



WASHINGTON  
COURTS

## Judicial Information System Committee (JISC)

Friday, June 26, 2020 (10:00 a.m. – 11:30 a.m.)

**Register in advance for this meeting:**

**[June 26th JISC Meeting Registration Link](#)**

**After registering, you will receive a confirmation email containing information about joining the meeting.  
(Please see in meeting instructions and tip sheet on joining the meeting after the agenda)**

### AGENDA

1.	<b>Call to Order</b> a. Introductions b. Approval of Minutes c. Judges Dalton and Svaren last meeting d. New member appointments	Justice Madsen, Chair	10:00 – 10:10	Tab 1
2.	<b>JIS Budget Update</b> a. 19-21 Budget Update b. Revenue Outlook Update c. 21-23 Biennial Budget Requests d. JIS External Equipment Replacement Funding Update <b>DECISION POINT:</b> How the remaining JIS External Equipment funds should be distributed.	Mr. Ramsey Radwan, MSD Director  King County representative will present their proposal	10:10 – 10:55	Tab 2
3.	<b>JIS Priority Project #1 (ITG 102):  <i>Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project Update</i></b>	Ms. Cat Robinson, PMP	10:55 – 11:10	Tab 3
4.	<b>JIS Priority Project #2 (ITG 62):  <i>Automate Courts DCXT Table Entries Project Update</i></b>	Mr. Kevin Ammons, PMO/QA Manager	11:10 – 11:20	Tab 4
5.	<b>Committee Reports</b> Data Dissemination Committee (DDC)	Judge J. Robert Leach, Chair	11:20 – 11:25	Tab 5
6.	<b>Meeting Wrap Up</b>	Justice Madsen, Chair	11:25 – 11:30	
7.	<b>Informational Materials</b> a. Board for Judicial Administration (BJA) March 20 <sup>th</sup> Meeting Minutes b. ITG Status Report			Tab 6

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:**

### **2020 – Schedule**

**August 28, 2020**

**October 23, 2020**

**December 4, 2020**

# June 26<sup>th</sup> Judicial Information System Committee (JISC) Meeting

- All audio has been muted.
- Justice Madsen will start the meeting with roll call and audio will be turned on.
- Please mute your audio after roll call.
  - Feel free to unmute yourself if you have a question but please turn on mute once you are finished.
- Please leave your video feed **turned off for the duration of the meeting.**
- Zoom allows you to hide non video participants should you wish generally in “More” option on mobile devices or “...” next to a non video participant or in your video settings on a PC.
- If you join the meeting late please wait until you are asked to be identified.

# June 26<sup>th</sup> JISC Zoom Meeting Instructions

**When: June 26, 2020 10:00 AM Pacific Time**

**Register in advance for this meeting:**

**[June 26th JISC Meeting Registration Link](#)**

**After registering, you will receive a confirmation email containing information about joining the meeting.**

- In order to attend the Judicial Information System Committee (JISC) meeting you will be **required to register in advance.**
  - After registration you will receive an email with your options to attend the meeting.
  - You can attend via a computer, cellphone, or tablet
  - **All video should be disabled** except for the JISC Chair, Vice Chair, and the presenters (**please do not turn on your video feed during the meeting**)
  - You can use the audio from your laptop, cellphone and tablet or use the dial in numbers provided in the registration email
  - It is recommended you download the Zoom app for the best experience viewing the meeting materials
  - You do **not have to sign in to join the meeting – Click “not now” if prompted**
  - Once you have entered in the required information you will be placed on hold until admitted into the meeting.
1. **Attendance via laptop** – Using your laptop microphone and speakers
    - a. Click on “Click Here to Join”
    - b. Click “Open Zoom” or Cancel and Click “join browser” at the bottom of the screen
    - c. Enter the meeting password from the registration email
    - d. Laptops will generally ask to test your computer audio and microphone.
    - e. Once you have confirmed your audio and microphone work you can close this window and wait for the meeting to start
    - f. Once you have been admitted to the meeting you can choose to join with your Computer Audio or Phone Call
    - g. Choose Computer Audio if your sound settings you tested worked
    - h. Choose Phone Call
    - i. Choose one of the numbers provide
    - j. When prompted enter the meeting ID
    - k. When prompted enter your **unique** participant ID
    - l. **IF** prompted enter the meeting password (you may not be prompted to do this)
    - m. Confirm you want to join with dial in rather than computer audio
  2. **Attendance via Desktop** (No computer audio) – Using the dial in conference number
    - a. Click on “Click Here to Join”
    - b. Click “Open Zoom” or Cancel and Click “join browser” at the bottom of the screen
    - c. Enter the meeting password from the registration email
    - d. Choose “Phone Call” if prompted on the next screen
    - e. Choose one of the numbers provide
    - f. When prompted enter the meeting ID
    - g. When prompted enter your **unique** participant ID
    - h. **IF** prompted enter the meeting password (you may not be prompted to do this)

3. **Attendance via cellphone/tablet** – Download the Zoom app for IOS or Android
  - a. Make note of the password prior to clicking on the link from your phone or tablet
  - b. Click on “Click Here to Join”
  - c. Choose Zoom if the app does not automatically open
  - d. Enter the meeting password
  - e. Wait to be admitted to the meeting
  - f. IF not prompted once admitted to the meeting Click “Join Audio” at the bottom of the screen and choose “Call via Device Audio” (IOS users may see a different set up choose “Call using Internet Audio” if given the option)
  - g. At the bottom of the screen you will have the option to unmute yourself
  - h. If you wish to view the meeting on your phone/tablet **only** and choose to use your cell phone for audio, then choose the dial in option for Android or IOS and follow the steps in **#2 d through h above.**
  - i. If the audio and other options disappear, tap the screen and they will be available to edit
4. **Attend via Dial in only**
  - a. Choose one of the Telephone numbers listed on your registration email
  - b. Enter the Meeting ID when prompted
  - c. Enter # at the next prompt (you will **not** have a Participant ID when attending via telephone only)
  - d. Enter the meeting Password when prompted
  - e. Wait to be admitted into the meeting

**Below is a helpful YouTube tutorial on joining a Zoom Meeting.**

<https://www.youtube.com/watch?v=hIkCmbvAHQQ&feature=youtu.be>

# JUDICIAL INFORMATION SYSTEM COMMITTEE

April 24<sup>th</sup>, 2020  
10:00 a.m. to 11:15 a.m.  
Online Zoom Meeting

## Minutes

### Members Present:

Justice Barbara A. Madsen, Chair  
Judge Scott K. Ahlf  
Ms. Mindy Breiner  
Judge John Hart  
Mr. Rich Johnson  
Judge J. Robert Leach  
Mr. Frank Maiocco  
Ms. Barb Miner  
Chief Brad Moericke  
Ms. Paulette Revoir  
Mr. David Reynolds  
Ms. Dawn Marie Rubio  
Judge David Svaren  
Mr. Bob Taylor  
Mr. Jon Tunheim  
Ms. Margaret Yetter

