>		Detention population tracks the status of a detainee for each day they are considered part of a facilities population. There is one record for each record per detainee per day.	NA	NA	B	NA	NA	Y	NA	NA	N
102	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B	NA	NA	Y	NA	NA	N
103	Case Identifier	Court defined unique case identifier.	NA	NA	B	NA	NA	Y	NA	NA	N
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B	NA	NA	Y	NA	NA	N
105	Detention Population Episode Reporting Date	The calendar date for which the detention population applies.	NA	NA	B	NA	NA	Y	NA	NA	N
106	Detention Population Reporting Time	The time in which the detention population was measured.	NA	NA	B	NA	NA	Y	NA	NA	N
107	Detention Population Code	A code identifying the population status for the person in the facility (in facility, temporary leave, furlough, etc.).	NA	NA	B	NA	NA	Y	NA	NA	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
<b>Detention Episode Summary</b>		Detention Episode contains the information for a detention episode. There is one record for each episode as measured from initial intake to final release.	NA	NA	B	NA	NA	Y	N	N	N
108	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B	NA	NA	Y	NA	NA	N
109	Case Identifier	Court-defined unique case identifier.	NA	NA	B	NA	NA	Y	NA	NA	N
110	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B	NA	NA	Y	NA	NA	N
111	Detention Episode Intake Code	A code that identifies the intake decision (screen, release, hold, etc.).	NA	NA	B	NA	NA	Y	NA	NA	N
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B	NA	NA	Y	NA	NA	N
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B	NA	NA	Y	NA	NA	N
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (screen, release, hold, etc.).	NA	NA	B	NA	NA	Y	NA	NA	N
115	Detention Episode Admission Date	The date of the admission decision.	NA	NA	B	NA	NA	Y	NA	NA	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
116	Detention Episode Admission Time	The time of the admission decision.	NA	NA	B	NA	NA	Y	NA	NA	N
117	Detention Episode Primary Charge Code	A code that identifies the charge decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
119	Detention Episode Release Reason Code	A code that identifies the reason decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
120	Detention Episode Release Date	The date of the release decision.	NA	NA	B	NA	NA	Y	NA	NA	N
121	Detention Episode Release Time	The time of the release decision.	NA	NA	B	NA	NA	Y	NA	NA	N
122	Detention Episode Time Served Hours Count	The count of the hours served.	NA	NA	B	NA	NA	Y	NA	NA	N
<b>Electronic Contact</b>		Electronic Contact provides a record of electronic contact methods and locations (email, web page, etc.).	F	F	F	Y	Y	Y	N	N	N
123	Electronic Contact Identifier	Unique identifier for the Electronic Contact as provided by the court.	F	F	F	Y	Y	Y	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
124	Person Identifier	The statewide identifier for the person for which the address applies.	F	F	F	Y	Y	Y	N	N	N
124	Electronic Contact Type Code	A code that identifies the electronic contact type (email, webpage, etc.).	F	F	F	Y	Y	Y	N	N	N
126	Electronic Contact Address Text	The electronic contact address.	F	F	F	Y	Y	Y	N	N	N
127	Electronic Contact Begin Date	The start date for the electronic contact.	F	F	F	Y	Y	Y	N	N	N
128	Electronic Contact End Date	The end date for the electronic contact.	F	F	F	Y	Y	Y	N	N	N
<b>Failure To Appear</b>		Failure To Appear provides a record for each failure to appear.	NA	B	NA	NA	Y	NA	NA	N	NA
129	FTA Identifier	Unique identifier for the FTA as provided by the court.	NA	B	NA	NA	Y	NA	NA	N	NA
130	Case Identifier	Court-defined unique case identifier.	NA	B	NA	NA	Y	NA	NA	N	NA
131	Person Identifier	The statewide identifier for the person for whom the address applies.	NA	B	NA	NA	Y	NA	NA	N	NA
132	FTA Order Date	The date on which the FTA was ordered.	NA	B	NA	NA	Y	NA	NA	N	NA
133	FTA Issuance Date	The date on which the FTA was issued.	NA	B	NA	NA	Y	NA	NA	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
134	FTA Adjudication Date	The date the FTA was adjudicated.	NA	B	NA	NA	Y	NA	NA	N	NA
<b>Official</b>		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	B	B	B	Y	Y	Y	N	N	N
135	Official Identifier	Statewide identifier of an official.	B	B	B	NA	Y	NA	N	N	N
136	Official Name	Official name.	B	B	B	Y	Y	Y	N	N	N
137	Organization Identifier	The unique identifier for the organization to which the official belongs (court, LEA, etc.).	B	B	B	NA	Y	NA	N	N	N
138	Official Title	The title for the official when applicable.	B	B	B	Y	Y	Y	N	N	N
139	Official Type Code	A code which specifies the type of official (judge, law enforcement officer, attorney, etc.).	B	B	B	NA	Y	NA	N	N	N
140	Official Sub Type Code	A code which further qualifies the official type.	B	B	B	Y	Y	Y	N	N	N
141	Official Status Code	The status of the official. (active, inactive, etc.).	B	B	B	NA	Y	NA	N	N	N
142	Official Begin Date	The start date for the official.	B	B	B	Y	Y	Y	N	N	N
143	Official End Date	The end date for the official.	B	B	B	NA	Y	NA	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
<b>Organization</b>		Organization provides a record for each organization that is used in other records provided. See Office.	B	B	B	Y	Y	Y	N	N	N
144	Organization Identifier	A statewide unique identifier for the organization.	B	B	B	NA	Y	NA	N	N	N
145	Organization Name	The organization name.	B	B	B	Y	Y	Y	N	N	N
146	Organization Type Code	A code that identifies the type of organization (court, LEA, etc.).	B	B	B	NA	Y	NA	N	N	N
147	Organization Sub Type Code	A code that identifies the sub-type within the type.	B	B	B	Y	Y	Y	N	N	N
148	Organization Status Code	The status of the organization when applicable.	B	B	B	NA	Y	NA	N	N	N
149	Organization Begin Date	The organization begin effective date.	B	B	B	Y	Y	Y	N	N	N
150	Organization End Date	The organization end effective date.	B	B	B	NA	Y	NA	N	N	N
<b>Participant</b>		Participant provides a record of each participant on a case.	B	B	B	Y	Y	Y	Y	N	N
151	Participant Identifier	A unique identifier for the participant.	B	B	B	Y	Y	Y	Y	N	N
152	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
153	Person Identifier	The statewide identifier for the person to which the address applies.	B	B	B	Y	Y	Y	Y	N	N
154	Participant Type Code	A code for the role of the person on the case (defendant, petitioner, etc.).	B	B	B	Y	Y	Y	Y	N	N
155	Participant Status Code	The status of the participant on the case.	B	B	B	Y	Y	Y	Y	N	N
156	Participant Begin Date	The participant begin effective date.	B	B	B	Y	Y	Y	Y	N	N
157	Participant End Date	The participant end effective date.	B	B	B	Y	Y	Y	Y	N	N
158	Participant Security Code	A code that identifies the security status for the participant (open, confidential, etc.).	F	F	F	N	N	N	N	N	N
<b>Participant Association</b>		Participant Association provides a record for the association between participants on a case, when applicable.	B	B	B	Y	Y	Y	N	N	N
159	Participant Association Identifier	An identifier in each record used to associate participants.	B	B	B	Y	Y	Y	N	N	N
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (family relationship, victim, etc.).	B	B	B	Y	Y	Y	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
161	Case Identifier	The unique identifier for the case.	B	B	B	Y	Y	Y	N	N	N
162	Participant Identifier	The unique identifier for the participant.	B	B	B	Y	Y	Y	N	N	N
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association.	B	B	B	Y	Y	Y	N	N	N
164	Participant Association Begin Date	The participant association begin.	B	B	B	Y	Y	Y	N	N	N
165	Participant Association End Date	The participant association end.	B	B	B	Y	Y	Y	N	N	N
<b>Person</b>		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case.	B	B	B	Y	Y	Y	Y	Y	Y
166	Person Identifier	The statewide identifier for the person.	B	B	B	Y	Y	Y	Y	Y	Y
167	Person First Name	The person's first name.	B	B	B	Y	Y	Y	Y	Y	Y
168	Person Last Name	The person's last name.	B	B	B	Y	Y	Y	Y	Y	Y
169	Person Middle Name	The person's middle name.	B	B	B	Y	Y	Y	Y	Y	Y
170	Person Birth Date	The person's date of birth.	B	B	B	Y	Y	Y	Y	Y	Y
171	Person Death Date	The person's date of death.	B	B	B	Y	Y	Y	Y	Y	Y
172	Person Gender Code	A code that identifies the person's gender.	B	B	B	Y	Y	Y	Y	Y	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
173	Person Race Code	A code that identifies the person's race.	B	B	B	Y	Y	Y	Y	Y	Y
174	Person Ethnicity Code	The code of that identifies the person's ethnicity.	B	B	B	Y	Y	Y	Y	Y	Y
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B	Y	Y	Y	Y	Y	Y
176	Person Driver License Number	The driver's license number.	B	B	B	Y	Y	Y	Y	Y	Y
177	Person Driver License State Code	A code for the state code that issued the driver's license.	B	B	B	Y	Y	Y	Y	Y	Y
178	Person Driver License Expire Date	The driver's license expiration date.	B	B	B	Y	Y	Y	Y	Y	Y
179	Person Department Of Corrections Number	The identification number provided by the Department of Corrections.	B	B	B	Y	Y	Y	Y	Y	Y
180	Person Juvenile Number	The identification number used for juveniles in Washington State.	B	B	B	Y	Y	Y	Y	Y	Y
181	Person FBI Number	The identification number provided by the Federal Bureau of investigation.	B	B	B	Y	Y	Y	Y	Y	Y
182	Person Height Inch Count	The person's height in inches.	B	B	B	Y	Y	Y	Y	Y	Y
183	Person Weight Count	The person's weight in pounds.	B	B	B	Y	Y	Y	Y	Y	Y
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B	Y	Y	Y	Y	Y	Y
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B	Y	Y	Y	Y	Y	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
186	Person Physical Description Text	A textual description of the person including identifying characters, scars, marks, and tattoos.	B	B	B	Y	Y	Y	Y	Y	Y
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B	Y	Y	Y	Y	Y	Y
<b>Person Association</b>		Person Association provide a linkage of one person record to another. These associations can be other records: alias, facility relationship etc.	B	B	B	Y	Y	Y	Y	Y	Y
188	Person Association Identifier	An identifier in each record used to associate persons.	B	B	B	Y	Y	Y	Y	Y	Y
189	Person Association Type	A code which specifies the type of association between one or more parties (alias, family relationship, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
190	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
191	Person Association Role Code	A code for the role of the person in the relationship (true name, alias, parent, child, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
192	Person Association Begin Date	The person association begin effective date.	B	B	B	Y	Y	Y	Y	Y	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
193	Person Association End Date	The person association end effective date.	B	B	B	Y	Y	Y	Y	Y	Y
<b>Phone</b>		Phone provides a record of phone number contacts for a person.	B	B	B	Y	Y	Y	Y	Y	Y
194	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
195	Phone Type Code	A code that identifies the phone number type (home, cell, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
196	Phone Number	The phone number.	B	B	B	Y	Y	Y	Y	Y	Y
197	Phone Begin Date	The phone number begin effective date.	B	B	B	Y	Y	Y	Y	Y	Y
198	Phone End Date	The phone end effective date.	B	B	B	Y	Y	Y	Y	Y	Y
<b>Proceeding</b>		Proceeding provides a record hearings for a case.	B #6	B	NA	Y	Y	NA	Y	N	NA
199	Proceeding Identifier	A unique identifier provided by the court for the proceeding.	B	B	NA	N	Y	NA	N	N	NA
200	Case Identifier	Court-defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	NA
201	Proceeding Type Code	A code that identifies the type of proceeding.	B	B	NA	Y	Y	NA	Y	N	NA
202	Proceeding Schedule Date	The scheduled proceeding date.	B	B	NA	Y	Y	NA	Y	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
203	Proceeding Schedule Time	The scheduled proceeding time.	F	B	NA	N	Y	NA	N	N	NA
204	Proceeding Schedule Official Identifier	The identifier of the official scheduled to hear the proceeding.	B	B	NA	Y	Y	NA	Y	N	NA
205	Proceeding Actual Date	The actual date of the proceeding.	F	B	NA	N	Y	NA	N	N	NA
206	Proceeding Actual Official Identifier	The official that heard the proceeding.	F	B	NA	N	Y	NA	N	N	NA
207	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	F	B	NA	N	Y	NA	N	N	NA
208	Proceeding Status Date	The date associated with the proceeding status code.	F	B	NA	N	Y	NA	N	N	NA
209	Proceeding Status Reason Code	A code that further qualifies the proceeding status when applicable (not held reason, etc.).	F	B	NA	N	Y	NA	N	N	NA
<b>Process Control Number</b>		Process Control Number provides a record of each process control number assigned by Washington State Patrol (WSP).	B	B	NA	Y	Y	NA	Y	N	NA
210	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
211	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	NA	Y	Y	NA	Y	N	NA
212	Process Control Number	The process control number (PCN) assigned by WSP.	B	B	NA	Y	Y	NA	Y	N	NA
213	Process Control Number Date	The date the PCN number was assigned.	B	B	NA	Y	Y	NA	Y	N	NA
<b>Significant Document Index Information</b>		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This does not mean document images; it is the significant data contained in the documents.	B	B	B	Y	Y	Y	Y	N	N
214	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
215	Document Identifier	A unique identifier assigned by the court.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
216	Document Type Code	The document type (judgment and sentence, order, etc.).	B	B	B	Y	Y	Y	Y	N	N
217	Document File Date	The document file.	B	B	B	Y	Y	Y	Y	N	N
218	Document Decision Code	A code that type of decision when applicable.	B	B	B	Y	Y	Y	Y	N	N
219	Document Decision Date	The document decision date.	B	B	B	Y	Y	Y	Y	N	N
220	Document Expiration Date	The document expiration date.	B	B	B	Y	Y	Y	Y	N	N
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	B	B	B	Y	Y	Y	Y	N	N
222	Document Authorizing Official Identifier	The identifier of the official that authorized the document.	B	B	B	Y	Y	Y	Y	N	N
<b>Significant Document Party</b>		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
223	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
224	Document Identifier	A unique identifier assigned by the court.	B	B	B	Y	Y	Y	Y	N	N
225	Document Party Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	N	N
226	Document Party Decision Code	A code that specifies the role of the party (protects, restrains, etc.)	B	B	B	Y	Y	Y	Y	N	N
<b>Warrant Information</b>		Warrant Information provides a record for each warrant.	B	B	NA	Y	Y	NA	Y	N	N
227	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	N
228	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	NA	Y	Y	NA	Y	N	N
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA	Y	Y	NA	Y	N	N
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA	Y	Y	NA	Y	N	N
231	Warrant Cancelled Date	The date the warrant was cancelled, when applicable.	F	B	NA	N	Y	NA	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
232	Warrant Recalled Date	The date the warrant was recalled, when applicable.	F	B	NA	N	Y	NA	N	N	N
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	F	B	NA	N	Y	NA	N	N	N
234	Return Adjudication Date	The date the adjudication was returned to the Department of Licensing (DOL), when applicable.	F	B	NA	N	Y	NA	N	N	N
235	Warrant Type Code	A code that specifies the warrant type (Bench, Administrative, etc.).	F	B	NA	N	Y	NA	N	N	N
236	Warrant Service Date	The date that the warrant was served, when applicable.	F	B	NA	N	Y	NA	N	N	N
237	Warrant Expire Date	The warrant expiration date.	F	B	NA	N	Y	NA	N	N	N
238	Warrant Bail Amount	The bail amount on the warrant.	F	B	NA	N	Y	NA	N	N	N
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA	N	Y	NA	N	N	N

## JIS Standard for Alternative Local Court Record Systems

<b>JIS Data Standards for Alternative Electronic Court Record Systems</b>		
<b>Effective Date: October 24, 2014</b>		
Revision History	Date	Description
Version 1.0	6/2/2014	Draft for Review and Comment
Version 1.1	6/24/2014	Accepted agreed upon items from King County and Access to Justice comments
Version 1.2	6/25/2014	Accepted additional King County revisions.
Version 1.3	7/1/2014	Final edits as approved by the JISC
Version 1.32	9/15/2014	Comments from court feedback for review.
Version 1.33	9/20/2014	Internal AOC review and corrections.
Version 1.34	10/1/2014	Changed name from "Standards for Local Automated Court Record Systems
Version 1.35	10/8/14	Added "Data" to standard title, at stakeholder request, and added effective date under title.
Version 1.36	10/10/2014	Revised the scope statement.
Version 1.4	10/31/2014	Version as approved by the JISC on 10/24/2014.
Version 1.5	12/07/2015	Multiple revisions
Version 1.6	03/11/2016	Provisionally approved by EDE Steering Committee. Revision containing multiple updates to finalize changes for Standards Freeze for EDR pilot implementation.
Version 1.61	05/23/2016	Accepted all redline changes. No content revisions made.
Version 1.62	10/31/2016	Removed NIEM as an interchange standard – not used.
Version 1.7	02/06/2017	Updated data element descriptions
Version 1.7.1	08/24/2017	Entire document re-validated by Business Product Owner, Business Analysts and SMEs. New "Simplification" model considered during validation process. Some previously-deleted elements brought back. Some description changes. Biggest change is the breakdown of the Significant Document section into multiple sections. New elements are numbered in the 300 series.
Version 2.0	10/9/2017	Incorporating stakeholder suggestions on definition changes and general cleanup of document for consistency and clarification.
Version 2.0.1	11/30/2017	Incorporating CR009 changes to the Charge section.
Version 2.0.2	12/5/2017	Incorporating CR001-CR003, CR005-CR007, CR010-CR015, CR017, CR018, and CR020. (Do not implement CR008 or CR016.)
Version 2.0.3	01/16/2018	Incorporate CR019 and CR021-CR024, CR026.
Version 2.0.4	03/28/2018	Incorporate CR027 and BR001.
Version 2.0.5	04/30/2018	Incorporate CR028

# JIS Standard for Alternative Local Court Record Systems

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# JIS Standard for Alternative Local Court Record Systems

## PURPOSE

This standard contains the requirements for trial courts to interface independent, automated court record systems with the state Judicial Information System (JIS). These standards are necessary to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

## AUTHORITY

RCW 2.68.010 established the Judicial Information System Committee (JISC).