### Members Absent:

Judge Jeanette Dalton

### AOC Staff Present:

Mr. Kevin Ammons  
Mr. Kevin Cottingham  
Ms. Vicky Cullinane  
Ms. Vonnie Diseth  
Mr. Curtis Dunn  
Mr. Rob Eby  
Mr. Brian Elvin  
Mr. Mike Keeling  
Ms. Hayley Keithahn  
Mr. Dennis Longnecker  
Mr. Dirk Marler  
Mr. Dexter Mejia  
Ms. Dory Nicpon  
Mr. Ramsey Radwan  
Ms. Cat Robinson

### Guests Present:

Judge Susan Mahoney  
Mr. Othniel Palomino  
Ms. Heidi Percy  
Mr. Terry Price  
Ms. Peggy Semprimoznik

## Call to Order

Judge J. Robert Leach called the Judicial Information System Committee (JISC) meeting to order at 10:00 a.m. and introductions were made. Justice Barbara Madsen joined shortly after the start of the meeting to due to connection issues.

## Meeting Minutes

Judge Leach asked if there were any changes or corrections to the February meeting minutes. One change was noted regarding the date of the meeting shown on the meeting minutes. The minutes were unanimously approved with the one change.

## JIS Budget Update

Mr. Ramsey Radwan provided an update of the 19-21 budget. The CLJ-CMS contract is currently being negotiated. Upon signature, additional staff will be hired for the project.

There will not be an official revenue forecast released until June 17, 2020. The state general fund is expected to be adversely impacted by the COVID-19 pandemic. The Legislature could reduce funding by at least 5% each year for the next three years. Because two-thirds of the state's state general fund budget is constitutionally protected from reductions an across-the-board reduction implemented by the

legislature could be well above 5%. Judicial Branch agencies have agreed to review their budgets and identify those funds that are tied to constitutional and statutory mandates.

Justice Madsen asked how much of the AOC budget is constitutionally or statutorily protected from reductions. Mr. Radwan said approximately 43% of the AOC budget is constitutionally protected and another 19% is currently protected through budget proviso.

Mr. Radwan presented the 2021-2023 Budget Development, Review and Submittal Schedule. Decision package requests are due by June 5, 2020.

Mr. Radwan presented about JIS External Equipment Replacement Funding. Letters and emails were sent on behalf of the clerks urging the JIS Committee to allow for more time to discuss and research potential options to address the \$856,000 shortfall in funding from the Legislature. Members of the Committee agreed that cuts should come from the lowest priority Information Technology budget requests. A motion was made regarding the decision point on the agenda.

**Motion: Judge J. Robert Leach**

I move that the External Equipment Replacement decision package request, prioritized last by the JISC for the 19-21 biennium, be reduced by \$856,000 to accommodate the shortfall of funding received from the Legislature.

**Second: Judge David Svaren**

**Voting in Favor:** Justice Barbara A. Madsen, Judge Scott K. Ahlf, Ms. Mindy Breiner, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Ms. Paulette Revoir, Mr. David Reynolds, Ms. Dawn Marie Rubio, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Margaret Yetter

**Opposed:** None

**Absent:** Judge Jeanette Dalton

The motion was passed. No motion was made regarding the remaining funds to be distributed based on court size of smallest to largest. More discussion and possible options are warranted.

## Legislative Update

Ms. Dory Nicpon gave an update on the 2020 legislative session.

The 2020 legislative session was a fast-paced 60 days. In addition to continuing debate on bills introduced but not passed in 2019, legislators considered 1,462 new bills. The legislature adjourned *sine die* on March 12, 2020, which means the default effective date of bills passed in 2020 is June 11, 2020.

Even before session ended, staff of the Administrative Office of the Courts (AOC) began preparations for legislative implementation. This year, it proved exceedingly important to monitor the governor's action on bills that passed the Legislature before beginning implementation of bills.

In the days and weeks immediately following session, the public health and related economic considerations facing the state influenced the Governor's decisions with respect to several bills. Of the 380 bills that the Legislature passed this session, the Governor vetoed 24 in their entirety and 14 partially. The veto message accompanying 23 of the 24 complete vetoes stated:

*Circumstances have changed dramatically since the 2020 supplemental operating budget was approved by the Legislature last month. The COVID-19 pandemic is having catastrophic effects on the health and welfare of Washingtonians. It will also have a major impact on the economic health of our state. I have conferred with leaders in the House of Representatives and Senate, and we agree that we must prepare for the effects of the lost revenue that will result from this pandemic.*

*For these reasons I have vetoed [the bill] in its entirety.*

The Governor has also indicated that COVID-19 and economic considerations may necessitate a special session of the legislature before January 2021.

### 2020 Regular Legislative Session

New bills of interest to the judiciary this session included:

[2567](#) (Courts/arrests): This bill (Chapter 37, Laws of 2020) restricts civil arrest of an individual going to, or returning from, a court facility. Except in specific circumstances, it prohibits judges, court staff, prosecutors, and prosecutors' staff from: 1) inquiring into, or collecting, immigration or citizenship information; and 2) providing non-publicly available personal information to federal Immigration and Customs Enforcement (ICE), or notifying ICE of an individual's presence at court facilities. The bill requires the government entity responsible for security at a court facility to collect information regarding state and federal law enforcement officers and actions at courthouses and report the information to the AOC to publish it.

[2793](#) (Vacating convictions/formerly the Clean Slate Act): **The Governor vetoed this act. The veto message included the statement quoted above.** The version of the bill that passed the Legislature would have required the AOC to develop a court-driven process for the vacation of certain criminal convictions and pilot the process in a single county from July 1, 2021 through June 30, 2022. The AOC would have been required to submit implementation plans and other reports to the Governor and Legislature.

[6287](#) (Guardianship, etc.): This bill (Chapter 312, Laws of 2020) makes adjustments to the Uniform Guardianship, Conservatorship, and Other Protective Arrangements Act (UGA), which was enacted in 2019 and was scheduled to take effect on January 1, 2021. Among the changes to the UGA are staggered implementation dates for major revisions to guardianship laws. The modified effective dates

largely mean that sections related to minors go into effect on January 1, 2021, while sections related to adults go into effect on January 1, 2022.

[5450](#) (Adding superior court judges): This bill (Chapter 53, Laws of 2020) was introduced at the request of the BJA to add two superior court judge positions: one in Clark County and one in the tri- county judicial district for Ferry, Pend Oreille, and Stevens Counties.

### Ongoing Activities

The Board for Judicial Administration (BJA) Legislative Committee has solicited proposals from within the judicial community for any BJA-request legislation for the 2021 session. Instructions are available at the first link on this [page](#). Proposals and supporting documentation should be submitted by June 15, 2020.

## Access to Justice Technology Principles Report

Ms. Vicky Cullinane presented the 2019 Access to Justice Technology Principles report for submission to the Supreme Court of Washington.

### **Motion: Judge J. Robert Leach**

I move to approve the 2019 Access to Justice Technology Principles Report to the Supreme Court.

### **Second: Judge Scott K. Ahlf**

**Voting in Favor:** Justice Barbara A. Madsen, Judge Scott K. Ahlf, Ms. Mindy Breiner, Judge John Hart, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Ms. Paulette Revoir, Mr. David Reynolds, Ms. Dawn Marie Rubio, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Margaret Yetter

**Opposed:** None

**Absent:** Judge Jeanette Dalton

The motion was passed.

## JISCR 13 Amendment

Justice Madsen spoke regarding the JISCR 13 Amendment Update which was submitted by the Rules Committee to the Supreme Court. The Supreme Court approved a motion to approve expedited commentary. Members have until September 30, 2020 to make comments.

Ms. Barb Miner stated that the rule does not recognize the clerks as having autonomy and authorization, and therefore will be submitting comments to such and a request for additional revisions.

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

Ms. Cat Robinson presented the update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Ms. Robinson spoke to the progress the CLJ-CMS team has made on the Statement of Work (SOW). Discussion was held regarding the Project Steering Committee's (PSC) decision on e-filing. The PSC carefully considered the options for e-filing and chose this model as the best option for CLJ courts as a whole. Ms. Robinson also told the Committee that the PSC recently reviewed their charter and updates were made to better reflect how they function as a committee. A copy of the charter was included in the meeting materials.

Further discussion was held regarding the PSC decision on e-filing with Tyler Technologies. Tyler Technologies, like most vendors, charges a fee for use. This fee is charged to the state as a \$5.00 per "envelope" charge. This would be a grouping of documents that are filed together on a case. Since this is a service, Tyler would have the responsibility of training customers, supporting, and maintaining Odyssey File and Serve, as well as providing customer support. The \$5.00 fee would apply anytime a customer submits something for the case and would go directly to Tyler to support this service model. Ms. Robinson reported there would be fee waivers available that would apply to certain protection order cases, persons who are indigent, as well as for qualified legal service providers and government filers.

Ms. Robinson reported that the next decision made by the PSC was whether e-filing should be optional or mandatory and what transition period should apply. The PSC's decision was that e-filing will be mandatory for attorneys. However, there will be a grace period between implementation and mandatory filing. Pilot courts would have a ninety-day transition period before it becomes mandatory for attorneys, and the remaining courts will have a thirty-day transition period.

Ms. Robinson finished her presentation discussing the next steps for the project team. A motion was made regarding the PSC Charter.

### **Motion: Judge David Svaren**

I move that the JISC approve the updated Courts of Limited Jurisdiction Project Steering Committee Charter as recommended by the Project Steering Committee.

### **Second: Judge Scott K. Ahlf**

**Voting in Favor:** Justice Barbara A. Madsen, Judge Scott K. Ahlf, Ms. Mindy Breiner, Judge John Hart, Judge J. Robert Leach, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Ms. Paulette Revoir, Mr. David Reynolds, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Margaret Yetter

**Opposed:** None

**Abstained:** Mr. Rich Johnson

**Absent:** Judge Jeanette Dalton, Ms. Dawn Marie Rubio

**JIS Priority Project #2 (ITG 62): Automate Courts DCXT Table Entries Project Update**

Mr. Kevin Ammons presented the update on JIS Priority Project regarding the automation of the courts DCXT table entries. Mr. Ammons reiterated that courts may still need to add local data whenever a new BARS subaccount is added. In addition, they will retain the ability to add BARS codes or to edit information that is populated by AOC and the automated process. Mr. Ammons spoke to technical improvements that were identified during the code review and alerted the Committee that the release date for the new process has been moved from late April to early June. After the June implementation, AOC will develop a clean-up report to help courts correct existing BARS codes that are inaccurate and provide a new audit report to show what codes have been added by date range.

**Data Dissemination Committee (DDC) Report**

Judge Leach provided a brief update on the work of the Data Dissemination Committee. On the April 24, 2020 agenda was the ongoing issue of displaying sealed juvenile cases in AOC systems. The Committee will work to get further input on who is interpreting statute information and whether this issue can be resolved.

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

Justice Madsen reminded the Committee that the BJA minutes are contained in the JISC packet behind Tab 8.

**Adjournment**

Justice Madsen adjourned the meeting at 12:01 pm.

**Next Meeting**

The next meeting will be June 26<sup>th</sup>, 2020, via Zoom from 10:00 a.m. to 12:00 p.m.

**Action Items**

	Action Items	Owner	Status
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**Administrative Office of the Courts**  
**Information Services Division**  
**Project Allocation & Expenditure Update**  
**2019-2021 Allocation**

**Biennial Information as of 5/31/2020 (Fiscal Month 11)**

<b>Initiatives--JIS</b>	<b>TOTAL ALLOTTED</b>	<b>EXPENDED AND ENCUMBERED TO DATE</b>	<b>BALANCE</b>
<b>Courts of Limited Jurisdiction - Case Management System (CLJ-CMS)</b>	<b>\$14,486,000</b>	<b>\$1,231,993</b>	<b>\$13,254,007</b>
<b>Appellate Courts - Electronic Content Management System (AC-ECMS)</b>	<b>\$2,207,000</b>	<b>\$1,133,405</b>	<b>\$1,073,595</b>
<b>TOTAL 2019-2021</b>	<b>\$16,693,000</b>	<b>\$2,365,398</b>	<b>\$14,327,602</b>

**Washington State Judicial Branch  
2021-2023 Biennial Budget Request  
June 2020**

<b>Administrative Office of the Courts – JIS Requests</b>		
<b>Title</b>	<b>FTE</b>	<b>Amount Requested-JIS Account</b>
<b>Appellate Court Systems Operations and Maintenance (AC-ECMS)</b>	<b>6.0</b>	<b>\$2,654,000</b>
Funding is requested to establish permanent staffing for the maintenance, operations, and support of the Appellate Court Information Systems and web pages.		
<b>CLJ-CMS</b>	<b>34.0</b>	<b>\$17,802,000</b>
Funding is requested to continue the implementation of the new Commercial-Off-The-Shelf (COTS) Case Management System (CMS) for the Courts of Limited Jurisdiction (CLJ) and probation offices.		
<b>External Equipment Replacement</b>	<b>0.0</b>	<b>\$252,000</b>
Funding is requested to replace aged computer equipment at the trial courts and county clerk's offices.		
<b>INH-EDR Future Integrations</b>	<b>0.0</b>	<b>\$500,000</b>
Funding is requested to integrate additional case management systems with the Information Networking Hub – Enterprise Data Repository (INH-EDR).		
<b>Internal Equipment Replacement</b>	<b>0.0</b>	<b>\$2,824,000</b>
Funding is requested to replace end of life equipment and to improve performance of heavily used JIS services.		
<b>Juvenile Court Portfolio Enhancements</b>	<b>4.0</b>	<b>\$964,000</b>
Funding is requested to expand staff to sustain support for and enhance the Juvenile Court application Portfolio.		
<b>Total Information Tech. Requests-JIS Acct.</b>	<b>44.0</b>	<b>\$24,996,000</b>
<b>Total Information Tech. Requests-All Sources</b>	<b>44.0</b>	<b>\$24,996,000</b>