*“The judicial information system committee, as established by court rule, shall determine all matters pertaining to the delivery of services available from the judicial information system.”*

JISC Rule 1 describes the authority of the Administrative Office for the Courts (AOC) for the JIS.

*“It is the intent of the Supreme Court that a statewide Judicial Information System be developed. The system is to be designed and operated by the Administrator for the Courts under the direction of the Judicial Information System Committee and with the approval of the Supreme Court pursuant to RCW 2.56. The system is to serve the courts of the state of Washington.*

JISC Rule 13 gives the JISC specific responsibility and authority to review and approve county or city proposals to establish their own automated court record 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.”*

RCW 2.68.050 directs the electronic access to judicial information.

*“The supreme court, the court of appeals and all superior and district courts, through the judicial information system committee, shall:*

- (1) Continue to plan for and implement processes for making judicial information available electronically;*
- (2) Promote and facilitate electronic access to the public of judicial information and services;*
- (3) Establish technical standards for such services;*
- (4) Consider electronic public access needs when planning new information systems or major upgrades of information systems;*
- (5) Develop processes to determine which judicial information the public most wants and needs;*
- (6) Increase capabilities to receive information electronically from the public and transmit forms, applications and other communications and transactions electronically;*
- (7) Use technologies that allow continuous access twenty-four hours a day, seven days per week, involve little or no cost to access, and are capable of being used by persons without extensive technology ability; and*
- (8) Consider and incorporate wherever possible ease of access to electronic technologies by persons with disabilities.”*

RCW 2.56.030 describes the powers and duties of the AOC. The following subsections apply to this standard:

## JIS Standard for Alternative Local Court Record Systems

- (1) *Examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same;*
- (2) *Examine the state of the dockets of the courts and determine the need for assistance by any court;*
- (4) *Collect and compile statistical and other data and make reports of the business transacted by the courts, and transmit the same to the chief justice to the end that proper action may be taken in respect thereto;*
- (6) *Collect statistical and other data and make reports relating to the expenditure of public moneys, state and local, for the maintenance and operation of the judicial system and the offices connected therewith;*
- (7) *Obtain reports from clerks of courts in accordance with law or rules adopted by the supreme court of this state on cases and other judicial business in which action has been delayed beyond periods of time specified by law or rules of court and make report thereof to supreme court of this state;*
- (11) *Examine the need for new superior court and district court judge positions under an objective workload analysis. The results of the objective workload analysis shall be reviewed by the board for judicial administration which shall make recommendations to the legislature. It is the intent of the legislature that an objective workload analysis become the basis for creating additional district and superior court positions, and recommendations should address that objective;”*

The Supreme Court of Washington Order No. 25700-B-440 directs the establishment of the Washington State Center for Court Research within the AOC. The order authorizes the collection of data under RCW 2.56.030 for the purpose of: objective and informed research to reach major policy decisions; and to evaluate and respond to executive and legislative branch research affecting the operation of the judicial branch.

The Supreme Court of Washington Order No. 25700-B-449 adopting the Access to Justice Technology Principles. The order states the intent that the Principles guide the use of technology in the Washington State court system and by all other persons, agencies, and bodies under the authority of this Court. The Order further states that these Principles should be considered with other governing law and court rules in deciding the appropriate use of technology in the administration of the courts and the cases that come before such courts, and should be so considered in deciding the appropriate use of technology by all other persons, agencies and bodies under the authority of this Court.

### **GUIDANCE**

JIS Baseline Services: In its strategic planning efforts throughout recent years, the JISC recognized the need to identify baseline services to guide development initiatives. The JISC established the JIS Baseline Services Workgroup in June 2010. The Workgroup published a report that specified data to be shared and identified common processes needed for Washington State Courts. On October 7, 2011, the JISC approved a resolution that: “*the JIS Baseline Services be referenced in planning of all court information technology projects.*” As such, the report is used as a guideline for section ‘B’ – Shared Data and section ‘C’ – Common Processes.

## JIS Standard for Alternative Local Court Record Systems

The Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative Data Analysis: Recommendation of Standards: This report contains recommendations for a common set of standards for data collection, analysis, and reporting.

The Washington State Access to Justice Technology Principles should be used for technologies in the Washington State justice system. The Access to Justice Technology Principles apply to all courts of law, all clerks of court and court administrators and to all other persons or part of the Washington justice system under the rule-making authority of the Court.

### SCOPE

The information in this standard applies to all Washington State Superior Courts and Courts of Limited Jurisdiction (CLJ) operating an Alternative Electronic Court Record System. Juvenile Departments are included in the scope as each is a division within a Superior Court. It does not include the Supreme Court and Court of Appeals courts as their systems are, by statute, fully supported by the AOC.

This standard does not apply to Superior and CLJ courts using the statewide case management system, as they are already subject to existing JIS policies, standards, guidelines, and business and data rules that encompass the data requirements identified in Appendix 'A.'

### DEFINITIONS

"Statewide court data" refers to data needed for sharing between courts, judicial partners, public dissemination, or is required for statewide compilation in order to facilitate the missions of the Washington Courts, justice system partners, and the AOC.

"Alternative Electronic Court Record System" is any electronic court records technology system that is the source of judicial data identified in section B below.

"The Judicial Information System (JIS)" is the collection of systems, managed by the AOC, that serve the courts and includes the corresponding databases, data exchanges, and electronic public data access.

"Data Exchange" is a process that makes data available in an electronic form from one computer server to another so that an automated system can process it. Exchanges involve data moving from the AOC to other destinations and data coming into the AOC from external sources.

### STANDARDS

The following subsections provide the standards for courts that implement and operate an Alternative Electronic Court Record System. There are six sections:

- Section 'A', General: provides references to RCW's, Court General Rules, and JISC rules that must be followed.
- Section 'B', Shared Data: contains the data that must be provided by the Alternative Electronic Court Record System to the statewide JIS.
- Section 'C', Common Process: provides guidance to provide consistency and quality in the content of the shared data identified in subsection 'B' - Shared Data.
- Section 'D', Security: identifies the AOC security standards that apply for data sharing and access to the statewide JIS.

## JIS Standard for Alternative Local Court Record Systems

- Section 'E', Technical: provides the technical requirements that are required for the exchange of data between systems.
- Section 'F', Responsibilities: provides information on what is expected to be performed by the courts and by the AOC.

### A. GENERAL

General Standards describe high-level shared data and business processes that are needed so that a court's implementation and operation of an Alternative Electronic Court Record System does not have a negative impact on the public, other courts, justice system partners, and the AOC. The following existing authoritative references provide the high level standards to be used. Inclusion of these rules provides an easy reference for the courts on what statutes, rules, and other items apply so that they can effectively plan for and operate an alternative system.

1. A court that implements an Alternative Electronic Court Record System will continue to follow RCW's related to the JIS as applicable and prescribed by law. These include:
  - a) [RCW 2.68](#) regarding the JIS;
  - b) [RCW 26.50.160](#) regarding the JIS being the designated statewide repository for criminal and domestic violence case histories;
  - c) [RCW 26.50.070\(5\)](#) and [RCW 7.90.120](#) regarding mandatory information required by JIS within one judicial day after issuance of protection orders ;
  - d) [RCW 10.98.090](#) regarding reporting criminal dispositions to the Washington State Patrol (WSP) from the JIS;
  - e) [RCW 10.97.045](#) regarding disposition data to the initiating agency and state patrol and;
  - f) [RCW 10.98.100](#) regarding compliance audits of criminal history records.
2. A court that implements an Alternative Electronic Court Record System will continue to follow Washington State Court General Rules (GR), specifically:
  - a) [GR 15](#) for the destruction, sealing, and redaction of court records
  - b) [GR 22](#) for the access to family law and guardianship court records
  - c) [GR 31](#) for the access to court records and
  - d) [GR 31.1](#) for the access to administrative records
  - e) GR 34 for the waiver of court and clerk's fees and charges in civil matters on the basis of indulgency
3. A court that implements an Alternative Electronic Court Record System will continue to follow JIS rules, specifically:
  - a) [Rule 5](#) regarding standard data elements;
  - b) [Rule 6](#) regarding the AOC providing the courts standard reports

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- c) [Rule 7](#) regarding codes and case numbers
- d) [Rule 8](#) regarding retention
- e) [Rule 9](#) regarding the JIS serving as the communications link for courts with other courts and organizations and
- f) [Rule 10](#) regarding attorney identification numbers
- g) [Rule 11](#) regarding security
- h) [Rule 15](#) regarding data dissemination, including the local rules consistent with the JIS Data Dissemination Policy and
- i) [Rule 18](#) regarding removing juvenile data when only a truancy record exists

### B. SHARED DATA

These standards identify the data required to ensure that the existing JIS, the statewide data repository, and any Alternative Electronic Court Record System database are able to complete necessary transactions and provide synchronized information to users.

A court that implements an Alternative Electronic Court Record System shall send the shared data identified in these standards to the JIS. The court shall comply with these standards through direct data entry into a JIS system or by electronic data exchange. All data elements which have been marked as “Baseline” with a ‘B’ in columns corresponding to the court level, in Appendix ‘A’ shall be effective as of the approval date of the standard. The implementation of the shared data (court applicability and timing) shall be governed by the Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

Detailed business and technical requirements for the shared data elements listed in Appendix ‘A’ will be provided in a separated Procedure and Guideline Document.

This subsection is divided into four parts:

- The Shared Data Element Standards identify the data elements that require sharing.
- The Codes Standards specify the valid values contained in the shared data elements.
- The Data Element Time Standards provide the requirements for when the data is to be provided.
- Data Quality Standards that ensure that data is complete and correct.

**Assumptions:** There must be a thorough understanding of data exchanged between systems. Data elements must be translatable between systems. Changes to data and business rules which may affect the data must be reviewed, understood, and accepted by both the AOC and the Alternative Electronic Court Record System providers.

#### 1. Shared Data Standards:

JISC Rule 5 requires a standard court data element dictionary:

*“A standard court data element dictionary for the Judicial Information System shall be prepared and maintained by the Administrator for the Courts with the approval of the Judicial Information System Committee. Any modifications, additions, or deletions from the standard court data*

## JIS Standard for Alternative Local Court Record Systems

*element dictionary must be reviewed and approved by the Judicial Information System Committee.”*

The standards listed below identify a standard number, title, business requirement, a rationale, shared data (business names), and applicable court levels. Appendix A is used to translate the ‘Shared Data’ name to a list of one or more data elements. Data exchange specifications for each element will be provided in the Information Exchange Package Documentation (IEPD) for Web Services or other specifications for bulk data exchanges.

<b>(1)</b>	<b>Title</b>	Party Information
	<b>Requirement</b>	Additions and updates to person data in accordance with the statewide person business rules.
	<b>Rationale:</b>	Needed for participation on a case; unique identification of litigants for statewide case history; location of parties for correspondence and contact; and serving of warrants.
	<b>Shared Data</b>	Person Organization Official Attorney Person Association Address Phone Electronic Contact Person Flag
	<b>Court Level</b>	Superior, Juvenile, and CLJ

<b>(2)</b>	<b>Title</b>	Case Filing and Update
	<b>Requirement:</b>	The initial filing and updates of all matters initiated in a Superior Court or Court of Limited Jurisdiction court. Also, the creation and update of juvenile referrals and diversions.
	<b>Rationale:</b>	Needed for statewide case statistics, judicial needs assessment, person case history, public information, and research.
	<b>Shared Data</b>	Case Document Information Citation Case Relationship Process Control Number Case Flag
	<b>Court Level</b>	Superior, Juvenile, and CLJ

<b>(3)</b>	<b>Title</b>	Case Participation
	<b>Requirement:</b>	Creation and update of primary participants together with party type, party information, and relationships to other parties.
	<b>Rationale:</b>	Needed for judicial decision making, person case history, family courts, and public information.
	<b>Shared Data</b>	Participant Attorney Participant Association
	<b>Court Level</b>	Superior, Juvenile, and CLJ

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<b>(4)</b>	<b>Title</b>	Case Charge
	<b>Requirement:</b>	Addition of original charges, amendments through final resolution.
	<b>Rationale:</b>	Needed for statewide case statistics, judicial decision making, person case history, sharing with judicial partners, and public information.
	<b>Shared Data</b>	Charge
	<b>Court Level</b>	Superior, Juvenile, and CLJ

<b>(5)</b>	<b>Title</b>	Significant Document Index Information
	<b>Requirement:</b>	Creation and update of index information on all significant documents (orders, judgments, stipulations, agreements, etc.) that are needed for statewide data sharing and caseload reporting.
	<b>Rationale:</b>	Needed for statewide case statistics, domestic violence processing, judicial decision making, firearms reporting, and voting rights.
	<b>Shared Data</b>	Significant Document Index Information Significant Document Parties
		Superior, Juvenile, and CLJ

<b>(6)</b>	<b>Title</b>	Warrant Information
	<b>Requirement:</b>	Order Issuing Warrant and status processing update though final disposition.
	<b>Rationale:</b>	Needed for cross jurisdictional warrant processing and judicial decision making.
	<b>Shared Data</b>	Warrant Information
	<b>Court Level</b>	Superior and CLJ

<b>(7)</b>	<b>Requirement:</b>	Failure To Appear (FTA)
	<b>Requirement:</b>	Order issuing FTA and status update process through final disposition.
	<b>Rationale</b>	Needed for judicial decision making and integration with Department of Licensing FTA and FTA adjudication.
	<b>Shared Data</b>	Failure to Appear
	<b>Court level</b>	CLJ

<b>(8)</b>	<b>Title</b>	Proceeding
	<b>Requirement:</b>	Creation and update of proceedings and associated outcomes.
	<b>Rationale:</b>	Needed for statewide statistics and judicial needs assessment.
	<b>Shared Data</b>	Proceeding
	<b>Court Level</b>	Superior and CLJ

<b>(9)</b>	<b>Title</b>	Case Status
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## JIS Standard for Alternative Local Court Record Systems

	<b>Requirement:</b>	Case resolution, completion, and closure (with associated dates) together with a history of case-management statuses through which the case progresses, and the duration of each status.
	<b>Rationale:</b>	Needed for statewide statistics and judicial needs assessment.
	<b>Shared Data</b>	Case Status
	<b>Court Level</b>	Superior, Juvenile, and CLJ

<b>(10)</b>	<b>Title</b>	Case Conditions
	<b>Requirement:</b>	Creation and update of case outcome conditions that must be satisfied. These include, but are not limited to: items for a judgment and sentence, diversion agreement, probation violation, civil judgment, or other similar instruments.
	<b>Rationale:</b>	Needed for statewide statistics and compliance monitoring, research, and judicial decision making.
	<b>Shared Data</b>	Conditions
	<b>Court Level</b>	Superior, Juvenile, and CLJ

<b>(11)</b>	<b>Title</b>	Case Association
	<b>Requirement:</b>	Creation and update of related cases.
	<b>Rationale:</b>	Needed for consolidate cases, referral case association, appeals, and public information (judgment case to originating case).
	<b>Shared Data</b>	Case Association
	<b>Court level</b>	Superior, Juvenile, CLJ

<b>(12)</b>	<b>Title</b>	Accounting Detail
	<b>Requirement:</b>	Sharing of case accounting for sharing between courts and the AOC information on receivables, payables and distributions.
	<b>Rationale:</b>	Needed for judicial decision making (obligations on a case), Legal Financial Obligation (LFO) billing, Court Local revenue Report, statistical reporting, research, and legislative analysis and financial auditing.
	<b>Shared Data</b>	Accounting Detail
	<b>Court Level</b>	Superior and CLJ

<b>(13)</b>	<b>Title</b>	Accounting Summary
	<b>Requirement:</b>	Creation and update of monthly ledger balance by Budgeting, Accounting, and Reporting System (BARS) Account.
	<b>Rationale:</b>	Needed for statewide statistics and legislative analysis.
	<b>Shared Data</b>	Accounting Summary
	<b>Court Level</b>	Superior and CLJ

<b>(14)</b>	<b>Title</b>	Detention Episode
	<b>Requirement:</b>	Creation and update of detention episode summary information.

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	<b>Rationale:</b>	Needed for statistical research aimed at the: reduction on the reliance of secure confinement; improvement of public safety; reduction of racial disparities and bias; cost savings; and support of juvenile justice reforms.
	<b>Shared Data</b>	Detention Episode Summary Detention Episode Population
	<b>Court Level</b>	Juvenile

<b>(15)</b>	<b>Title</b>	Flags and Notifications
	<b>Requirement:</b>	There are a variety of alerts, flags, and additional information on a person, organization, official, case, or case participant that need to be recorded and shared between organizations.
	<b>Rationale:</b>	Flags are needed to support public safety and judicial decision making. Instances of public safety are medical, social, and behavioral alters generated in juvenile detention. Some of these alerts persist beyond a single detention episode are needed by other organizations. Instance of case flag for judicial decision making would be the home detention violations one and two.
	<b>Shared Data</b>	Person Flag Case Flag Case Participant Flag
	<b>Court Level</b>	Superior, CLJ, Juvenile

### 2. Code Standards:

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes).” Therefore the codes standards apply to the data that is being shared.

Code standards control what data values are used to represent a business event. For example, the finding of ‘Guilty’ for a charge count is represented by the letter ‘G’.

JISC Rule 7 Codes and Case Numbers specifies that: *“The Administrator for the Courts shall establish, with the approval of the Judicial Information System Committee, a uniform set of codes and case numbering systems for criminal charges, civil actions, juvenile referrals, attorney identification, and standard disposition identification codes.”*

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes). Appendix ‘A’ lists the shared data elements. All elements that have a name suffixed with the word ‘Code’ will have a set of valid values. The valid values will be defined in the data exchange’s IEPD. For courts that perform double data entry into JIS, the code values are those enforced by the JIS screens.

### 3. Data Element Time Standards:

Data Element Time Standards control the time in which a business event must be reported to the JIS. For example, a domestic violence protection order is required to be entered into the JIS

## JIS Standard for Alternative Local Court Record Systems

within one judicial day after issuance. The domestic violence protection order time standards is based on statute.

The data element time standards are based on the following criteria:

- a) Statute;
- b) Court rules;
- c) Public safety;
- d) Judicial decision making; and
- e) Reporting needs.

The following time categories are used:

- a) **One Day** – data shall be provided no later than one business day after being entered into the alternative system. In instances where state statute or other mandates require data be entered into the JIS sooner, those mandates shall prevail (see general standards).
- b) **Two Day** – data shall be provided within two business days after the event occurred and was entered into the alternative system. This category is used to get most all case information that is not required to be current except for the court of origination.
- c) **Monthly** – data for the previous month shall be provided by the 10th day of the following month. This category is used generally for statistical data that is not used for operational decision making (caseload statistics).

### Time Standards Table

Id	Event	Time category
1	Case initiation and updates for well-identified individuals. This is for both civil and non-civil cases in accordance with the person business rules (except for parking/vehicle related violations). Accounting Detail associated with these cases.	One Day
3	Case filings and updates for non-well-identified individuals. Accounting Detail associated with these cases.	Two Day
4	Parking/vehicle related violations cases with non-well-identified persons. Accounting Detail associated with these cases.	Monthly
5	Accounting Summary	Monthly
6	Detention Summary Detention Daily Population	Monthly

## 4. DATA QUALITY

Local Automated Court Record Systems shall work with the AOC in compliance with Data Quality Service Level Agreements (SLA) to ensure that court data meets the data quality standards for critical data elements when sending data to the JIS. This ensures quality information is transferred downstream and made available to the public. The SLA will also specify roles, responsibilities, notification, development of data quality rules between systems, measuring and monitoring processes between systems, escalation strategies, and timeliness of resolution for identified issues impacting quality of information for statewide data and

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information the AOC is required, by statute, to provide to external partners (i.e. background check data to the WSP).

### Standards:

The Shared Data Standards above identify the data that must be provided. The data quality standards apply to the data that is shared. Data that is shared must be consistent with the data from the alternative system.

Courts that operate an Alternative Electronic Court Record Systems shall work with AOC to ensure that data has:

- a) Uniqueness: No entity exists more than once within the data set. What this means is that if a case at a court exists, that case will have a unique identification. For example, a case should not have two different identifications (case numbers), making it appear that there are two instead of one.
- b) Accuracy: The degree with which data correctly represents the “real-life” objects they are intended to model. Accuracy measures the degree to which the computerized records reflect the authoritative court records. For example, the computerized record should show a guilty finding when the Order for Judgment and sentence is ‘Guilty.’
- c) Timeliness: Adheres to case management court time standards and transfer of information within expected time for accessibility and availability of information.
- d) Consistency: Data values in one data set are consistent with values in another data set.
- e) Completeness: Certain attributes are expected to be assigned values in a data set.
- f) Conformance: The degree to which instances of data are exchanged, stored or presented in a format consistent with other system similar attribute values.

### C. COMMON PROCESS

Common process standards are needed to provide consistency and quality in the content of the shared data identified in subsection ‘B’, Shared Data. These processes are not mandatory unless required by law.

**Assumptions:** Alternative Electronic Court Record Systems will operate independent of the JIS.

### Standards:

1. A court should follow Person Business Rule 3.0 and all subsections when adding persons to the JIS database.
2. A court should record a date of death based only on official documentation received from Department of Health or from court orders.
3. A court should consult the JIS for statewide case history for a well identified individual unless the court has an established process for using fingerprint and photo for identifying a person.
4. A court should consult the JIS for determining protection orders for an individual.
5. A court shall consult the JIS prior to entry of a final parenting plan (RCW 26.09.182).

### D. SECURITY

## JIS Standard for Alternative Local Court Record Systems

This section provides security standards that shall be followed.

**Assumption(s):** Alternative Electronic Court Record Systems shall ensure that data is properly secured, both locally and when exchanging data with central systems. The following standards are not intended to provide an exhaustive list of appropriate security controls. Rather, they provide minimums necessary to provide a reasonable level of protection for the exchange of court data. Courts assume responsibility for the protection of all data in their custody and shall adhere to all relevant RCW's, General Rules of Court, Federal Regulations and other regulatory requirements.

### Standards:

1. The court using an Alternative Electronic Court Record System shall comply with the JIS IT Security Policy only as it applies to access and data exchange with the JIS. The JIS IT Security Policy directs that the AOC Information Technology Security Standards be followed. The standards that apply to the exchange of information are the [AOC ISD Infrastructure Policies](#):
  - a) 1.10 regarding password security;
  - b) 1.11 regarding network access;
  - c) 1.15 regarding user account deletion;
  - d) 1.26 regarding firewall access;
  - e) 7.10 regarding incident response; and
  - f) 7.12 regarding audit records and auditable events.
2. When there are no documented JIS IT Policy/Standards, then the current version of the National Institute of Standards and Technology (NIST) 800-53 'Security and Privacy Controls for Federal Information Systems and Organizations' shall be used.

### E. TECHNICAL

This set of standards will address the technical requirements that will impact the exchange of data between systems. These Technical Standards are for the integration between the statewide JIS and an Alternative Electronic Court Record Systems.

### Assumption(s)

- None.

### Standards:

1. Software interfaces shall conform to the following open industry standards:
  - a) Web Services through HTTP(s) based on WS-\* Standards;
  - b) Content Access through HTTP/HTML based Web Sites;
  - c) File Drop through Secured File Transmission Protocol; and
  - d) IBM Message Queue Service.

# JIS Standard for Alternative Local Court Record Systems

## RESPONSIBILITIES

As a court moves toward implementing an alternative system, the services provided by the AOC and those provided by a court will change. This section identifies services where there is an expectation for change in responsibility for providing services related to this standard. These are to be used to assist in planning for, transitioning to, and operating an Alternative Electronic Court Record System.

### Court Responsibilities:

1. A court shall be responsible for the development, maintenance, and operation of integration components to provide required data to the AOC.
2. A court shall be responsible for monitoring legislative and rule changes that impact their system and making the changes needed by the date required.
3. A court shall be responsible for its own disaster recovery plan, including data backups and restoration procedures. Disaster recovery planning and testing is performed to ensure that a court can sustain business continuity in the event of a disaster that impairs its Alternative Electronic Court Record System and integration linkages with the statewide system.
4. A court shall ensure auditability of their system, including audit logs recording user activities, exceptions, and information security events necessary to detect and audit unauthorized information-processing activities. The AOC currently provides audit records for JIS systems to track the identity of a person changing or accessing JIS data and the date and time it was changed/access. The JIS audit trails are used periodically as evidence in court cases for unauthorized data access. The alternative systems are expected to have a similar capability for tracking changes and data access.
5. A court shall use the codes list provided by the AOC. The data sent to the AOC via data entry or data exchange shall conform to the standard codes values defined for those methods. Translation for the alternative system to the standard code is expected to be performed by the originating court.

### AOC Responsibilities:

1. The AOC shall be responsible for the development, maintenance, and operation of integration components to consume data.
2. The AOC shall provide access to shared data through applications or data services.
3. The AOC shall publish a catalog of data exchange services.
4. The AOC should assist courts in a technical advisory role in service usage.
5. The AOC shall publish code lists for the courts based on the AOC and court Service level Agreement (SLA) prior to the codes becoming effective.
6. The AOC shall be responsible to notify in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their systems, and to work with the affected courts to minimize any such potential impact.

### Shared Responsibilities: -

1. The Information Technology Governance (ITG) process shall be used for governing changes in data elements (new, revised, codes changes, etc.), data exchange transport

## **JIS Standard for Alternative Local Court Record Systems**

methods (message content, format, security, etc.), or other items that impact the client side (court) technology components.

2. The AOC and the court will work cooperatively on processes for identifying, correcting, and monitoring data quality as specified in subsection B.4 issues.
3. The AOC and the court will coordinate disaster recovery testing for the integration components between the two systems.
4. Changes that are required by legislative mandate, court rule, or other authority must be completed based on the effective date imposed by the originating authority. Changes that are originated from a source other than law/rule shall be made effective in a reasonable time frame as agreed to between the parties involved. If an agreement cannot be made, the JISC shall determine the effective date of the change.

### **REVIEW CYCLE**

This standard is reviewed and updated as needed.

### **OWNERS**

This JIS Standard supports JISC Rule 13 and is owned by the JISC.

**Appendix A – Shared Data Elements**

The table below provides the standards for the data to be shared. The following is a description of each column:

**Shared Data** – The Name of the Shared Data group. This name can be used to cross reference back to subsection B.1 In the “Shared Data” cell. This provides a business name for the group of data elements to be shared.

**Identifiers** – An Identifier is a system-generated set of values (alpha and/or numeric characters) assigned to a given data element. It identifies a given record uniquely (a Key) within the Data producer’s application. This “Key” could be used to retrieve or update the record. Each section of JIS Statewide Standard Elements below has been assigned a certain type of Identifier(s) that must be sent in conjunction with any element from that section in order for the data to be accurately stored in/retrieved from the EDR. The Identifiers are located in their section, after the business elements. (Please refer to page 37 of this document for a list of appropriate Identifiers assigned to each business section.)

**Element Number** – A sequential number is assigned to each individual data element. A re-validation of the elements was completed in August 2017 to coincide with the new “Simplification” model changes. During this time, any new elements that were added to the Standards were assigned a number in the 300 series to highlight the changes.

**JIS Standard Data Element Name** – The business related name for the shared data element.

**Definition** – The definition for either the Share Data group or the Data Element.

**Standards Requirement** – By Court Level if the data element is required – ‘B’ –Baseline, ‘F’ – Future, NA – Not Applicable.

*Baseline* refers to data that is currently collected by all courts in a statewide, systematic way. *Future* refers to data that is not currently collected by all courts in a systematic way. For instance, the data may be currently collected by courts in different ways (via Note fields or in non-CMS application) or may not be collected by a court at all.

- Sup** – Superior
- CLJ** – Court of Limited Jurisdiction
- Juv** – Juvenile Department