**Washington State Judicial Branch  
2021-2023 Biennial Budget Request  
June 2020**

<b>Administrative Office of the Courts – State General Fund Requests</b>		
<b>Title</b>	<b>FTE</b>	<b>Amount Requested</b>
<b>Judicial Needs Development: Caseload Study and Sustainability of Essential Information</b>	<b>1.5</b>	<b>\$617,000</b>
Funding is requested for ongoing staff for project and program development for a Judicial Needs Weighted Caseload Study.		
<b>Office of Innovation – Realizing Change Through Research</b>	<b>1.0</b>	<b>\$329,000</b>
Funding is requested to provide support to the Office of Court Innovation for research related to race, gender, foreign and signed language groups, and how the courts interact and administer justice to such groups.		
<b>Responding to Behavioral Health Needs in the Court</b>	<b>4.5</b>	<b>\$1,200,000</b>
Funding is requested to develop a statewide court Behavioral Health Response Team.		
<b>New Judge Position – King County</b>	<b>1.0</b>	<b>\$298,000</b>
Funding is requested to add a 54 <sup>th</sup> judge to King County Superior Court.		
<b>Trial Court Legal Services</b>	<b>2.9</b>	<b>\$769,000</b>
Funding is requested for additional professional legal staff who will provide legal research, legal materials and training.		
<b>Trial Court Security Improvement</b>	<b>1.0</b>	<b>\$768,000</b>
Funding is requested to purchase the basic security equipment and services that courts need in order to provide safe access to justice to the communities of Washington State.		
<b>Court Equity and Access Team</b>	<b>6.0</b>	<b>\$1,733,000</b>
Funding is requested to develop a statewide Court Equity and Access Team who will ensure equal access to civil justice.		
<b>The LFO Calculator</b>	<b>0.0</b>	<b>\$53,000</b>
Funding is requested for continued support of the Legal Financial Obligations (LFO) Calculator, a web-based tool that provides ready access to current statutes and case-law governing LFO's.		

**Washington State Judicial Branch  
2021-2023 Biennial Budget Request  
June 2020**

Title	FTE	Amount Requested
<b>Web Services Support</b>	<b>1.0</b>	<b>\$319,000</b>
Funding is requested for additional Web Services staff support, necessary to serve the increasing demand from multiple internal and external stakeholders.		
<b>Trial Court Funding Language Access</b>	<b>0.0</b>	<b>\$2,558,000</b>
Funding is requested to expand the state Interpreter Reimbursement Program.		
<b>Total 2021-2023 SGF Request-Pass Through /Programmatic</b>	<b>2.0</b>	<b>\$3,624,000</b>
<b>Total 2021-2023 SGF Request-Infrastructure</b>	<b>9.9</b>	<b>\$5,020,000</b>
<b>Total 2021-2023 SGF Proposal</b>	<b>11.9</b>	<b>\$8,644,000</b> Approximately a 6.4 % increase in near general fund.

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

Title	FTE	Amount
<b>Total State General Fund Requests</b>	<b>11.9</b>	<b>\$8,644,000</b>
<b>Total Info. Tech. Requests (JIS Acct.)</b>	<b>44.0</b>	<b>\$24,996,000</b>
<b>Total All Requests</b>	<b>55.9</b>	<b>\$33,640,000</b>
<b>Total Proposed SGF Request \$8.644 million - approximately 6.4% greater than carry forward level.</b>		

Judicial Information System Committee Meeting

June 26, 2020

## **DECISION POINT – JIS External Equipment Replacement Funding**

### **MOTION:**

- I move that the reduced funds for External Equipment Replacement (\$789,000) be distributed based on court size, starting with the smallest courts; OR
- I move that the reduced funds for External Equipment Replacement (\$789,000) be distributed based on the proposal from King County.

### **I. BACKGROUND**

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

JIS General Policy 1.1 provides that, *subject to legislative funding*, the JIS fund will provide personal computers and printers at up to 75% of FTEs for courts and county clerks. JIS General Policy 1.2 provides for replacement of existing AOC-supplied equipment or reimbursement for court-supplied equipment every five years. Pursuant to JIS Policy 1.1.4, equipment is provided to users to enable judicial officers, clerks, court administrators, and their staff to access and update the JIS, do legal research, or for other court business purposes.

### **II. DISCUSSION**

In April 2018, the JISC prioritized the Information Technology Decision Package Requests in priority order for the 19-21 biennium (see table below). Equipment replacement for courts was the last priority. The IT Decision Packages submitted to the Legislature totaled **\$29,390,000**.

The priority order for Information Technology budget requests for the 19-21 biennium, passed by the JISC in April 2018:

<b>Title</b>	<b>PRIORITY</b>	<b>Amount Requested</b>
CLJ-CMS	1	\$14,486,000
SC-CMS Ongoing Operations	2	\$1,440,000
Odyssey Continuing Operations	3	\$676,000

Support		
Odyssey Business & Training Support	4	\$2,017,000
Odyssey Maintenance	5	\$2,030,000
EDR Operations & Maintenance	6	\$1,881,000
AC-ECMS	7	\$2,207,000
EDR Future Integrations	8	\$500,000
Internal Equipment Replacement	9	\$1,913,000
SC-CMS \$800k Placeholder	10	\$574,000
External Equipment Replacement	11	<b>\$1,645,000</b>

In April 2019, the Legislature provided \$28,534,000 in non-specified JIS funding, and left it to the JISC to prioritize how the funds would be used. The funding provided was approximately \$856,000 short of what was requested. Due to the shortfall in funding from the Legislature, there are insufficient monies to fully fund the priorities noted above. On April 24, 2020, the JISC voted unanimously to reduce the 2019-2021 External Equipment Replacement decision package request by \$856,000 to accommodate the shortfall of funding received from the Legislature.

AOC is recommending that the remaining external equipment replacement funding be prioritized for smaller courts because smaller jurisdictions, in general, have less ability to cover unforeseen costs.

### III. OUTCOME IF NOT PASSED –

If the JISC does not reduce the amount of funding for external equipment replacement and prioritize which courts will receive equipment, AOC will make the determination.

Locations and Equipment	2019-2021		Total 19-21	JO	Staff	Total	PC	1000	1100	300	3500	2187.75
	2020	2021						Laptop	Laser Printer:	Impact Printers		
<b>ABERDEEN M</b>	1		1	0.75	4	4.75						0.22%
COMPUTER												
LAPTOP												
PRINTER (Judges)												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	1										\$3,500	
<b>ASOTIN M</b>	1		1	0.02	1	1.02						0.05%
COMPUTER												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	1										\$3,500	
<b>BENTON D KENNEWICK</b>		8	8	5	35	40						1.83%
COMPUTER												
LAPTOP		4							\$5,500			
PRINTER (Judges)		4								\$1,500		
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>BENTON D PROSSER</b>		2	2			0						
LAPTOP		1										
PRINTER (Judges)		1										
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>BENTON S ADMIN</b>		14	14			0						
COMPUTER												
LAPTOP		7										
PRINTER (Judges)		7										
<b>BONNEY LAKE M</b>	1		1	0.75	7	7.75						0.35%
COMPUTER												
LAPTOP												
PRINTER (Judges)												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	1										\$3,500	
<b>BOTHELL M</b>	1	7	8	0.85	7	7.85						0.36%
COMPUTER		5						\$5,000				
LAPTOP		1							\$1,100			
PRINTER (Judges)		1								\$300		

Locations and Equipment	2019-2021		Total 19-21	JO	Staff	Total	PC	1000	1100	300	3500	2187.75
	2020	2021						Laptop	Laser Printer:	Impact Printers		
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	1										\$3,500	
<b>BREWSTER M</b>	<b>1</b>		<b>1</b>	<b>0.33</b>	<b>1</b>	<b>1.33</b>						<b>0.06%</b>
COMPUTER												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	1										\$3,500	
<b>CHELAN D</b>	<b>1</b>		<b>1</b>	<b>2</b>	<b>21</b>	<b>23</b>						<b>1.05%</b>
COMPUTER												
LAPTOP												
PRINTER (Judges)												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	1										\$3,500	
<b>COLFAX M</b>	<b>1</b>		<b>1</b>	<b>0.3</b>	<b>1</b>	<b>1.3</b>						<b>0.06%</b>
COMPUTER												
LAPTOP												
PRINTER (Judges)												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	1										\$3,500	
<b>EVERSON M</b>	<b>1</b>		<b>1</b>	<b>0.11</b>	<b>1</b>	<b>1.11</b>						<b>0.05%</b>
COMPUTER												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	1										\$3,500	
<b>FEDERAL WAY M</b>	<b>2</b>		<b>2</b>	<b>2</b>	<b>15</b>	<b>17</b>						<b>0.78%</b>
COMPUTER												
LAPTOP												
PRINTER (Judges)												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	2										\$7,000	
<b>FIRCREST M</b>	<b>1</b>		<b>1</b>	<b>0.25</b>	<b>4</b>	<b>4.25</b>						<b>0.19%</b>
COMPUTER												
LAPTOP												
PRINTER (Judges)												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	1										\$3,500	



Locations and Equipment	2019-2021		Total	JO	Staff	Total	PC	1000	1100	300	3500	2187.75
	2020	2021	19-21					Laptop	Laser Printer:	Impact Printers		
PRINTER (Judges)												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	1										\$3,500	
<b>KITSAP S ADMIN</b>	<b>4</b>		<b>4</b>			<b>0</b>						<b>0.00%</b>
COMPUTER	4						\$4,000					
LAPTOP												
PRINTER (Judges)												
<b>KITTITAS D LOWER</b>	<b>14</b>		<b>14</b>	<b>1.5</b>	<b>12</b>	<b>13.5</b>						<b>0.62%</b>
COMPUTER	8						\$8,000					
LAPTOP	2							\$2,200				
PRINTER (Judges)	2								\$600			
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	2										\$7,000	
<b>KITTITAS S CLERK</b>	<b>1</b>		<b>1</b>	<b>0</b>	<b>8</b>	<b>8</b>						<b>0.37%</b>
COMPUTER	1						\$1,000					
<b>KLICKITAT D EAST</b>	<b>1</b>		<b>1</b>	<b>1</b>	<b>4</b>	<b>5</b>						<b>0.23%</b>
COMPUTER	1						\$1,000					
LAPTOP												
PRINTER (Judges)												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>LAKE FOREST PK M</b>	<b>1</b>		<b>1</b>	<b>0.6</b>	<b>5</b>	<b>5.6</b>						<b>0.26%</b>
COMPUTER												
LAPTOP												
PRINTER (Judges)												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	1										\$3,500	
<b>LAKWOOD M</b>		<b>5</b>	<b>5</b>	<b>1</b>	<b>10</b>	<b>11</b>						<b>0.50%</b>
COMPUTER		5					\$5,000					
LAPTOP												
PRINTER (Judges)												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>LEWIS D</b>	<b>11</b>		<b>11</b>	<b>2.1</b>	<b>15</b>	<b>17.1</b>						<b>0.78%</b>







Locations and Equipment	2019-2021		Total 19-21	JO	Staff	Total	PC	1000	1100	300	3500	2187.75
	2020	2021						Laptop	Laser Printer:	Impact Printers		
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>SAN JUAN D</b>		4	4	0.67	6	6.67						0.30%
COMPUTER		4					\$4,000					
LAPTOP												
PRINTER (Judges)												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>SAN JUAN S ADMIN</b>		5	5	1	2	3						0.14%
COMPUTER		3					\$3,000					
LAPTOP		1						\$1,100				
PRINTER (Judges)		1							\$300			
<b>SELAH M</b>		2	2	0.25	1	1.25						0.06%
COMPUTER		2					\$2,000					
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>SHELTON M</b>		5	5	0.5	7	7.5						0.34%
COMPUTER		3					\$3,000					
LAPTOP		1						\$1,100				
PRINTER (Judges)		1							\$300			
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>SKAGIT D</b>		12	12	4	15	19						0.87%
COMPUTER		12					\$12,000					
LAPTOP												
PRINTER (Judges)												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>SKAGIT S ADMIN</b>		7	7	3.35	9.3	12.65						0.58%
COMPUTER		7					\$7,000					
LAPTOP												
PRINTER (Judges)												
<b>SKAMANIA D</b>		3	3	1	4	5						0.23%
COMPUTER		1					\$1,000					