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Accounting Summary</b>		Accounting Summary provides the total debit and credit amounts for a given court and jurisdiction and calendar month.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
1	Court Code	Code that identifies the court.	B	B	NA
2	BARS Account Number Code	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA
4	Jurisdiction Code	Code identifying the jurisdiction for which the account applies.	B	B	NA
5	Accounting Summary Date	Month end date for which the accounting information was transmitted.	B	B	NA
312	Remit Status Code	Accounts receivable status (e.g. non-revenue, unbilled, billed, payment)	B	B	NA
6	Debit Amount	The total debit amount for the court, jurisdiction, BARS account number, and accounting date.	B	B	NA
7	Credit Amount	The total credit amount for the court, jurisdiction, BARS account number, and accounting date.	B	B	NA
362	Begin Balance	The balance of the account at the beginning of the reporting period for the court and jurisdiction.	B	B	NA
<b>Accounting Detail</b>		Accounting Detail provides the most granular level of financial information. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions for case and non-case related accounting. Local details, such as non-participant “payee” data, is not needed for statewide sharing and will not be captured here.	B	B	NA
8	Court Code	Code that identifies the court.	B	B	NA
13	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA
14	Accounting Post Date	Date on which the accounting transaction occurred.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
15	BARS Account Number Code	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA
314	Remit Group Sub-Account Code	Revenue paid to a court that must be remitted to state or local government entities. Examples: Current Expense (Local City or County Funds), Crime Victims Fund, Law Library Fund, State General Fund, School Zone Safety Account, Prostitution Prevention and Intervention Account, etc. These remit group accounts are associated to BARS (Budgeting Accounting and Reporting System) account numbers.	B	B	NA
315	Remit Group Type Code	Category identifying whether remitted revenue sub-account is Local or State monies.	B	B	NA
16	Accounting Amount	The dollar amount allocated to the BARS account for the transaction (debits, credits).	B	B	NA
17	Primary Law Number	The statewide standard law number, when available, for which the transaction applies.	B	B	NA
18	Cost Fee Code	The statewide standard cost fee code, when available, for which the transaction applies (e.g. Copy/Tape Fee, Civil Filing Fee, Unlawful Detainer Fee, etc.).	B	B	NA
19	Transaction Code	A standard code that specifies the transaction that was made (e.g. Bail Forfeiture, Adjustment, Petty Cash, etc.).	B	B	NA
20	Adjustment Reason Code	A code which identifies the reason for an adjustment (e.g. clerical error, amended, waived, etc.).	B	B	NA
317	Remit Status Code	Accounts receivable status (e.g. non-revenue, unbilled, billed, payment)	B	B	NA
<b>Address</b>		Address provides information on a location or contact for a person, official, or organization.	B	B	B
22	Address Type Code	A code which specifies the address type (e.g. residence, mailing, etc.).	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
23	Address Line 1	The first line of the address per US postal standards.	B	B	B
24	Address Line 2	The second line of the address per US postal standards.	B	B	B
25	Address Line 3	The third line of the address per US postal standards.	B	B	F
26	Address City Name	The legal name of the city or location.	B	B	B
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B
28	Address State Code	The state code for the location.	B	B	B
29	Address County	The county name for the location.	B	B	B
30	Address Country Code	The location country code.	B	B	B
31	Address Begin Date	The first date that the address is applicable for the person, official, or organization.	B	B	B
32	Address End Date	The last date that the address is applicable for the person, official, or organization.	B	B	B
33	Address Status Code	A code which designates the status of the address (e.g. undeliverable, returned, confidential, etc.).	B	B	B
240	Address Source Code	A code which identifies the document or other source used to enter an address for a person (e.g. Notified by DOL, Notified by prosecutor, etc.).	B	B	B
<b>Case Association</b>		A case association is the relationship of one case/referral linked to another case/referral. For example, CLJ case and the associated superior court case upon appeal, A probable cause hearing/case and the legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B
36	Case Association Type Code	A code that identifies the type of associations (e.g. linked, consolidated, etc.).	B	F	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
37	Case Association Role Type Code	A code that specifies the role of the case in the association (e.g. primary, secondary, referral, etc.).	B	F	B
300	Case Association Begin Date	The case association begin (effective) date.	F	F	B
301	Case Association End Date	The case association end (effective) date.	F	F	F
<b>Case</b>		A case is the primary business item that is used to manage and track status for issues filed in a court. <i>NOTE:</i> All elements in this section also capture the details of juvenile referrals.	B	B	B
39	Court Code	A code that uniquely identifies a court statewide (such as the existing three digit codes for courts—THD, S17, J34, etc.).	B	B	B
40	Case Number	A number that is used for externally identifying a case. Examples are Superior court Case Number, Referral number, etc.	B	B	B
41	Case Type Code	Code that identifies the case based on category (e.g. criminal, civil, juvenile truancy, infractions, etc.).	B	B	B
302	Cause Code	A code that indicates the specific cause of action. Examples are FEL (Felony), HAR (Harassment), SXP (Sexual Assault Protection), BRE (Breach of Contract), etc.	B	B	NA
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case (e.g. Olympia Police Department, Washington State Patrol, etc.).	B	B	B
43	Case Filing Date	The date in which the case/referral was filed in the trial court.	B	B	B
44	Case Title	The court case title. (Free form text.)	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
241	Case Suit Amount	The dollar amount of the suit on a civil case.	F	B	NA
45	Case Security Code	A code which specifies the security level for the case (e.g. confidential, sealed, public, etc.).	B	B	B
361	Jurisdiction Code	A code that identifies the county, city or town from which the cause of action originated.	B	B	B
<b>Case Flag</b>		A flag, notification, or other important data regarding the case that supports public safety or judicial decision.	B	B	B
264	Case Flag Type Code	A code that identifies the type of flag. This includes items such as: Abuse/Neglect, No Parent or Guardian Willing/Able, Abandonment, and Domestic Violence.	B	B	B
265	Case Flag Begin Date	The case flag begin effective date.	F	F	F
266	Case Flag End Date	The case flag end effective date	F	F	F
<b>Case Status</b>		Case/Referral status provides information on the different stages of a case/referral through its lifecycle (e.g. resolution, completion, closure, active, suspended, etc.).	B	B	B
47	Case Status Type Code	A code identifying the type of case status Examples: Active (Superior Court); Closed (CLJ); Pending (Juvenile referrals). <i>See paired examples below in Sub-type</i>	B	B	B
48	Case Status Sub-Type Code	A code identifying the specific status within the type. This element includes Resolution statuses for Superior Court cases. Examples: Return from Appeal (Superior Court); Change of Venue (CLJ); Referral Screening (Juvenile referrals). <i>See paired examples above in Type.</i>	B	B	B
49	Case Status Begin Date	The begin (effective) date associated with the case status.	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
303	Case Status End Date	The end (effective) date associated with the case status.	B	B	F
<b>Charge</b>		An allegation as to a violation of law. Juvenile referral reasons and reason statuses are captured here.	B	B	B
54	Charge Information Date	The file date from the charging document.	B	B	NA
55	Charge Count Number	An assigned number for each charge count.	B	B	NA
350	Amended Count Number	An assigned number which tracks the link between the original and amended charge.	NA	B	NA
351	Sequence Number	A number assigned to each charging document to record the sequential order in which the charges from that document were entered.	B	NA	NA
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B
57	Charge Primary Law Number	The law number as recorded for the primary charge.	B	B	B
369	Charge Primary Law Description	The law title which corresponds to the Charge Primary Law Number on the case's charging document.	B	B	NA
59	Charge Primary Result Code	A code which specifies the charge result/disposition as decided by the court, related to the primary charge (e.g. committed, guilty, etc.).	B	B	NA
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result/disposition code (e.g. court's motion, deferred prosecution completed, etc.).	F	B	F
61	Charge Primary Result Date	The date of the primary charge result/disposition finding.	B	B	B
62	Charge Special Allegation Law Number	The law number of any special allegation (e.g. deadly weapon, sexual motivation, criminal street gang, etc.) for the charge per RCW 9.94A.825-839. There can be zero-to-many special allegations associated with a single charge.	B	NA	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
370	Charge Special Allegation Description	The law title which corresponds to the Charge Special Allegation Law Number on the case’s charging document.	B	B	NA
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	NA	NA
64	Charge Special Allegation Result Date	The date of the result of the special allegation.	B	NA	NA
65	Charge Modifier Law Number	The law number of any inchoate modifier (e.g. attempted, conspiracy, solicitation, etc.) for the charge.	B	F	B
371	Charge Modifier Description	The law title which corresponds to the Charge Modifier Law Number on the case’s charging document.	B	B	NA
66	Charge Additional Statute Law Number	The law number for any definitional laws cited in the charging document for the charge count. There can be zero-to-many definitions associated with a single charge. E.g. Burglary 2 <sup>nd</sup> Degree (9A.52.030), with two definitional RCWs: Burglary/Trespass Defined (9A.52.010) and Burglary—Inference of Intent (9A.52.040)	B	F	NA
372	Charge Additional Statute Law Description	The law title which corresponds to the Charge Additional Statute Law Number on the case’s charging document.	B	B	NA
365	Charge Law Authority Code	The statutory (RCW), regulatory (Washington Administrative Code), or county/municipal (local) authority underlying each specified law. E.g. RCW, WAC, King County ordinance, Spokane Municipal Ordinance, etc.	B	B	B
366	Charge Penalty Code	A code which identifies which penalty category the charge falls into: e.g. infraction, misdemeanor, or felony.	B	B	NA
367	Charge Severity Code	This code identifies how serious a felony charge is (e.g. Felony A, Felony B, or Felony C).	B	B	NA
67	Charge Element Code	A code (commonly, an RCW or a flag) which specifies an element of the charge count, such as domestic violence or complicity. There can be zero-to-many charge elements cited in the charging document applicability for the charge count.	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
373	Charge Element Description	The law title which corresponds to the Charge Element Code on the case's charging document.	B	B	NA
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	NA	B	NA
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge (e.g. no contest, guilty, not committed, etc.).	B	B	NA
70	Charge Plea Date	The date on which the plea was made.	B	B	NA
71	Charge Sentence Date	The date on which sentencing was made on the charge.	B	B	NA
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	B	NA	NA
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases. (e.g. A, B+, C, D, E, etc.) See RCW 13.40.0357	F	NA	B
<b>Citation</b>		A document issued to a Person (or business) that contains the alleged violation of law. <b>NOTE:</b> Many elements of a Citation are captured in the Case and Charge sections. Elements unique to citation are listed in this section.	NA	B	NA
78	Originating Agency Report Number	The originating agency report number (sometime referred to as police report number) assigned to the citation/criminal complaint as provided by the originating agency.	NA	F	F
79	Citation Amount	The dollar amount from the citation.	NA	B	NA
80	DOL Citation Code	Code(s) that indicates additional vehicle information details of the citation for the Department of Licensing. (e.g. Commercial Vehicle, 16 passenger, HazMat, Fatality Collision, and Accident). A citation may include none or many of these details.	NA	B	NA
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
84	Citation Blood Alcohol Content Percent	The blood alcohol percent from the citation.	NA	B	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA
86	Citation THC Level Count	The THC level from the citation.	NA	B	NA
87	Vehicle License Number	The vehicle license plate number from the citation.	NA	B	NA
88	Vehicle License State Code	The vehicle license plate number state code from the citation.	NA	B	NA
<b>Condition</b>		Stipulation, requirement, or sentence details listed within an order or judicial decision that must be satisfied to resolve the issues on a case.	B	B	B
94	Condition Date	The date the condition was imposed.	B	B	B
95	Condition Type Code	The type of condition imposed (e.g. Alcoholics Anonymous, Anger Management, Court Costs Waived, etc.).	B	B	B
96	Condition Amount	A monetary amount applied to the condition.	B	B	B
352	Condition Sentence Description	Text description of conditions associated with a sentence.	B	NA	NA
97	Condition Time Count	The numerical amount of time for the condition to be used in conjunction with Condition Time Unit Code (98).	B	B	B
98	Condition Time Unit Code	The time units (e.g. hour, day, month, year) for the condition time unit count.	B	B	B
99	Condition Review Date	The date the condition is scheduled for review.	B	B	B
100	Condition Completion Date	The date the condition was completed, not-completed, complied, waived, terminated, excused, etc.	F	B	B
101	Condition Completion Code	A code specifying the type of completion (e.g. completed, incomplete, complied, waived, terminated, excused, etc.).	B	B	B
<b>Detention Episode Population</b>		Detention population tracks the status of a juvenile for each day they are considered part of a facility's population. There is one record for each episode per juvenile per day.	NA	NA	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
102	Detention Facility	The detention facility name.	NA	NA	B
105	Detention Population Episode Reporting Date	The date for which the detention population is reported.	NA	NA	B
106	Detention Population Reporting Time	The time in which the detention population is reported.	NA	NA	B
107	Detention Population Status Code	A code value identifying the population status for each juvenile in the facility (e.g. Admission, Furlough, Intake, Legal and Released).	NA	NA	B
<b>Detention Episode Summary</b>		The Summary contains information for a juvenile who is placed in detention facility. There is one record for each episode as measured from intake to release.	NA	NA	B
108	Detention Facility	The detention facility name.	NA	NA	B
111	Detention Episode Intake Decision Code	A value that identifies the intake decision (e.g. admit, screen/release, pending).	NA	NA	B
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (e.g. threat to community safety, contract admission, district court warrant, etc.).	NA	NA	B
115	Detention Episode Admission Reason Date	The date of the admission reason decision.	NA	NA	B
116	Detention Episode Admission Reason Time	The time of the admission reason decision.	NA	NA	B
117	Detention Episode Primary Charge Code	A code that identifies the charge (e.g. residential burglary, Assault-1, malicious mischief-1, etc.)	NA	NA	B
118	Detention Episode Primary	A code that identifies the severity decision (e.g. A, B, C, etc.)	NA	NA	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
	Charge Severity Code				
119	Detention Episode Release Reason Code	A code that identifies why a juvenile was released from detention. (e.g. Court order, case dismissed, released on bail, etc.)	NA	NA	B
120	Detention Episode Release Date	The date of the release from the facility.	NA	NA	B
121	Detention Episode Release Time	The time of the release from the facility.	NA	NA	B
122	Detention Episode Time Served Minutes Count	The total of the minutes served.	NA	NA	B
<b>Electronic Contact</b>		Electronic Contact provides a record of electronic contact methods and locations for a person, official, or organization.	B	B	B
125	Electronic Contact Type Code	A code that identifies the electronic contact type (e.g. email, webpage, etc.).	F	F	F
126	Electronic Contact Address Text	The electronic contact address.	B	B	B
127	Electronic Contact Begin Date	The start (effective) date for the electronic contact.	F	F	F
128	Electronic Contact End Date	The end (effective) date for the electronic contact.	F	F	F
<b>Failure To Appear</b>		Failure To Appear (FTA) provides a record for each failure to appear, pay, or respond.	NA	B	NA
132	FTA Order Date	The date on which the FTA was ordered by the court.	NA	B	NA
243	FTA Cancel Date	The date the FTA was canceled by the court.	NA	B	NA
133	FTA Issuance Date	The date on which the FTA was issued to Department of Licensing.	NA	B	NA
134	FTA Adjudication Date	The date the FTA was adjudicated by the court, for notification to the Department of Licensing.	NA	B	NA
244	FTA Adjudication or Cancellation Reason Code	A code which specifies the reason the FTA was adjudicated or cancelled. (e.g. paid, court appearance scheduled, dismissed, issued in error, etc.)	NA	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
318	FTA Type Code	Fail to Pay, Fail to Comply, Fail to Appear, and Fail to Respond.	NA	B	NA
<b>Official</b>		Provides a record for each official related to the life cycle of a court case or juvenile referral.	B	B	B
136	Official Complete Name	The complete name of an official which includes first, middle, last, and any prefix/suffix for a name which is contained within one line of text. This field is only for use when parsed fields for an official are not available.	B	B	B
356	Official First Name	The first name of an official.	B	B	B
357	Official Last Name	The last name of an official.	B	B	B
358	Official Middle Name	The middle name of an official.	B	B	B
359	Official Name Suffix	The official's name Suffix (e.g. Jr., Sr., III, IV, Esq.)			
138	Official Title	The title for the official when applicable. (e.g. Commissioner, Pro Tem, Trooper, Officer, Detective, etc.)	B	B	NA
139	Official Type Code	A code which specifies the type of official (e.g. judicial officer, law/WAC enforcement officer, attorney, certified professional, etc.).	B	B	B
140	Official Sub-type Code	A code which further qualifies the official type (e.g. judge, pro tem, commissioner, guardian, interpreter, etc.).	B	B	B
141	Official Status Code	The status of the official (e.g. active, inactive, etc.).	B	B	B
142	Official Begin Date	The start (effective) date for the official.	B	B	B
143	Official End Date	The end (effective) date for the official.	B	B	B
304	WA State Bar Association Number	A number assigned by the Washington State Bar Association associated with a specific member of the Bar Association	B	B	B
363	Assigned Official Number	Identifying number assigned to law enforcement officers (badge numbers), Guardian ad litem and Interpreters (license numbers issued by State agencies).	B	B	F

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Organization</b>		Provides a record for each organization (e.g. Court, LEA, School District, etc.) that is used in other records provided.	B	B	B
145	Organization Name	The organization name.	B	B	B
146	Organization Type Code	A codes that identifies the type of organization (e.g. court, law enforcement agency, jurisdiction, schools, or school districts.)	B	B	B
147	Organization Sub-type Code	A code that identifies the sub-type within the type (e.g. Superior, District, Municipal, etc.).	B	B	B
148	Organization Status Code	The status of the organization when applicable (e.g. active, disbanded, etc.).	B	B	B
149	Organization Begin Date	The organization begin (effective) date.	B	B	B
150	Organization End Date	The organization end (effective) date.	B	B	B
<b>Participant</b>		Participant provides a record of each person, organization and official related to a case.	B	B	B
154	Participant Type Code	A code for a person on the case/referral (e.g. defendant, petitioner, etc.).	B	B	B
155	Participant Status Code	The status of the participant on the case. Currently collected by District/Municipal Courts.	F	B	NA
156	Participant Begin Date	The participant begin effective date.	B	B	B
157	Participant End Date	The participant end effective date.	B	B	B
158	Participant Security Code	A code that identifies the security status for the participant (e.g. open, confidential, etc.).	F	F	F
<b>Participant Association</b>		Participant Association provides link between participants on a case, when applicable. (e.g. Defendant and attorney, case-based family relationships)	B	B	B
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (e.g. Financial, Guardianship, Legal Representation, Case Based Relationships)	B	B	B
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association (e.g. spouse, child, parent, etc.).	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
164	Participant Association Begin Date	The date the participant association begins.	F	F	B
165	Participant Association End Date	The date the participant association ends.	F	F	B
<b>Person</b>		Information for an individual that is a participant on a case/referral or person that is associated to a participant on a case. This includes humans and businesses (e.g. corporations, partnerships, collection agencies, etc.).	B	B	B
248	Person Classification Code	A code that identifies the type of person, (e.g. well-identified, non-well identified, etc.)	B	B	B
305	Complete Name	The complete name of a person which includes first, middle, last, and any prefix/suffix for a name which is contained within one line of text. May also include a single name line such as a business name. This field is only for use when parsed fields for an individual is not available, or it is for use for business names.	B	B	B
167	Person First Name	The person's first name.	B	B	B
168	Person Last Name	The person's last name.	B	B	B
169	Person Middle Name	The person's middle name.	B	B	B
306	Person Name Prefix	The person's name Prefix and/or Title. (e.g. Mr. Mrs. Dr.)	F	F	F
307	Person Name Suffix	The person's name Suffix (e.g. Jr., Sr., III, IV, Esq.)	B	B	B
170	Person Birth Date	The person's date of birth.	B	B	B
171	Person Death Date	The person's date of death.	B	B	B
249	Date of Death Source Code	A code that identifies the document or other source used to enter a date of death for a person.	B	F	F
172	Person Gender Code	A code that identifies the person's gender.	B	B	B
173	Person Race Code	A code that identifies the person's race (e.g. Asian, Caucasian, Multiple, Refused, etc.). Each person can be identified with more than one race code.	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
174	Person Ethnicity Code	The code of that identifies the person's ethnicity (e.g. Hispanic, Not Hispanic, Refused, and Unknown).	B	B	B
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B
176	Person Driver License Number	The driver license number. More than one Driver License number may be associated with the same Person.	B	B	B
177	Person Driver License State Code	A code for the state code that issued the driver's license. If a Person has more than one Driver License (DL) number, a separate State code will be needed for each DL number.	B	B	B
178	Person Driver License Expire Date	The Driver License expiration date. If a Person has more than one Driver License (DL) number, a separate expiration date will be needed for each DL number.	B	B	B
179	Person Department Of Corrections Number	The identification number issued by the WA State Department of Corrections.	B	B	B
180	Person Juvenile Number	The identification number issued to juveniles by Washington State.	B	B	B
181	Person FBI Number	The identification number issued by the Federal Bureau of investigation.	B	B	B
182	Person Height	The person's height in inches.	B	B	B
183	Person Weight	The person's weight in pounds.	B	B	B
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B
186	Person Physical Description	A textual description of the person including identifying characteristics, scars, marks, and tattoos.	B	B	B
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B
<b>Person Association</b>		Person Association provide a linkage of one person record to another. These associations can be other records: True name, alias, also known as, doing business as, etc.	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
189	Person Association Type Code	A code which specifies the type of association between one or more parties (e.g. Other Name, Person Relationship, etc.).	B	B	B
191	Person Association Role Code	A code for the role of the person in the relationship (e.g. true name, also known as, now known as, parent, child, etc.).	B	B	B
192	Person Association Begin Date	The person association begin (effective) date.	B	B	B
193	Person Association End Date	The person association end (effective) date.	B	B	B
<b>Person Flag</b>		A flag, notification, or other important data regarding the person (or business) that supports public safety or judicial decision-making.	F	F	B
260	Person Flag Type Code	A code that identifies the type of flag. This includes items such as ADA (American w/Disability Act), AAL (Military); Legally Free Minor; ICWA (Indian Child Welfare Act); NCK (Nickname); USN (Uses Siblings Name), etc.	B	B	B
261	Person Flag Begin Date	The person flag begin effective date.	F	F	B
262	Person Flag End Date	The person flag end effective date	F	F	B
<b>Phone</b>		Phone provides a record of phone number contacts for a person, organization, or official.	B	B	B
195	Phone Type Code	A code that identifies the phone number type (e.g. home, cellular, etc.).	B	B	B
196	Phone Number	The phone number.	B	B	B
197	Phone Begin Date	The phone number begin (effective) date.	B	B	B
198	Phone End Date	The phone end (effective) date.	B	B	B
<b>Proceeding</b>		Documents a hearing for a case.	B	B	NA
364	Proceeding Schedule Type Code	A code that identifies the type of proceeding scheduled for a date (e.g. Arraignment, Pretrial, Sentencing, Jury Trial, etc.).	B	B	NA
202	Proceeding Schedule Date	The scheduled hearing date.	B	B	NA
203	Proceeding Schedule Time	The scheduled hearing time.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
207	Proceeding Schedule Status Code	A code that identifies the status (e.g. not held, canceled, continued, etc.).	B	B	NA
209	Proceeding Schedule Status Reason Code	A code that further qualifies the proceeding status when applicable (e.g. motion of the court, motion of the defense, stipulated, judicial conflict, etc.).	B	B	NA
201	Proceeding Actual Type Code	A code that identifies the type of proceeding held (e.g. Arraignment, Pretrial, Sentencing, Jury Trial, etc.).	B	B	NA
205	Proceeding Actual Date	The actual “Held” date of the hearing.	B	B	NA
308	Proceeding Actual Time	The actual “Held” time of the hearing.	B	B	NA
<b>Process Control Number</b>		Process Control Number (PCN) is a number assigned by Washington State Patrol (WSP) for each fingerprint record.  A participant record may have multiple PCN numbers within a case.	B	B	F
212	Process Control Number	The process control number (PCN) assigned by Washington State Patrol.	B	B	F
213	Process Control Number Date	The date a person is involved in a reportable fingerprinting event (i.e., an arrest, jail booking, conviction or jail commitment) and the PCN number was assigned.	B	B	F
<b>Court Docket</b>		Includes all data stored through docket codes and free-form text which represent the details within the life cycle of a case.	B	B	NA
319	Docket Code	A code representing an action, decision or event during the life cycle of a case. (e.g. (CDSOP) “CD Record of Proceedings”, (JDV) Judgment of Verdict”.)	B	B	NA
320	Docket Text	Written text that contains data documenting an action, decision or event during the life cycle of a case. (e.g. “Return of Service filed by Petitioner”, “Defense attorney called to confirm hearing,” etc.)	B	B	NA
321	Docket Date	The date the docket code/text applies.	B	B	NA
<b>Protection &amp; No Contact Orders</b>		This data refers to the details contained within the documents. It does not store document images.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
327	Order Type Code	The code which specifies the details of the order and case type (civil vs criminal) E.g. Temporary Anti-Harassment Order, Sexual Assault Protection Order, Harassment No Contact Order, etc.	B	B	NA
329	Order File Date	The date the order is filed.	B	B	NA
330	Order Status Code	A code that identifies the current state of the order. (e.g., active, denied, expired, etc.)	B	B	NA
331	Order Decision Date	The date the court official made the decision on the order.	B	B	NA
332	Order Decision Time	The time the court official made the decision on the order.	B	B	NA
333	Order Expired Date	The date the order expires.	B	B	NA
334	Order Termination Date	The date an order is terminated based on a decision from the court.	B	B	NA
335	Order Security Status Code	Security status (e.g. sealed, open, etc.) for orders. Status of the order is independent from the security status of the case.	F	F	NA
336	Order Denial Reason Code	The reason for which the decision was made on the order. (e.g. Failure to Appear for Full Hearing, No Grounds, No Proof of Service, etc.).	B	B	NA
337	Order Participant Decision Code	A code that specifies the role of the participant (e.g. protected, restrained, denied) on the order.	B	B	NA
<b>Judgments</b>		This includes all monetary and property amounts awarded by the court according to a judicial decision made on a case.	B	B	NA
341	Judgment Type Code	The type of judgment (e.g. Agreed Judgment, Foreign Judgment, and Judgment on Pleadings, Abstract of Judgment, Criminal, Tax Warrant, etc.)	B	B	NA
342	Judgment Amount	The monetary amount(s) listed on a judgment.	B	B	NA
343	Judgment Amount Type Code	The code that identifies the type(s) of amount(s) on the document. (e.g. Total, Principal, Attorneys Fees, Service Fees, Interest, etc.)	B	B	NA
353	Judgment Docket Description	Text description of details associated with a judgment.	B	NA	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
344	Judgment Participant Decision Code	The role of the participants involved with the decision of the judgment entered by the court (e.g. Debtor, Creditor, For, Against, etc.)	B	B	NA
345	Judgment File Date	The date a judgment is filed with the court.	B	B	NA
346	Judgment Status Code	The status of the judgment (e.g. Dismissed, Exonerated, Fully Satisfied, etc.)	B	B	NA
347	Judgment Status Date	The date for the status of the judgment.	B	B	NA
348	Judgment Signed Date	The date the judgment is signed by a judicial officer.	B	F	NA
349	Judgment Effective Date	The date a judgment becomes effective. This may be different from the date the judicial officer signs the order.	B	B	NA
<b>Warrant</b>		Document issued by the court authorizing a government official to carry out an action. (e.g. search, arrest)	B	B	NA
255	Warrant Number	Number for the warrant assigned by the LEA or court.	F	B	B
256	Warrant Security Status Code	Security status of the warrant (e.g. sealed, open, etc.).	F	F	NA
235	Warrant Type Code	A code that specifies the warrant type (e.g. Bench, Administrative, etc.).	F	B	NA
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA
231	Warrant Cancelled Date	The date the warrant was cancelled.	F	B	NA
232	Warrant Recalled Date	The date the warrant was recalled.	F	B	NA
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	B	B	NA
234	Warrant Return Date	The date the warrant was returned	B	B	NA
236	Warrant Service Date	The date the warrant was served.	B	B	NA
237	Warrant Expiration Date	The future date on which a warrant is scheduled to expire.	F	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
238	Warrant Bail Amount	The bail amount on the warrant.	B	B	NA
257	Warrant Bail Type Code	The type of bail on the warrant (e.g. Cash Only, Cash or Bond, No Bail ).	B	B	NA
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA
258	Warrant Reason Code	A code that defines the reason that the warrant is to be issued (e.g. Failure to appear, failure to comply, search, etc.) A warrant may have more than one reason associated with it.	B	B	NA
<b>Identifiers</b>		A system generated set of values (alpha and/or numeric characters) assigned to a given data element. It identifies a given record uniquely (a Key) within the Data producer's application. This "Key" could be used to retrieve or update the record.			
<b>Accounting Summary</b>		Accounting Summary provides the total debit and credit amounts for a given court and jurisdiction and calendar month.			
<b>374</b>	Transaction Identifier	CMS system-generated unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify each debit, credit or begin balance transaction.			
<b>Accounting Detail</b>		Accounting Detail provides the most granular level of financial information from the courts. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions for all case and non-case related accounting. Local details, such as non-participant "payee" data is not needed for statewide sharing and will not be captured here.	B	B	NA
9	Transaction Identifier	CMS system-generated unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
10	Case Identifier	CMS system-generated unique case identifier. Multiple Case Identifiers can be associated with one Transaction Identifier.	B	B	B
11	Participant Identifier	The CMS system-generated unique identifier for the participant on the case for which the transaction applies. If the transaction is not associated with a person, then this can be blank. Multiple Participant Identifiers can be associated with one Transaction Identifier.	B	B	B
<b>Address</b>		Address provides information on a location or contact for a person, official, or organization.	B	B	B
21	Person Identifier	The CMS system-generated identifier for the person, official or organization for which the address applies.	B	B	B
<b>Case Association</b>		A case association is the relationship of one case/referral linked to another case/referral. For example, CLJ case and the associated superior court case upon appeal, A probable cause hearing/case and the legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B
34	Case Association Identifier	A CMS system-generated unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	B	B
35	Case Identifier	CMS system-generated unique case identifier.	B	B	B
<b>Case</b>		A case is the primary business item that is used to manage and track status for issues filed in a court. <i>NOTE:</i> All elements in this section also capture the details of juvenile referrals.	B	B	B
38	Case Identifier	CMS system-generated unique case/referral identifier.	B	B	B
<b>Case Status</b>		Case status provides information on the different stages of a case through its lifecycle (e.g. resolution, completion, closure, etc.).	B	B	B
46	Case Identifier	CMS system-generated unique case identifier.	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Case Flag</b>		A flag, notification, or other important data regarding the case that supports public safety or judicial decision.	B	B	B
263	Case Identifier	CMS system-generated unique case identifier.	B	B	B
<b>Charge</b>		An allegation as to a violation of law.	B	B	B
50	Participant Identifier	The CMS system-generated unique identifier for the case participant for which the charge applies.	B	B	B
51	Case Identifier	CMS system-generated unique case identifier.	B	B	B
53	Charge Document Identifier	A unique, system-generated identifier for the document from which the charges are listed.	B	B	NA
72	Charge Sentence Judicial Official Identifier	The CMS system-generated identifier of the judicial officer who made the sentencing.	B	B	NA
309	Charge Finding Judicial Officer Identifier	The judicial officer who presided over the finding/judgment.	B	B	NA
<b>Citation</b>		A document issued to a Person (or business) that contains the alleged violation of law. <b>NOTE:</b> <i>Many elements of a Citation are captured in the Case and Charge sections. Elements unique to citation are listed in this section.</i>	NA	B	NA
75	Case Identifier	CMS system-generated unique case identifier.	NA	B	NA
<b>Condition</b>		Stipulation, requirement, or sentence details listed within an order or judicial decision that must be satisfied to resolve the issues on a case.	B	B	B
89	Condition Identifier	A CMS System-generated identifier for the condition provided by the court.	NA	B	NA
90	Condition Document Identifier	A unique, system-generated identifier for the document from which the conditions are listed.	NA	B	NA
91	Case Identifier	CMS system-generated unique case identifier.	B	B	B
92	Participant Identifier	The CMS system-generated unique identifier for the case participant for whom the condition applies.	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
93	Official Identifier	CMS system-generated identifier of an official.	B	B	B
<i>Charge Identifier</i>		<i>This is the unique combination of the ChargeDocumentKey + ChargeCountNumber. It will link a specific Condition to a specific Charge.</i>			
360	Charge Document Key	The source system key of the Charge's parent document.	B	B	B
368	Charge Count Number	A sequentially assigned number, starting at one for each charge count. For Superior Courts, the sequence of numbers starts over with one as each new charging document is filed	B	B	B
<b>Detention Episode Population</b>		Detention population tracks the status of a juvenile for each day they are considered part of a facility's population. There is one record for each episode per juvenile per day.	NA	NA	B
103	Case Identifier	CMS system-generated unique case identifier.	NA	NA	B
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B
<b>Detention Episode Summary</b>		The Summary contains information for a juvenile who is placed in detention facility. There is one record for each episode as measured from intake to release.	NA	NA	B
109	Case Identifier	CMS system-generated unique case identifier.	NA	NA	B
110	Participant Identifier	The CMS system-generated identifier for the juvenile detainee for which the episode applies.	NA	NA	B
<b>Electronic Contact</b>		Electronic Contact provides a record of electronic contact methods and locations for a person, official, or organization.	F	F	F
123	Electronic Contact Identifier	CMS system-generated Unique identifier for the Electronic Contact as provided by the court.	B	B	B
124	Person Identifier	The CMS system-generated identifier for the person, official or organization for which the electronic contact applies.	B	B	B
<b>Failure To Appear</b>		Failure To Appear (FTA) provides a record for each failure to appear, pay, or respond.	NA	B	NA
129	FTA Identifier	CMS system-generated Unique identifier for the FTA as provided by the court.	NA	B	NA
130	Case Identifier	CMS system-generated unique case identifier.	NA	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
131	Participant Identifier	The CMS system-generated unique identifier for the case participant for whom the FTA applies.	NA	B	NA
<b>Official</b>		Provides a record for each official that is used in other records provided, such as a Judge, Attorney or Law Enforcement Officer.	B	B	B
135	Official Identifier	CMS system-generated identifier of an official.	B	B	B
137	Organization Identifier	The unique identifier for the organization to which the official belongs (e.g. court, LEA, etc.).	B	B	B
<b>Organization</b>		Provides a record for each organization (e.g. Court, LEA, School District, etc.) that is used in other records provided.	B	B	B
144	Organization Identifier	A CMS System-generated unique identifier for the organization.	B	B	B
<b>Participant</b>		Participant provides a record of each person, organization and official related to a case.	B	B	B
151	Participant Identifier	The CMS system-generated unique identifier for the case participant for which the charge applies.	B	B	B
152	Case Identifier	CMS system-generated unique case identifier.	B	B	B
153	Person Identifier	The CMS system-generated identifier for the person for which the participant applies.	B	B	B
<b>Participant Association</b>		Participant Association provides link between participants on a case, when applicable. (e.g. Defendant and attorney, case-based family relationships)	B	B	B
159	Participant Association Identifier	A CMS system-generated identifier in each record used to associate participants.	B	B	B
161	Case Identifier	CMS system-generated unique case identifier.	B	B	B
162	Participant Identifier	The CMS system-generated unique identifier for the participant on a case. A minimum of two Identifiers is required in order to create an association.	B	B	B
<b>Person</b>		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case. This includes humans and businesses (e.g. corporations, partnerships, collection agencies, etc.).	B	B	B

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
166	Person Identifier	The CMS system-generated identifier for the person.	B	B	B
<b>Person Association</b>		Person Association provide a linkage of one person record to another. These associations can be other records: True name, alias, also known as, doing business as, etc.	B	B	B
188	Person Association Identifier	A CMS system-generated identifier in each record used to associate persons.	B	B	B
190	Person Identifier	The CMS system-generated identifier for the person(s) for whom the person association applies. A minimum of two Identifiers is required in order to create an association.	B	B	B
<b>Person Flag</b>		A flag, notification, or other important data regarding the person (or business) that supports public safety or judicial decision-making.	F	F	B
259	Person Identifier	CMS system-generated unique person identifier.	B	B	B
<b>Phone</b>		Phone provides a record of phone number contacts for a person, organization, or official.	B	B	B
194	Person Identifier	The CMS system-generated identifier for the person, official or organization for which the address applies.	B	B	B
<b>Proceeding</b>		Documents a hearing for a case.	B	B	NA
199	Proceeding Identifier	A CMS system-generated unique identifier provided by the court for the proceeding.	B	B	NA
200	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
204	Proceeding Schedule Official Identifier	The CMS system-generated identifier of the official scheduled to hear the proceeding.	B	B	NA
206	Proceeding Actual Official Identifier	The CMS system-generated identifier for the official that heard the proceeding.	B	B	NA
<b>Process Control Number</b>		Process Control Number (PCN) is a number assigned by Washington State Patrol (WSP) for each fingerprint record.  A participant record may have multiple PCN numbers within a case.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
210	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
211	Participant Identifier	The CMS system-generated identifier for the participant for whom the PCN applies.	B	B	NA
<b>Court Docket</b>		Includes all data stored through docket codes and free-form text which represent the details within the life cycle of a case.	B	B	NA
322	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
355	Docket Identifier	The CMS system-generated identifier for each docket entry.	B	B	NA
<b>Protection &amp; No Contact Orders</b>		This data refers to the details contained within the documents. It does not store document images.	B	B	NA
323	Order (Document) Identifier	A CMS system-generated unique identifier for the order assigned by the court.	NA	NA	NA
324	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
325	Participant(s) Identifier	The CMS system-generated identifier for each participant for whom the Protection Order applies.	B	B	NA
326	Decision Official Identifier	The CMS system-generated identifier of the judicial officer who ruled on the order.	B	B	NA
<b>Judgments</b>		This includes all monetary and property amounts awarded by the court according to a judicial decision made on a case.	B	B	NA
338	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
339	Participant(s) Identifier(s)	The CMS system-generated unique identifier for the participant(s) on the case for which the judgment applies.	F	B	NA
340	Official Identifier	The judicial officer who signed the judgment.	B	B	NA
354	Judgment Document Identifier	A CMS system-generated unique identifier for the judgment order assigned by the court.	NA	NA	NA
<b>Warrant</b>		Document issued by the court authorizing a government official to carry out an action. (e.g. search, arrest)	B	B	NA
254	Warrant Identifier	CMS system-generated unique warrant identifier.	B	B	NA

**Appendix A – Shared Data Elements**

Shared Data/ Element Number	JIS Standard Data Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
227	Case Identifier	CMS system-generated unique case identifier.	B	B	NA
228	Participant Identifier	The CMS system-generated identifier for the participant for which the warrant applies.	B	B	NA

JIS Data Standards for Alternative Electronic Court Record Systems  
**Appendix B - Deleted Data Elements**

The table below details data elements that have been removed from previous versions of the standard for any reason. The following is a description of each column:

**Shared Data** – The Name of the Shared Data group for the deleted data element. This name can be used to cross reference back to subsection B.1 In the “Shared Data” cell. This provides a business name for the group of data elements to be shared.