Locations and Equipment	2019-2021		Total 19-21	JO	Staff	Total	PC	1000	1100	300	3500	2187.75
	2020	2021						Laptop	Laser Printer:	Impact Printers		
PRINTER (Tally Printer)												
<b>THURSTON S ADMIN</b>	<b>33</b>	<b>8</b>	<b>41</b>	<b>11</b>	<b>31.5</b>	<b>42.5</b>						<b>1.94%</b>
COMPUTER	9	8					\$17,000					
LAPTOP	12							\$13,200				
PRINTER (Judges)	12									\$3,600		
<b>THURSTON S CLERK</b>	<b>18</b>	<b>14</b>	<b>32</b>	<b>0</b>	<b>42</b>	<b>42</b>						<b>1.92%</b>
COMPUTER	18	14					\$32,000					
<b>TUKWILA M</b>	<b>3</b>		<b>3</b>	<b>0.85</b>	<b>11</b>	<b>11.85</b>						<b>0.54%</b>
COMPUTER	1						\$1,000					
LAPTOP	1							\$1,100				
PRINTER (Judges)	1									\$300		
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>UNIONTOWN M</b>	<b>1</b>		<b>1</b>	<b>0.02</b>	<b>1</b>	<b>1.02</b>						<b>0.05%</b>
COMPUTER												
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)	1										\$3,500	
<b>WAHKIAKUM D</b>	<b>3</b>		<b>3</b>	<b>0.3</b>	<b>3</b>	<b>3.3</b>						<b>0.15%</b>
COMPUTER	3						\$3,000					
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>WAHKIAKUM S CLERK</b>	<b>2</b>		<b>2</b>	<b>0</b>	<b>3</b>	<b>3</b>						<b>0.14%</b>
COMPUTER	2						\$2,000					
<b>WALLA WALLA D</b>	<b>12</b>		<b>12</b>	<b>1.25</b>	<b>11</b>	<b>12.25</b>						<b>0.56%</b>
COMPUTER	8						\$8,000					
LAPTOP	2							\$2,200				
PRINTER (Judges)	2									\$600		
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>WALLA WALLA S ADMIN</b>	<b>6</b>		<b>6</b>	<b>2.5</b>	<b>2</b>	<b>4.5</b>						<b>0.21%</b>
LAPTOP	3							\$3,300				
PRINTER (Judges)	3									\$900		
<b>WALLA WALLA S CLERK</b>	<b>6</b>		<b>6</b>	<b>0</b>	<b>9</b>	<b>9</b>						<b>0.41%</b>

Locations and Equipment	2019-2021		Total 19-21	JO	Staff	Total	PC	1000	1100	300	3500	2187.75
	2020	2021						Laptop	Laser Printer:	Impact Printers		
COMPUTER	6						\$6,000					
<b>WAPATO M</b>	<b>2</b>		<b>2</b>	<b>0.29</b>	<b>1</b>	<b>1.29</b>						<b>0.06%</b>
COMPUTER	2						\$2,000					
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>WESTPORT M</b>	<b>3</b>		<b>3</b>	<b>0.05</b>	<b>1</b>	<b>1.05</b>						<b>0.05%</b>
COMPUTER	1						\$1,000					
LAPTOP	1							\$1,100				
PRINTER (Judges)	1									\$300		
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>WHATCOM D</b>	<b>17</b>		<b>17</b>	<b>3</b>	<b>34</b>	<b>37</b>						<b>1.69%</b>
COMPUTER	11						\$11,000					
LAPTOP	3							\$3,300				
PRINTER (Judges)	3									\$900		
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>WHATCOM S ADMIN</b>	<b>14</b>		<b>14</b>	<b>7.8</b>	<b>11.8</b>	<b>19.6</b>						<b>0.90%</b>
COMPUTER												
LAPTOP	7						\$7,000					
PRINTER (Judges)	7									\$2,100		
<b>WHATCOM S CLERK</b>	<b>18</b>		<b>18</b>	<b>0</b>	<b>21</b>	<b>21</b>						<b>0.96%</b>
COMPUTER	18						\$18,000					
<b>WHITMAN D COLFAX</b>	<b>9</b>		<b>9</b>	<b>0.95</b>	<b>9</b>	<b>9.95</b>						<b>0.45%</b>
COMPUTER	7						\$7,000					
LAPTOP	1							\$1,100				
PRINTER (Judges)	1									\$300		
PRINTER (Receipt Printer)												
PRINTER (Tally Printer)												
<b>WHITMAN S ADMIN</b>	<b>3</b>		<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>						<b>0.09%</b>
COMPUTER	1						\$1,000					
LAPTOP	1							\$1,100				
PRINTER (Judges)	1									\$300		
<b>WHITMAN S CLERK</b>	<b>3</b>		<b>3</b>	<b>0</b>	<b>7</b>	<b>7</b>						<b>0.32%</b>





<b>Location</b>	<b>\$ Allocation</b>	<b>Courts with 10K+</b>	<b>% with 10K+</b>	<b>Proposed Cut</b>
KING S ADMIN	\$241,000	\$241,000	22%	\$121,715
KING D MJC	\$190,000	\$190,000	17%	\$95,958
KING S CLERK	\$142,000	\$142,000	13%	\$71,716
PIERCE D TACOMA	\$61,800	\$61,800	6%	\$31,212
SPOKANE D	\$50,000	\$50,000	5%	\$25,252
YAKIMA D GRANDVI	\$43,000	\$43,000	4%	\$21,717
PIERCE S ADMIN	\$39,100	\$39,100	4%	\$19,747
THURSTON S ADMIN	\$33,800	\$33,800	3%	\$17,070
SNOHOMISH S ADMIN	\$32,500	\$32,500	3%	\$16,414
THURSTON S CLERK	\$32,000	\$32,000	3%	\$16,161
YAKIMA S ADMIN	\$31,000	\$31,000	3%	\$15,656
TACOMA M	\$29,900	\$29,900	3%	\$15,101
THURSTON D	\$26,600	\$26,600	2%	\$13,434
FRANKLIN S ADMIN	\$21,200	\$21,200	2%	\$10,707
WHATCOM S CLERK	\$18,000	\$18,000	2%	\$9,091
KITTITAS D LOWER	\$17,800	\$17,800	2%	\$8,990
SPOKANE M	\$16,000	\$16,000	1%	\$8,081
WHATCOM D	\$15,200	\$15,200	1%	\$7,677
LEWIS D	\$13,500	\$13,500	1%	\$6,818
SPOKANE S ADMIN	\$12,200	\$12,200	1%	\$6,162
SKAGIT D	\$12,000	\$12,000	1%	\$6,061
PASCO M	\$11,000	\$11,000	1%	\$5,555
WALLA WALLA D	\$10,800	\$10,800	1%	\$5,454
PIERCE S CLERK	\$10,000	\$10,000	1%	\$5,050
BOTHELL M	\$9,900			
WHATCOM S ADMIN	\$9,100			
WHITMAN D COLFAX	\$8,400			
OKANOGAN D	\$8,000			
STEVENS D	\$7,100			
BENTON D KENNEWICK	\$7,000			
FEDERAL WAY M	\$7,000			
SKAGIT S ADMIN	\$7,000			
OKANOGAN S ADMIN	\$6,300			
OKANOGAN S CLERK	\$6,000			
WALLA WALLA S CLERK	\$6,000			
LAKESWOOD M	\$5,000			
SAN JUAN S ADMIN	\$4,400			
SHELTON M	\$4,400			
WALLA WALLA S ADMIN	\$4,200			
KITSAP S ADMIN	\$4,000			
PORT ORCHARD M	\$4,000			
SAN JUAN D	\$4,000			
SNOHOMISH S CLERK	\$4,000			
STEVENS S ADMIN	\$4,000			
STEVENS S CLERK	\$4,000			
ABERDEEN M	\$3,500			