**Element Number** – A sequential Number assigned to each individual data element.

**Element Name** – The business related name for the shared data element.

**Definition** – The definition for either the Share Data group or the Data Element.

**Reason Removed** – The rationale for removing the deleted data element from the standard.

Shared Data/ Element Number	Element Name	Definition	Reason Removed
Accounting Summary		Accounting Summary provides the total debit and credit amounts for a given court and jurisdiction and calendar month.	
3	Case Classification Code	Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil, sexual assault protection, etc.), case type, and cause code	Case detail data is not needed in the Acct Summary, as it is meant to capture the total debits and credits of an entire court.
310	Remit Group Sub Account	Revenue paid to a court that must be remitted to state or local government entities. Examples: Current Expense (Local City or County Funds), Crime Victims Fund, Law Library Fund, State General Fund, School Zone Safety Account, Prostitution Prevention and Intervention Account). These remit group accounts are associated to BARS (Budgeting Accounting and Reporting System) account numbers.	This data will be stored through Accounting Detail and is not needed for Accounting Summary.
311	Remit Group Type	Category identifying whether remitted revenue sub-account is Local or State monies	This data will be stored through Accounting Detail and is not needed for Accounting Summary
Accounting Detail		Accounting Detail provides the most granular level of financial information. It contains the information for accounts	

JIS Data Standards for Alternative Electronic Court Record Systems  
**Appendix B - Deleted Data Elements**

Shared Data/ Element Number	Element Name	Definition	Reason Removed
		receivable, adjustments, receipts, distributions, and other transactions case and non-case related accounting. Local details, such as non-participant "payee" data, is not needed for statewide sharing and will not be captured here.	
12	Case Classification Code	Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil, sexual assault protection, etc.), case type, and cause code	Case detail data is not needed in the Acct Case detail section because the case details can be accessed through the Case Identifier element (#9).
313	BARS Account Effective Date	The date on which a BARS account is valid.	This data will be maintained by the AOC through a data validation process and does not need to be sent by the court.
316	Cost Fee Code Effective Date	The date on which a Cost Fee Code is valid.	This data will be maintained by the AOC through a data validation process and does not need to be sent by the court.
<b>Charge</b>		An allegation as to a violation of law.	
52	Charge Identifier	A CMS system-generated identifier for the charge provided by the court.	This element is no longer needed with the new EDR simplification model. Amended charges are tracked with elements #350 and #351.
58	Charge Primary Standard Law Number	Statewide equivalent (if any) for the charge primary local law number.	This data will be collected as reference data.
242	Amending Charge Identifier	The Charge identifier for any charges that are amended during the lifecycle of the case. If the charge is an original charge on the case, then this field is blank.	This element is no longer needed with the new EDR simplification

JIS Data Standards for Alternative Electronic Court Record Systems  
**Appendix B - Deleted Data Elements**

Shared Data/ Element Number	Element Name	Definition	Reason Removed
			model. Amended charges are tracked with elements #350 and #351.
<b>Citation</b>		A document issued to a Person (or business) that contains the alleged violation of law.	
76	Citation Date	The date the citation date was issued.	Local data only. Not useful statewide.
77	Origination Agency Code	<p>A code assigned to designate the “originating agency,” developed by the National Crime Information Center (NCIC)*. This identifies the agency that originated the citation/criminal complaint. The ORI (Originating Agency) number for an LEA (Law Enforcement Agency) or court is listed on the Official/Organization (OFO) screen in the <b>ORG DOL CODE</b> field.</p> <p>The Washington State Patrol (WSP) maintains a current list of ORI numbers online at <a href="http://www.wsp.wa.gov/secured/access/mamannuals.htm">http://www.wsp.wa.gov/secured/access/mamannuals.htm</a> on the ACCESS--Manuals &amp; Documents page.</p>	This data will be linked to the Court Code standard reference data. It can be maintained by the AOC without the courts having to send it.
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	Local data only. JIS uses to determine primary law number related to charge, but this is CMS specific.
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation	Local data only. JIS uses to determine primary law number related to charge, but this is CMS specific.
<b>Case Participant Flag</b>		A flag, notification, or other important data regarding the case participant that supports public safety or judicial decision. This includes items such as: HD1 (e.g. Electronic Home Monitoring/Detention Non-Tech Violation), HD2 (e.g. Electronic Home Monitoring/Detention Tech Violation).	These flags were moved to the Person level so the information is not limited to one case.

JIS Data Standards for Alternative Electronic Court Record Systems  
**Appendix B - Deleted Data Elements**

Shared Data/ Element Number	Element Name	Definition	Reason Removed
267	Case Participant Identifier	CMS system-generated unique participant identifier.	See note above.
268	Case Participant Flag Type Code	A code that identifies the type of flag.	See note above.
269	Case Participant Flag Begin Date	The case participant flag begin effective date.	See note above.
270	Case Participant Flag End Date	The case participant flag end effective date	See note above.
<b>Official</b>		Provides a record for each official that is used in other records provided, such as a Judge, Attorney or Law Enforcement Officer.	
245	Official Classification Code	A code that identifies the type of official (e.g. judge, attorney, law enforcement, etc.)	Reinstated elements #139 & #140 for new EDR model
<b>Protection &amp; No Contact Orders</b>		The data refers to the details contained within the documents. It does not store document images.	
328	Order Sub type	The detailed order type (e.g. Temporary Anti-Harassment, Full Sexual Assault, Vulnerable Adult, etc.)	The need for both a Type and Sub-type code was unnecessary so the 2 were combined into one element (#327)
<b>Organization</b>		Organization provides a record for each organization that is used in other records provided	
246	Organization Classification Code	A codes that identifies the type of organization (e.g. court, law enforcement agency, jurisdiction	Reinstated elements #146 & #147 for new EDR model
<b>Participant</b>		Participant provides a record of each person, organization and official related to a case.	

JIS Data Standards for Alternative Electronic Court Record Systems  
**Appendix B - Deleted Data Elements**

Shared Data/ Element Number	Element Name	Definition	Reason Removed
247	Participant Classification Code	A code for the role of the person participant on the case (e.g. defendant, petitioner, etc.).	Reinstated element #154 for new EDR model
<b>Proceeding</b>		Documents a hearing for a case	
208	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	Not needed, as all reportable statuses captured in other proceeding elements.
<b>Significant Document Index Information</b>		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This includes, but is not limited to...	The entire Sig Doc section was deleted and broken down into Court Docket, Protection & No Contact Orders and Judgment sections.
214	Case Identifier	CMS system-generated unique case identifier.	See above.
215	Document Identifier	A CMS system-generated unique identifier assigned by the court.	See above.
216	Document Classification Code	The document type and sub type (judgment and sentence, order, hearing, civil complaint, review hearing etc.). This is also used to store a domestic violence order, anti-harassment subtype.	See above.
250	Document Classification Text	Docket text and other entries that contain data needed by courts statewide.	See above.
217	Document File Date	The date the document is filed.	See above.
218	Document Decision Code	A code that identifies the type of decision when applicable. (i.e. committed, not guilty, guilty, dismissal, granted, denied, etc.).	See above.

JIS Data Standards for Alternative Electronic Court Record Systems  
**Appendix B - Deleted Data Elements**

Shared Data/ Element Number	Element Name	Definition	Reason Removed
219	Document Decision Date	The document decision date.	See above.
251	Document Decision Time	The document decision time.	See above.
220	Document Expiration Date	The document expiration date.	See above.
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	See above.
222	Document Authorizing Official Identifier	The CMS system-generated identifier of the official that authorized the document.	See above.
252	Document Security Status Code	Security status (sealed, open, etc.) for documents such as Name Change Orders, Protection Orders, documents involving minors, etc.	See above.
253	Document Decision Reason Code	The reason for which the decision was made on the document. For example, a protection order is denied for failure to appear, or no cause.	See above.
<b>Significant Document Party</b>		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	The entire Sig Doc Party section was deleted and broken down into Court Docket, Protection & No Contact Orders and Judgment sections.
223	Case Identifier	CMS system-generated unique case identifier.	See above.
224	Document Identifier	A CMS system-generated unique identifier assigned by the court.	See above.
225	Document Participant Identifier	The CMS system-generated identifier for the person for whom the document applies. (This is the same identifier as the Participant Identifier.)	See above.

JIS Data Standards for Alternative Electronic Court Record Systems  
**Appendix B** - Deleted Data Elements

<b>Shared Data/ Element Number</b>	<b>Element Name</b>	<b>Definition</b>	<b>Reason Removed</b>
226	Document Participant Decision Code	A code that specifies the role of the participant (protects, restrains, etc.)	See above.

Judicial Information System Committee Meeting

June 28, 2019

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

**MOTIONS:**

1. I move that the JISC provisionally approve the Snohomish County District Court request to implement its own case management system, subject to Snohomish 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 April 16, 2019, Snohomish 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.



District Court of the State of Washington  
for Snohomish County

JUDGES  
STEVEN M. CLOUGH  
PATRICIA L. LYON  
JEFFREY D. GOODWIN  
TAM T. BUI  
BETH A. FRASER  
ANTHONY E. HOWARD  
DOUGLAS J. FAIR  
JENNIFER J. RANCOURT

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PRESIDING JUDGE  
DOUGLAS J. FAIR  
COURT COMMISSIONER  
RICK S. LEO  
ADMINISTRATOR  
LAUREN M. BJURSTROM

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April 16, 2019

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

Re: Request for approval of local automated case management system.

Ladies and Gentlemen:

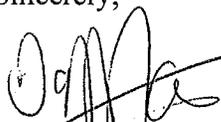
Pursuant to JISCR 13, the Snohomish County District Court is providing notice that it plans to purchase an automated case management system. The court is seeking review and approval of this system from the Judicial Information System Committee. We anticipate purchasing and implementing this system as soon as the JIS Committee provides approval.

Snohomish County District Court has entered into negotiations with Journal Technologies to purchase licenses for the programs eCourt and eProbation. Information about this software can be found at <http://journaltech.com/>. Our court is particularly interested in this vendor because it will supply the court and probation the ability to integrate seamlessly, provide improved access to data for our local population, and will eliminate double data entry for court and probation staff. Additionally, our local prosecutor's office uses a legacy version of this system and will be able to integrate with the court, eliminating double data entry for both entities.

Moving to this software and a paperless system will streamline work flow, eliminate the need for duplicate data entry between various entities, reduce error rate, speed up the flow of information, and provide greater public access. Journal Technologies has assured the court that its software will bridge seamlessly with the Enterprise Data Repository (EDR) to push and pull information from the EDR without the need for additional data entry. We anticipate that some of the eCourt and eProbation information will be available on the court's website as well as public terminals. Paper forms will be generated and provided to the public, defendants, and counsel as appropriate.

I am happy to meet with the Committee along with representatives from Journal Technologies, and provide any additional information and/or a demonstration of the proposed case management system. Please advise us if there are any additional steps the court should take to assist in the evaluation and approval process.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Fair', with a long horizontal flourish extending to the right.

Douglas J. Fair  
Presiding Judge, Snohomish County District Court

# Expedited Data Exchange (EDE)

## Program Update

Kevin Ammons, PMP  
Program Manager

June 28, 2019

# End-to-End Testing

- Began testing of KCCO's integration and AOC's application on Apr 29
- Testing scheduled to last 60 days
- Expected to go live in July, assuming no major issues are discovered

# Problem Tracking

Current as of Jun 12

## AOC Application Defects

Discovered	Open	Closed
7 defects (1 Critical and 2 to be resolved after go live)	5	2
<b>Application Breakdown:</b>		
JCS – 2 defects		
Data Exchanges – 1 defect (CRITICAL)		
Person Matching – 4 defects		

## KCCO Data and Integration Issues

Discovered	Open	Closed
12 issues (1 Critical and 1 to be resolved after go live)	7	5
<b>Categories:</b>		
Mapping – 7 defects		
Data Quality – 4 defects		
Integration – 1 defect (CRITICAL)		

# Testing Results

- Overall, testing has gone well, but two critical issues are being tracked
  - State Patrol Disposition data exchange delayed testing due to defect comparing new version of case to old version
  - KCCO integration process was changed several times during testing, costing 7 days of testing, to enable their daily load of data to complete by 2AM
    - 2AM deadline necessary to run partner data exchanges and allow original cases to be removed from JIS

# AOC System Changes

- At the go live event, AOC applications will have changes to show data from the EDR
  - Some of these changes are minor while others are significant
  - The following slides illustrate changes in some major applications

# Judicial Access Browser System (JABS)

# JABS

Confidential - Not for Release						Per
Search Criteria:						
Name: Mouse, Min						Personal Ide
Case History	Name	AKA	Sex	Age	Date of Birth	
<a href="#">Cases</a>	Mouse, Min UNKNOWN,UNKNOWN,ZZ,,		F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min E 38 35 AV S,SEATTLE,WA,98144,	A	F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min Estelle 002 PACIFIC HWY S APTT103,FEDERAL WAY,WA,98003,	A	F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min Estelle 602 PACIFIC HWY SOUTH #H105,FEDERAL WAY,WA,98003,	T	F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min Estelle 602 PACIFIC HHW S APT 5,FEDERAL WAY,WA,98003 ,		F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min Estelle 9707 INTERNATIONAL BLVD,SEATAC,WA,98188 ,		F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min Estelle 002 PACIFIC HWY S APT 3,FEDERAL WAY,WA,98003,		F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min Estelle 602 PACIFIC HHW S APT I-105,FEDERAL WAY,WA,98003 ,		F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min Estelle 707 INTERNATIONAL BLVD,SEATAC,WA,98188 ,		F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min Estelle 707 INTERNATIONAL BLVD,SEATAC,WA,98188 ,		F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min Estelle 602 PACIFIC HHW S APT 5,FEDERAL WAY,WA,98003 ,		F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min Estelle 38 35 AV S,SEATTLE,WA,98144,		F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min Estelle 707 INTERNATIONAL BLVD,SEATAC,WA,98188 ,		F	46	02/09/1970	
<a href="#">Cases</a>	Mouse, Min Estelle		F	46	02/09/1970	

- Person Search in JABS returns larger number of results
- KC-Script has a person record for each case, so one name will show for each KCCO case
- “Cases” link will return an Individual Case History for all names associated by the EDR person matching
- AKA will be blank for all KCCO persons

# JABS

Confidential - Not for Release

<b>Sentencing for Case:</b>		<b>Court:</b> KING COUNTY SUPERIOR COURT (S17)	<a href="#">Help</a>
12/07/2001: CT(S) 1: 923112 ; Sentencing Judge = ALSDORF Fine Text = Restitution Text = Cost Text = Attorney Fee Text = Sentence Description : 15M DOC. 18-36M COMM CUSTODY.			
12/07/2001: CT(S) 1: Commitment to Custody: Prison; Sentencing Judge = ALSDORF Fine Text = Restitution Text = Cost Text = Attorney Fee Text = Sentence Description : 15M DOC. 18-36M COMM CUSTODY.			

- Unmapped data will appear in JABS
- “Unmapped” means a value used by a CMS has been sent to the EDR and that value is not mapped to a standard value provided by AOC
- For unmapped data, JABS shows what was sent from the court
- Some values will be understandable, e.g. MINUTES on a docket, while others will not, e.g. 923112

# JABS

Summary	ADR	Docket	DVI	FTAs	Orders	Proceedings	Relations	Warrants	Assessment
					Orders	Proceedings	Participants	eTicket	Plea/Sent

Confidential - Not for Release

**Sentencing for Case:** 02-8-03721-8 **Court:** KING COUNTY SUPERIOR COURT (S17) [Help](#)

Count No.	Description	Sentence Date:	Sentencing Official:
<b>Charge: 1</b>	THEFT-3		
<b>Charge: 2</b>	ASSAULT 4TH DEGREE	09/25/2002	

**Charge Conditions of Sentence:**

Description	Time	Amount	Imposed Date
315110 Please contact originating court for code description.			09/25/2002

**Charge Sentence Description:**

09/25/2002 Sentencing Judge = RAMERMAN Fine Text = Restitution Text = 633.11 Cost Text = Attorney Fee Text = Sentence Description : 30D  
DETENTION. PAY \$100 VAP. TRUST ACCT FEE WAIVED.  
\*\*\*\*\*

- A different Plea and Sentence view will be used for cases from the EDR
- The current Plea and Sentence view will be used for cases from JIS

# JABS

Future Proceedings for Case:			19-1-01453-5	Court: KING COUNTY SUPERIOR COURT (S17)		
Date	Time	Hearing	Status	Reason	Case Number	
06/06/2019	1:00 PM				19-1-01453-5	

Past Proceedings for Case:			19-1-01453-5	Court: KING COUNTY SUPERIOR COURT (S17)		
Date	Time	Hearing	Status	Reason	Case Number	
05/16/2019	1:00 PM				19-1-01453-5	
04/25/2019	1:00 PM				19-1-01453-5	
04/04/2019	1:00 PM				19-1-01453-5	
03/07/2019	1:00 PM				19-1-01453-5	
02/14/2019	1:00 PM				19-1-01453-5	

- Proceedings on KCCO cases from the EDR will usually not have a hearing type, status, or reason, whereas cases from JIS courts do (see below)

Past Proceedings for Case:			219001831 KNJ PC	Court: KING COUNTY DVOL (KCD)		
Date	Time	Hearing	Status	Reason	Case Number	
01/24/2019	2:30 PM	<a href="#">PRELIM APP FELONY</a>	H		219001831 KNJ PC	
01/21/2019	1:30 PM	<a href="#">PRELIM APP FELONY</a>	H		219001831 KNJ PC	
01/19/2019	1:30 PM	<a href="#">PRELIM APP FELONY</a>	H		219001831 KNJ PC	

# Appellate Court Record Data System (ACORDS)

# ACORDS

Trial Court:	KING COUNTY SUPERIOR CO...	
Trial Court Case#	101092702	
Date Filed:	12/16/2011	
Filing Fee Status:	Forma Pauperis	
Case Category:		
Accelerated for:		

Court:	KING COUNTY SUPERIOR COURT	
Case Number:	101092702	SEA
Case Type:	CRIMINAL	<a href="#">Case Detail</a>
Judgment Date:	12/16/2011	Pro Tem Bar #
Judge:	PROCHNAU, KIMBER...	Pro Tem Name:
Resolution:	STATISTICAL COMPLETION	

- For KCCO cases in SCOMIS, the Regional Justice Center (RJC) code appears after the case number (SEA above)
- For KCCO cases from the EDR, the RJC code is not available because it is not in the current JIS Data Standard

Review Type:	Notice of Appeal	
Date Received:	11/05/2018	
Trial Court:	KING COUNTY SUPERIOR CO...	
Trial Court Case#	111069199	
Date Filed:	11/05/2018	
Filing Fee Status:	Paid	
Case Category:		
Accelerated for:		

Court:	KING COUNTY SUPERIOR COURT	
Case Number:	111069199	
Case Type:	Criminal	<a href="#">Case Detail</a>
Judgment Date:	11/05/2018	Pro Tem Bar #
Judge:	ALLISON, JOAN B	Pro Tem Name:
Resolution:		

# ACORDS

		TRIAL SET EXP: 06-27-11	ACTION	
		DV FEL VCO-AGG	ACTION	
-	10/28/2010	FILING FEE ASSESSED	SFFA	200.00
1	10/28/2010	INFORMATION	INFO	
2	10/28/2010	ORDER FOR WARRANT \$250		
		ORIGINAL LOCATION - SEATTLE	LOCS	
3	11/09/2010	MOTION HEARING	MTHRG	
		JUDGE PALMER ROBINSON, DEP.	JDG41	
		41		

SCOMIS Docket

Sub#	Date	Description/Name	Docket Code	Secondary
	10/28/2010	COMMENT ENTRY	NOTE	
	10/28/2010	INFORMATION	INFO	
	10/28/2010	ORDER FOR WARRANT	ORW	
	10/28/2010	OBSOLETE DOCKET CODE	OBS	Primary Docket
	10/28/2010	FILING FEE ASSESSED (Accounting)	SFFA	
	11/09/2010	MOTION HEARING	MTHRG	
	11/09/2010	AUDIO LOG	AUDIO	
	11/18/2010	HEARING CONTINUED: UNSPECIFIED	HCNTU	
	11/18/2010	ORDER OF CONTINUANCE	ORCNT	

EDR Docket

- Sub dockets will not appear on KCCO cases from the EDR because there is no equivalent element in the current JIS Data Standard
- Information in the Secondary column also will not display

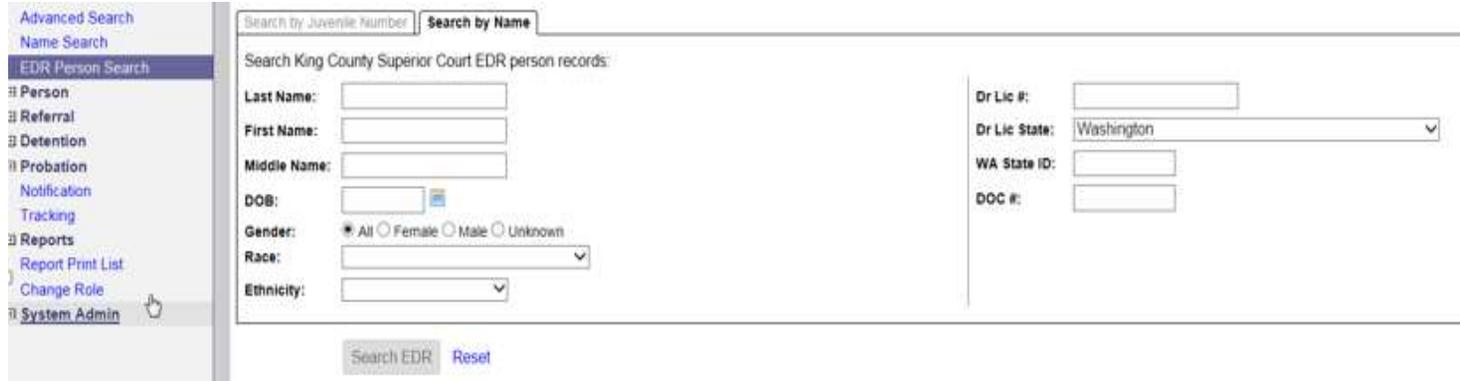
# Juvenile and Corrections System (JCS)

# JCS

MOUSE, MIHN ELIZABETH  
JUV# 111111 (IN-111-11111) EDR

- A flag labeled EDR will display in the Information Bar anytime a JIS person has case information from a non-JIS court in the EDR
- This informs users they should conduct an EDR Person Search to display the EDR referral history

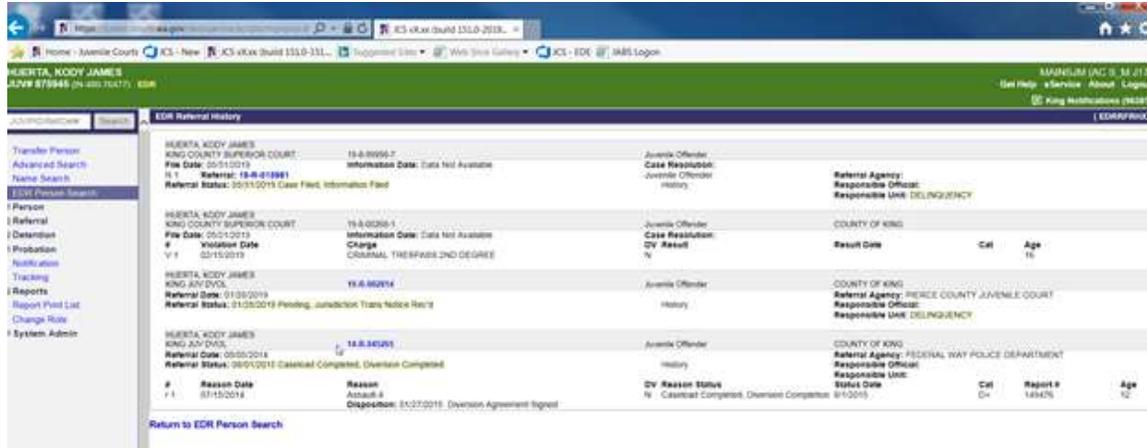
# JCS



The screenshot shows the 'Advanced Search' section of the JCS system. The 'EDR Person Search' tab is selected in the left-hand navigation menu. The main search area is titled 'Search by Juvenile Number' and 'Search by Name'. Below this, it says 'Search King County Superior Court EDR person records:'. The search form includes fields for Last Name, First Name, Middle Name, DOB, Gender (with radio buttons for All, Female, Male, and Unknown), Race, and Ethnicity. On the right side, there are fields for Dr Lic #, Dr Lic State (a dropdown menu currently showing 'Washington'), WA State ID, and DOC #. At the bottom of the search area, there are 'Search EDR' and 'Reset' buttons.

- There is a new tab for EDR Person Search
- The results will include color coded results utilizing person matching with Green indicating primary name result and Purple indicating person records that have been matched to the primary record
- Certain person records will have an EDR Referral History link, indicating King County referrals or cases

# JCS



The screenshot shows a web browser window displaying the 'EDR Referral History' report for the individual HUERTA, RODY JAMES. The report lists several referrals with the following details:

Referral #	File Date	Information Date	Charge	Referral Agency	Responsible Official	Responsible Unit
18-0099-7	05-11-2019	Data Not Available		JUVENILE OFFENDER		DELINQUENCY
18-0230-1	05-01-2019	Data Not Available	CRIMINAL TRAFFIC 2ND DEGREE	JUVENILE OFFENDER		COUNTY OF KING
18-0029-1	01-09-2019			JUVENILE OFFENDER		COUNTY OF KING
18-0309-1	05-05-2018			JUVENILE OFFENDER		FEDERAL WAY POLICE DEPARTMENT

- The new EDR Referral History displays KCCO cases and referrals from the EDR
- The returned results include all matched name records from the EDR
- To get a statewide report, users will have to run both regular and EDR Referral History Reports

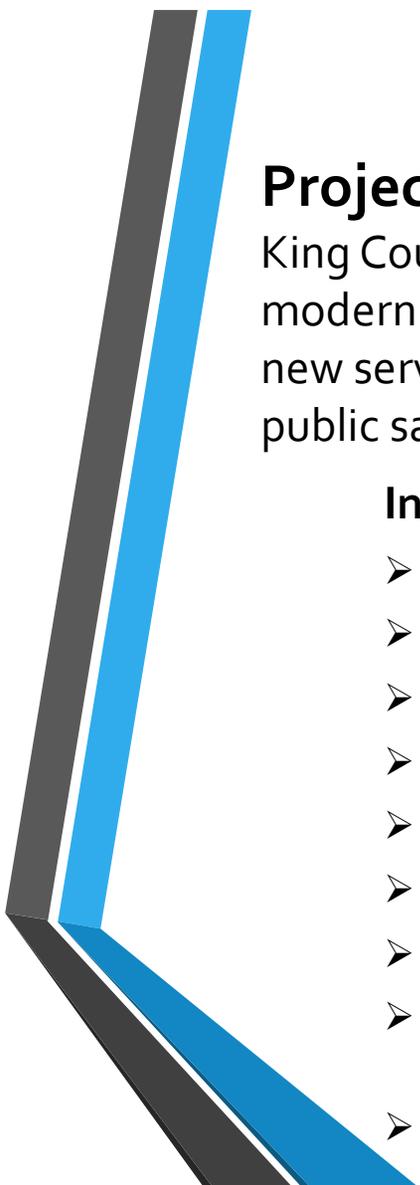
# Questions



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

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

KCDC  
Updated: June 11, 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

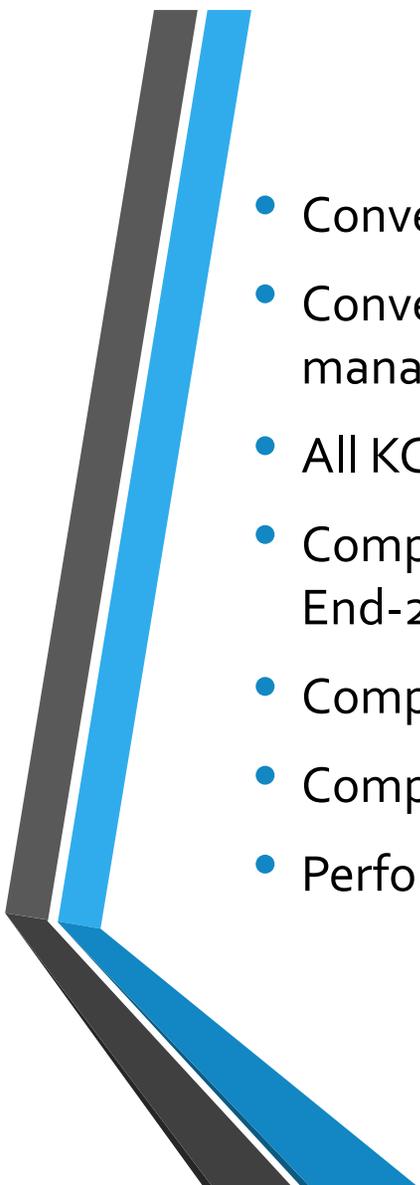
- Civil Phase 1 was successfully deployed to Production **October 30, 2017**
  - “Civil Phase 1” case types – Summons & Complaints, Judgment Summaries, Foreign Judgments, Collections – including Exparte Motions processing to Burien, Issaquah, and Seattle locations
  - eFiling functionality
  - Public Portal
- eProbation module was successfully deployed to Production **October 9, 2017**

phase

2

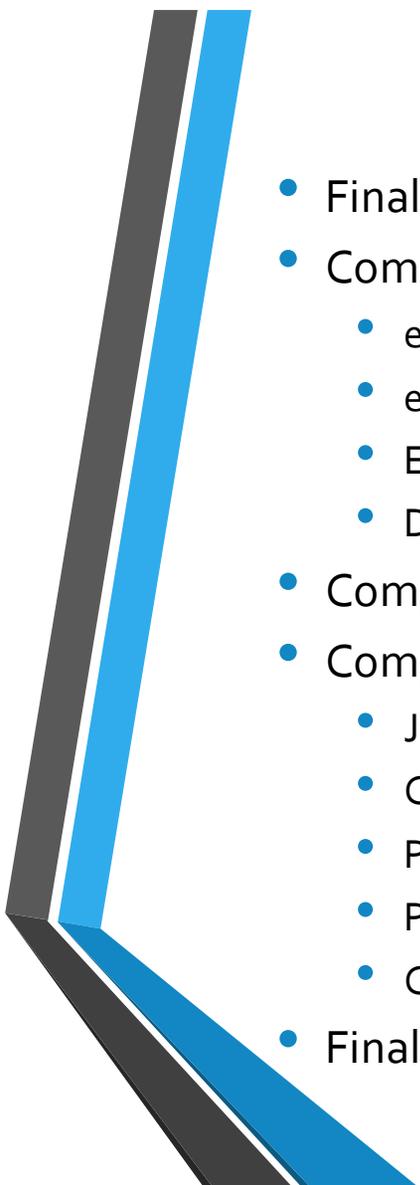
- Phase 2

- “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
- All KCDC Judges and court staff completed General Module training
- Completed configuration for Civil Phase 2 and Infraction case types and started End-2-End testing
- Completed 90% of the Criminal case types configuration and testing in progress
- Completed eCourt/eProbation integration and testing in progress
- Performed End-2-End testing for eCourt security roles



# NEXT STEPS

- Finalize Criminal case type configuration
- Complete End-2-End testing:
  - eCourt configuration
  - eCourt/eProbation integration
  - EDR Interface
  - Data Conversion
- Complete Performance/Stress testing
- Complete specific module training:
  - Judges
  - Court staff (Clerks & Managers)
  - Probation staff
  - Pro Tem's
  - City Partners/Prosecuting Office/Attorneys
- Final Data Conversion



**JISC DATA DISSEMINATION COMMITTEE**  
Friday, June 28 2019, 9:30 a.m. – 9:55 a.m.  
Administrative Office of the Courts  
SeaTac Office Building  
18000 International Blvd. Suite 1106, Conf Rm #2  
SeaTac, WA 98188  
Call-in Number: 1-877-820-7831, Passcode 797974

**AGENDA**

**Call to Order**

Judge  
J. Robert Leach,  
Chair

Agenda  
Items with  
documents  
are  
indicated  
with an \*

**ACTION ITEMS**

**1. February 22, 2019, Meeting Minutes**

Action: Motion to approve the minutes

Judge Leach -  
All

\*

**2. MDRC request for limitation language in data dissemination contract**

Action: Motion to approve or deny request

MDRC  
representatives

\*

**3. Other Business**

Judge Leach



**Board for Judicial Administration (BJA) Meeting  
Friday, March 15, 2019 (9 a.m. – 12 p.m.)**

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

**MEETING MINUTES**

**BJA Members Present:**

Judge Judy Rae Jasprica, Member Chair  
Judge Doug Federspiel  
Judge Blaine Gibson  
Judge Gregory Gonzales  
Judge Dan Johnson  
Judge Robert Lawrence-Berrey (by phone)  
Paula Littlewood  
Judge Mary Logan  
Judge David Mann  
Judge Samuel Meyer  
Bill Pickett  
Judge Kevin Ringus  
Judge Rebecca Robertson  
Dawn Marie Rubio  
Judge Michael Scott  
Judge Laurel Siddoway  
Justice Charles Wiggins (by phone)  
Margaret Yetter

**Guests Present:**

Jim Bamberger  
Laurie Garber  
Sonya Kraski (by phone)

**Public Present:**

Page Carter

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

Jeanne Englert  
Stephanie Happold (by phone)  
Sharon Harvey  
Penny Larsen  
Dirk Marler  
Ramsey Radwan  
Caroline Tawes

Call to Order

Judge Jasprica called the meeting to order at 9:00 a.m. The members were welcomed and introduced themselves. Judge Jasprica welcomed Judge Scott to his first meeting and thanked Judge Gibson for his service. Judge VanDoorninck will be the next President of the Superior Court Judges' Association (SCJA). Judge Jasprica also noted that this is Paula Littlewood's last meeting and thanked her for her service.

Report on the Technology Assisted Forms Project

Laurie Garber, from the Northwest Justice Project, reported on the Technology Assisted Forms Project. There are two goals of the project: to translate family law forms into plain language, and to automate those forms. These forms will be free and accessible for family law litigants. The project has been overseen by a subcommittee of the Access to Justice (ATJ) Board and stakeholders have participated in user testing. The forms have been bundled so the correct forms are presented to users at the correct time in the process.

### Judicial Leadership Proposal

The discussion of future judicial leadership summits began with last year's Judicial Leadership Summit, which was held to discuss judiciary priorities and needs. A proposal was submitted to continue with leadership summits, jointly sponsored by Chief Justice Fairhurst and the BJA. The summits would be held every two years, and all BJA members would be invited.

**It was moved by Judge Ringus and seconded by Judge Logan to approve the Judicial Leadership Summit proposal included in the meeting materials. The motion carried.**

### BJA Leadership Goals

The goal of the BJA Communication Plan is to improve communication among court levels. Ten recommendations from the Policy and Planning Committee (PPC) were included in the meeting packet.