ASOTIN M	\$3,500			
BONNEY LAKE M	\$3,500			
BREWSTER M	\$3,500			
CHELAN D	\$3,500			
COLFAX M	\$3,500			
EVERSON M	\$3,500			
FIRCREST M	\$3,500			
GIG HARBOR M	\$3,500			
KIRKLAND M	\$3,500			
KITSAP D PORT OR	\$3,500			
LAKE FOREST PK M	\$3,500			
LYNDEN M	\$3,500			
MOUNT VERNON M	\$3,500			
NAPAVINE M	\$3,500			
OLYMPIA M	\$3,500			
UNIONTOWN M	\$3,500			
LINCOLN S CLERK	\$3,000			
PEND OREILLE D	\$3,000			
PEND OREILLE S CLERK	\$3,000			
SKAMANIA S CLERK	\$3,000			
WAHAKIUM D	\$3,000			
WHITMAN S CLERK	\$3,000			
SKAMANIA D	\$2,400			
SUNNYSIDE M	\$2,400			
TUKWILA M	\$2,400			
WESTPORT M	\$2,400			
WHITMAN S ADMIN	\$2,400			
MASON S ADMIN	\$2,100			
LINCOLN D	\$2,000			
LINCOLN S ADMIN	\$2,000			
PACIFIC D NORTH	\$2,000			
PACIFIC D SOUTH	\$2,000			
SELAH M	\$2,000			
WAHAKIUM S CLERK	\$2,000			
WAPATO M	\$2,000			
YELM M	\$2,000			
KITTITAS S CLERK	\$1,000			
KLICKITAT D EAST	\$1,000			
MASON D	\$1,000			
SUMAS M	\$1,000			
TENINO M	\$1,000			
WILKESON M	\$1,000			
WINLOCK M	\$1,000			
WINTHROP M	\$1,000			
ZILLAH M	\$1,000			
BENTON D PROSSER	\$-			
BENTON S ADMIN	\$-			
KING D AUBURN	\$-			

PEND OREILLE J	\$-			
YAKIMA D YAKIMA	\$-			
<b>Grand Total</b>	<b>\$1,350,800</b>	<b>\$1,110,400</b>	<b>100%</b>	<b>\$560,800</b>
<b>Proposed Total Cuts</b>		<b>\$ 560,800</b>		
<b>Percentagr Cut for location with 10K+</b>		<b>50.5%</b>		
<b>King County Total (\$573000) and Cut</b>				<b>\$ 289,390</b>

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

## **Project Update**

Cat Robinson, PMP  
CLJ-CMS Project Manager

June 26, 2020

# Recent Project Activity

- Contract negotiations update

# Outreach

- Tuesdays in May with DMCMA (replacement for Spring Regional Training)
  - ✓ Dealing with Sudden change – How we're more adaptable than the Dodo
  - ✓ Preparing for Moving Day – Is your court's data ready for a new home?
- Pilot Courts Outreach
  - Scheduled for June/July

# Communications

- Preparing an eFile communication for stakeholders and community
- Developing a plan to reengage in monthly communications via listserv and project website

# Next Steps

Milestone	Date
Formal contract negotiations ( <b>IN PROGRESS</b> )	January 6, 2020
JISC contract approval	Est. 3 QTR, 2020
Initiate vendor engagement	Est. 3 QTR, 2020
Develop consolidated project schedule with vendor	Est. 3 QTR, 2020
Full gap analysis with vendor	Est. 3 QTR, 2020
E-File Deployment Pilot District/Municipal	Est. 1 QTR, 2021 Est. 2 QTR, 2021
CMS Pilot Phase (Pierce, Tacoma, Gig Harbor, Fircrest/Ruston)	Est. 2 QTR, 2022
CMS Statewide Rollout	Following Pilot Courts

# **ITG#62 - Automate Courts' DCXT Table Entries**

## **Project Update**

Kevin Ammons, PMP

June 26, 2020

# Automate Courts' DCXT Table Entries

This project created a process to automatically populate BARS information for all DISCIS courts at the same time as AOC updates the BARS codes

- Courts may still need to add a local data whenever a new BARS subaccount is added
- Courts retain the ability to add BARS codes or to edit information populated by AOC and the automated process

# Automate Courts' DCXT Table Entries

- The new process will be implemented when testing completes in late-June or early-July
- DISCIS users will not see any change to the user interface

# Next Steps

AOC will work to:

- Develop a “clean-up report” to help courts correct existing BARS codes that are inaccurate
- Provide a new audit report to show what codes have been added by date range

# Questions?



**JISC DATA DISSEMINATION COMMITTEE**  
 Friday, June 26, 2020, 8:30 a.m. – 9:55 a.m.  
 Zoom Teleconference  
 URL: provided via invite

**AGENDA**

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

<b>1. April 24, 2020, Meeting Minutes</b> Action: Motion to approve the minutes	Judge Leach - All	*
<b>2. AOC-WSP Sealed Case Exchange</b>	Mr. Kevin Cottingham	*
<b>3. Display of Sealed Juvenile Case Data to Prosecutors in JABS/JIS-Link</b>	Mr. Kevin Cottingham	*
<b>4. Update regarding CLJ-CMS &amp; sealed case display in Odyssey</b>	Mr. Kevin Cottingham	
<b>5. New JIS-Link &amp; Web Search Requirements Regarding Judgments</b>	Ms. Hayley Keithahn-Tresenriter	*
<b>6. Update Regarding Odyssey Searches using Dates of Birth</b>	Ms. Hayley Keithahn-Tresenriter	*
<b>7. Request from Harvard Law School for fee-waived JIS-Link Access</b>	Mr. Kevin Cottingham	*
<b>8. Other Business</b>	Judge Leach	