**It was moved by Judge Ringus and seconded by Judge Gonzalez to approve all the PPC communication plan proposed activities included in the meeting materials. There was a friendly amendment by Judge Logan to change "judicial leadership meeting" to "judicial leadership summit" in the first recommendation. The friendly amendment was accepted and the motion carried.**

### Standing Committee Reports

**Budget and Funding Committee (BFC):** Ramsey Radwan reviewed the proposed budget process and timeline presented at the February BJA meeting. The 2020 supplemental budget is generally used for corrections, not new programs or enhancements. He will keep the BJA members informed of any timeline changes.

**It was moved by Judge Gibson and seconded by Judge Robertson to approve the 2020 Supplemental Budget Process. The motion carried.**

**Legislative Budget update:** The first version of the State budget will be released around March 21. Chief Justice Fairhurst sent a letter to the chairs of the legislative budget committees regarding the importance of funding for the Judicial Information System (JIS) budget from the General Fund.

**Court Education Committee (CEC):** A progress report will be presented at the May 2019 BJA meeting outlining the work of the committee and a plan for the future. The CEC is reviewing conference evaluations and discussing a better way to use and

publish that information. Continuing Judicial Education (CJE) reports are available. Planning for spring programs is underway.

**Legislative Committee (LC):** In addition to the LC report included in the meeting materials, Judge Ringus said 2,080 bills have been analyzed by AOC staff. About half of those moved past the March 1 deadline to pass out of the fiscal committee in its chamber of origin. Staff continue to monitor bills.

**Policy and Planning Committee (PPC):** The PPC worked on the Court Communication Plan and continues to identify future policy priorities and needs.

**BJA Task Forces:** The kick off for the Court Security Task Force will be in April. There will be more information on the Court Security Task Force at the next BJA meeting.

The Education and Interpreter Task Forces continue to implement their communication campaigns. Chairs of the Task Forces have met with over 50 legislators. There are also a number of individuals and stakeholders who have reached out to legislators. Both task forces met this week to discuss strategies for the budget publication in March. The task forces will meet again in June to evaluate the next steps. An additional year has been approved for the terms of both task forces.

### Court of Appeals Presentation

Judge Siddoway presented information on the history of the Court of Appeals and discussed the workload of each division. Judge Siddoway also discussed General Rule (GR) 14.1, adopted a few years ago to allow citation of unpublished opinions.

If funding is available, the Court of Appeals would like to develop an Appellate Court Record System as an extension of the Electronic Content Management System (ECMS). The new ECMS allows all appellate courts to access documents and easily transfer cases. The appellate courts also have a portal for electronic filings. Inmates at the Walla Walla Correctional Facility may file electronically, and the Court of Appeals would like to extend this function to other facilities.

Judge Siddoway discussed Rules of Appellate Procedure (RAP) 2.5 which gives appellate judges discretion to review errors not presented in the trial court.

### BJA Ad Hoc Committees

**Committee Composition:** Jeanne Englert reviewed the BJA Committee Composition Ad Hoc Committee recommendations included in the meeting materials. Judge Jasprica clarified that the open enrollment period in recommendation 4 was after association elections and before the BJA July term begins. Jeanne Englert clarified that

in recommendation 3 the designee would be in the position on the standing committee for an entire year.

**It was moved by Judge Ringus and seconded by Judge Robertson to approve all the BJA Committee Composition Ad Hoc Committee recommendations included in the meeting materials. The motion carried.**

**BJA Rules and Bylaws:** The idea behind an overall review of the Rules and Bylaws is to match current practices, to avoid repetition, to clarify and streamline, and move issues to where it makes the most sense. Chief Justice Fairhurst, Judge Gibson, and Judge Johnson worked on the changes with Jeanne Englert. The plan is to review and discuss the recommendations today and vote on the recommendations at the May BJA meeting. Rule changes will be voted on by the BJA and then processed through the Supreme Court rules procedure.

In Bylaws, Article VIII, there is an “and” missing between District Municipal.

Judge Jasprica questioned Article II of the Bylaws, which states “members serve four year terms unless specified otherwise.” She wondered where this issue might be specified, especially for the Court of Appeals which has no Bylaws. More discussion may be needed on this issue. Jeanne Englert said broader language was added to accommodate varying tenures and allow flexibility, but more specificity may be necessary. Language suggested for Article III was “unless otherwise stated herein, members serve no more than four-year terms unless their governing body determines otherwise.”

There was a discussion on whether one-year terms would affect continuity. Members will review their association’s bylaws and send that information to Jeanne Englert. Members were asked to review all the suggested changes and send comments to Jeanne Englert by April 15 in preparation for a vote at the May meeting.

**Membership Recruitment and Diversity Considerations:** Judge Jasprica asked about ways for associations to look at diversity, including geographic, urban versus rural, and court size diversity. The members discussed what associations can do to make conscious nominations to the BJA. Suggestions included adding an at-large member and a member of the public. Judge Jasprica would like to discuss this again next spring, possibly as part of a larger discussion about inclusion. Judge Robertson will ask the PPC to review the committee composition work and further discuss diversity and recruitment needs and possible efforts and report back to the BJA with this information.

BJA Committee Chair Nominations

**It was moved by Judge Robertson and seconded by Judge Gibson to approve the nomination of Judge Gregory Gonzales as the BJA Co-Chair and CEC Chair for 2019–2021. The motion carried.**

**It was moved by Judge Gibson and seconded by Judge Gonzales to approve the nomination of Judge Michael Scott as the PPC Chair for 2019–2021. The motion carried.**

#### February 15, 2019 Meeting Minutes

**It was moved by Judge Robertson and seconded by Judge Gibson to approve the February 15, 2019 BJA meeting minutes. The motion carried.**

#### Information Sharing

Judge Robertson gave an update on judicial independence efforts regarding municipal court judicial positions.

Paula Littlewood thanked everyone for their work on the BJA. Judge Jasprica thanked Paula Littlewood for her contributions to the BJA.

Judge Gonzales announced the recent passing of retired Judge Koss.

Judge Siddoway said there are celebrations planned for the Court of Appeals 50<sup>th</sup> anniversary.

Dawn Marie Rubio said this was her first face to face BJA meeting and would like suggestions about how AOC can provide service to the BJA and the associations.

Judge Gibson said the SCJA is focusing on legislation including mediation legislation, the Uniform Guardian Act, and a valid court order issue in juvenile courts. Judge Jasprica thanked Judge Gibson for this service on BJA.

Judge Federspiel discussed the relationship between state and tribal judges.

Sonya Kraski announced the Clerks' Spring Conference in Leavenworth next week. Dawn Marie Rubio will be joining them.

#### Other

There being no further business, the meeting was adjourned at 11:35 p.m.

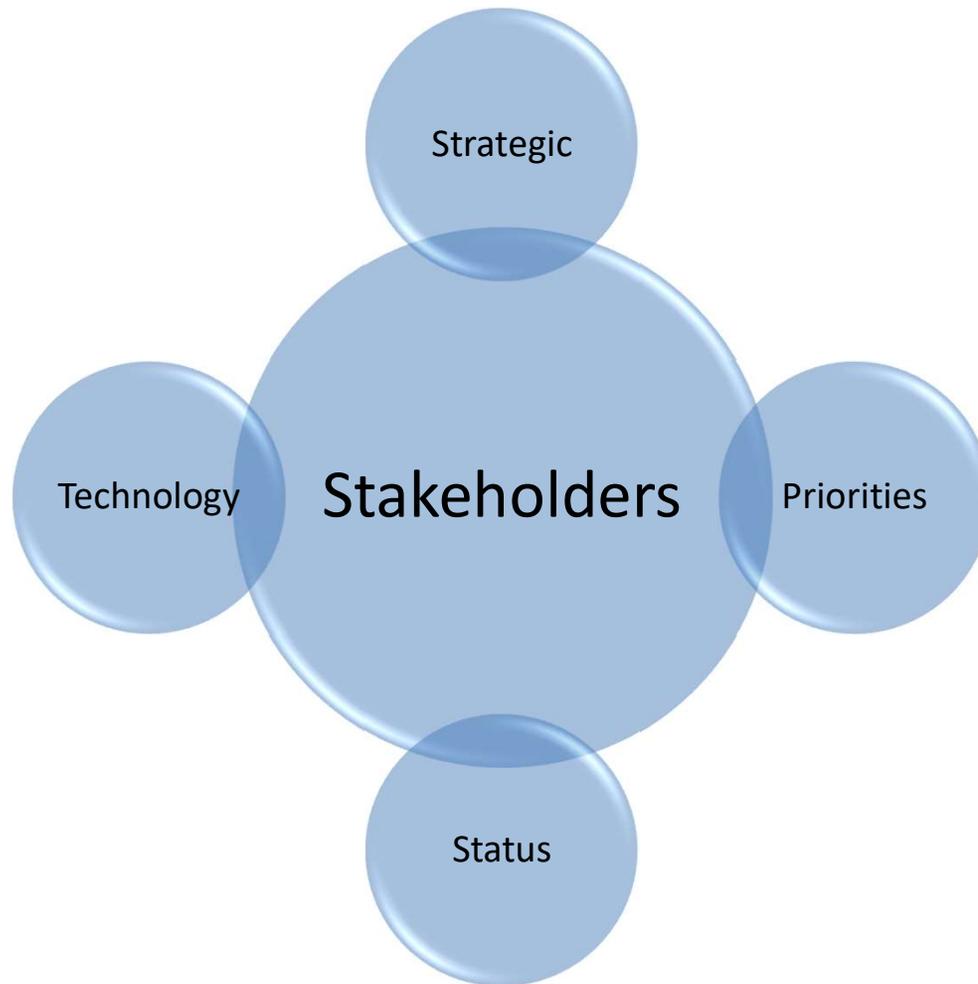
#### **Recap of Motions from the March 15, 2019 Meeting**

<b>Motion Summary</b>	<b>Status</b>
Approve the Judicial Leadership Summit proposal included in the meeting materials.	Passed
Approve all the PPC communication plan proposed activities included in the meeting materials. There was a friendly amendment by Judge Logan to change “judicial leadership meeting” to “judicial leadership summit” in the first recommendation. The friendly amendment was accepted.	Passed
Approve the 2020 Supplemental Budget Process.	Passed
Approve all the BJA Committee Composition Ad Hoc Committee recommendations included in the meeting materials.	Passed
Approve the nomination of Judge Gregory Gonzales as the BJA Co-Chair and CEC Chair for 2019–2021.	Passed
Approve the nomination of Judge Michael Scott as the PPC Chair for 2019–2021.	Passed
Approve the February 15, 2019 BJA meeting minutes.	Passed

**Action Items from the March 15, 2019 Meeting**

<b>Action Item</b>	<b>Status</b>
A progress report on the Court Education Committee (CEC) will be presented at the May 2019 BJA meeting outlining the work of the committee and a plan for the future.	
The plan for BJA Rules and Bylaws is to review and discuss the recommendations today and vote on the recommendations at the May BJA meeting. Rule changes will be voted on by the BJA and then processed through the Supreme Court rules procedure. Members will review their association’s Bylaws and send that information to Jeanne Englert. Comments on the changes should be sent to Jeanne Englert by April 15 in preparation for a vote at the May meeting.	
For membership recruitment and diversity considerations, Judge Jasprica asked about ways for associations to look at diversity, including geographic, urban versus rural, and court size diversity. The PPC will review the committee composition work and further discuss diversity and recruitment needs and possible efforts and report back to the BJA with this information.	

<b>Action Item</b>	<b>Status</b>
<u>February 15, 2019 BJA Meeting Minutes</u> <ul style="list-style-type: none"><li>• Post the minutes online.</li><li>• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.</li></ul>	Done Done



# IT Governance

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

# Summary of Changes Since Last Report

<b>New Requests:</b>	256 - Spokane Municipal Court Data Transfer 272 – SNOCO New CMS
<b>Endorsements:</b>	None
<b>Endorsement Confirmations:</b>	None
<b>Authorized:</b>	None
<b>In Progress:</b>	None
<b>Completed:</b>	ITG 94 - Guardian Application Continuing Education Reporting Change
<b>Closed:</b>	217 - Online Interpreter Scheduling
<b>ITG Portal:</b>	None

# JISC ITG Strategic Priorities

JISC Priorities				
Priority	ITG#	Request Name	Status	Requesting CLUG
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	CLJ
2	62	Automate Courts DCXT Table Entries	Authorized	Multi-Level
3	252	Appellate Electronic Court Records	Authorized	Appellate
4	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 102	2012													
ITG 62	2012													
ITG 252	2018													
ITG 27	2015													
		May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19

Authorized
  In Progress
  Completed
  Withdrawn or Closed

# Current ITG Priorities by CLUG

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

Authorized
  In Progress
  Completed
  Withdrawn or Closed

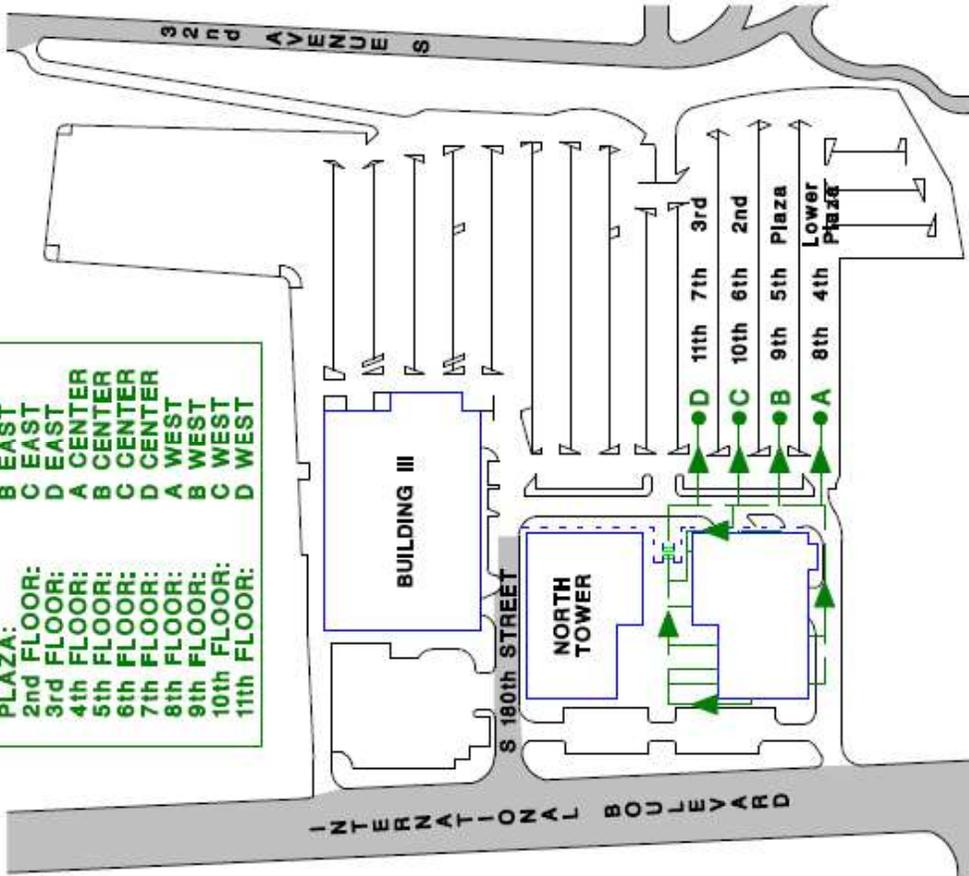
# ITG Request Progress

Awaiting Endorsement	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting CLUG Recommendation	Awaiting Authorization	Awaiting Scheduling
<p><b>256</b> Spokane Municipal Court Data Transfer</p> <p><b>272</b> SCDC New CMS</p>	<p><b>220</b> Supplemental Race/Ethnicity</p> <p><b>232</b> DQ for Statewide Criminal Data</p> <p><b>236</b> DOL ADR Name Enhancement</p> <p><b>248</b> WA State JUV Court Assessment</p> <p><b>265</b> Kitsap District Court CMS</p> <p><b>266</b> Upgrade SC-CMS to Odyssey 2018</p> <p><b>267</b> Odyssey Supervision Module Modification</p> <p><b>268</b> Olympia Municipal Court CMS</p> <p><b>269</b> Installation Of Clerks Edition For Franklin County Superior Court Clerks Office</p> <p><b>270</b> Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse</p> <p><b>271</b> DB2 Version 12 Upgrade</p>	<p><b>241</b> JIS Person Business Indicator</p> <p><b>242</b> PCN Number Change</p> <p><b>251</b> Electronic Filing - Snohomish County</p>			<p><b>3</b> Imaging/Viewing of Court Documents</p> <p><b>27</b> Expand Seattle Muni DX</p> <p><b>62</b> Automate Courts DCXT Table Entry</p> <p><b>107</b> Pact Domain 1 Integration</p> <p><b>122</b> Event Manager</p> <p><b>252</b> Appellate Electronic Court Records</p>

# SEATAC OFFICE CENTER SOUTH TOWER FIRE EVACUATION PLAN

18000 INTERNATIONAL BOULEVARD, SEATAC, WASHINGTON

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



--- PLAZA ABOVE