**Board for Judicial Administration (BJA) Meeting**  
**Friday, March 20, 2020, 9:00 a.m. – 12:00 p.m.**  
Videoconference

**MEETING MINUTES**

**BJA Members Present:**

Chief Justice Debra Stephens  
Judge Greg Gonzales, Member Chair  
Judge Doug Federspiel  
Judge Michelle Gehlsen  
Justice Steven González  
Judge Dan Johnson  
Judge David Kurtz  
Judge Linda Lee  
Judge Mary Logan  
Judge David Mann  
Judge Sam Meyer  
Judge Kevin Ringus  
Dawn Marie Rubio  
Judge Michael Scott  
Judge Kitty Ann Van Doorninck

**Guests Present:**

Judge Beth Andrus  
Ryan Archer  
Jim Bamberger  
Esperanza Borboa  
Reiko Callner  
Judge Doug Fair  
Timothy Fitzgerald  
Justice Sheryl Gordon McCloud  
Robert Mead  
Brooke Powell  
Judge Rebecca Robertson  
Dawn Williams

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

Crissy Anderson  
Judith Anderson  
Jeanne Englert  
Sharon Harvey  
Sondra Hahn  
Stephanie Happold  
Penny Larsen  
Dirk Marler  
Dory Nicpon  
Ramsey Radwan  
Caroline Tawes

Call to Order

Chief Justice Stephens called the meeting to order at 9:07 a.m. She thanked the BJA members for their patience while everyone learns the new video technology, and reviewed some helpful hints for using Zoom. She discussed reactions to the recent Supreme Court order. There was a discussion about court concerns in the current state of emergency.

## Court of Appeals

The Court of Appeals offices are closed with a skeleton staff on site. The Court should have shifted completely to electronic records by the end of 2020, and web access to court records should be available by the beginning of 2021. Judge Mann encouraged everyone to visit the Court of Appeals 50<sup>th</sup> Anniversary website.

## Standing Committee Reports

**Budget and Funding Committee (BFC):** Ramsey Radwan reviewed the 2020 Supplemental Budget Request items included in the meeting materials. The legislature was generous to the judicial branch in the budget, but there has been a drop in revenue and the budget may be at risk. There was a discussion on the possibility of emergency funding for video capabilities and other COVID-19 accommodations.

The 2021–23 biennium budget requests will move forward, although some dates may change. There will be an impact on revenue from the current health crises.

**Court Education Committee (CEC):** The Appellate Spring Program, the County Clerks Spring Program, the Superior Court Judges' Association (SCJA) and Association of Washington Superior Court Administrators' (AWSCA) Spring Programs, and the Juvenile Court Administrators' Spring Program have been canceled. Hotels are not charging cancellation fees. Some appellate and county clerk education programs will be held online, and options for superior court programs are being discussed. The Education Team has an Articulate license for developing online education, and Adobe Connect is still available.

The Judicial Assistance Services Program (JASP) is active and the peer counselors have good information. Judith Anderson thanked the Court Education Funding Task Force and Jeanne Englert for their work on securing funding for online education.

## **Legislative Committee (LC):**

The 2020 Legislative session ended on March 12, having passed 386 bills. AOC staff analyzed all bills which could have had court impact. About a third of those bills passed.

As soon as the Governor either signs or vetoes the bills, implementation assignments will be made.

Proposals for the 2021 Legislative Agenda are invited from the court community. The Principal Policy Goals of the Judicial Branch and a Legislative Request Form were included in the meeting materials.

Judge Ringus thanked Dory Nicpon and Sondra Hahn for their work during the Legislative session.

**It was moved by Judge Scott and seconded by Justice González to review and approve the updated Legislative Standing Committee Charter. The motion carried unanimously.**

**Policy and Planning Committee (PPC):** The PPC is looking at the possibility of a Therapeutic Court Task Force, and is working on another priority for adequate funding for the Judicial Branch. To determine the meaning of adequate, equitable, and stable funding, the PPC may use surveys to assess funding needs and resources of the courts.

The PPC will also look at ways to increase BJA board diversity and assess the feasibility of developing a central pool of law clerks.

#### BJA Task Force Updates

**Court Security Task Force:** The Task Force submitted a court security funding request to the BJA for review and approval. The Task Force created a prioritized grant pool model for courts to apply for funding that would enable them to meet the seven minimum security standards of GR 36. The current statewide emergency situation may impact funding ability. The Task Force will also consider no-cost solutions, policy and procedures, and the court security toolkit.

**It was moved by Judge Johnson and seconded by Judge Kurtz to approve the funding strategy/funding request of the Court Security Task Force. The motion carried unanimously.**

**Court Education Funding Task Force:** The Legislature approved funding to develop and implement a statewide online delivery system for training court staff and judicial officers. Judge Fair thanked Jeanne Englert for arranging meetings with legislators. The Task Force is not considering a biennium budget package but will continue to explore other funds that may be re-directed to court education on an on-going basis.

#### Washington State Law Library Presentation

Rob Mead, Washington State Law Librarian, presented information on the growth and usage of the State Law Library. Library staff are currently working from home. Rob Mead described how the Library can assist courts and he would like to meet with court associations to discuss how the Library can meet the needs of the Judicial Branch. He plans to give a presentation on the Library at the District and Municipal Court Judges' Association (DMCJA) conference and the Annual Judicial Conference.

### Washington State Commission on Judicial Conduct (CJC)

The CJC has been asked to explore options for interim suspension of judges in emergency situations. Reiko Callner, Executive Director of the Commission on Judicial Conduct, would like to consult with the BJA members about amending the CJC Rules of Procedure and the State Supreme Court Discipline Rules for Judges. The CJC also plans to consult with other stakeholders. After a discussion, Reiko Callner invited members to e-mail her or Judge Andrus with questions.

### Gender and Justice Commission (GJC)

Justice Gordon McCloud reviewed the Anti-Harassment Model Policy developed by the GJC and a draft cover letter, both included in the meeting materials. A list of Frequently Asked Questions (FAQs) could also be included. There was a discussion on the difference between gossip among staff and reporting a concern.

**It was moved by Justice González and seconded by Judge Kurtz to approve the GJC Anti-Harassment Model Policy.**

**There was a friendly amendment to change the reporting language to make a distinction between gossip and reporting in the cover letter, the policy, and FAQs. The motion carried unanimously.**

### February 21, 2020 Meeting Minutes

**It was moved by Judge Scott and seconded by Justice González to approve the February 21, 2020, BJA meeting minutes. The motion carried unanimously.**

### Information Sharing

There was a discussion on how a shelter-in-place order might affect courthouses.

JASP counselors are available. The Associations were encouraged to send a reminder about JASP to their members.

The Department of Ecology has reached out for consultation on a new water rights adjudication.

### Other

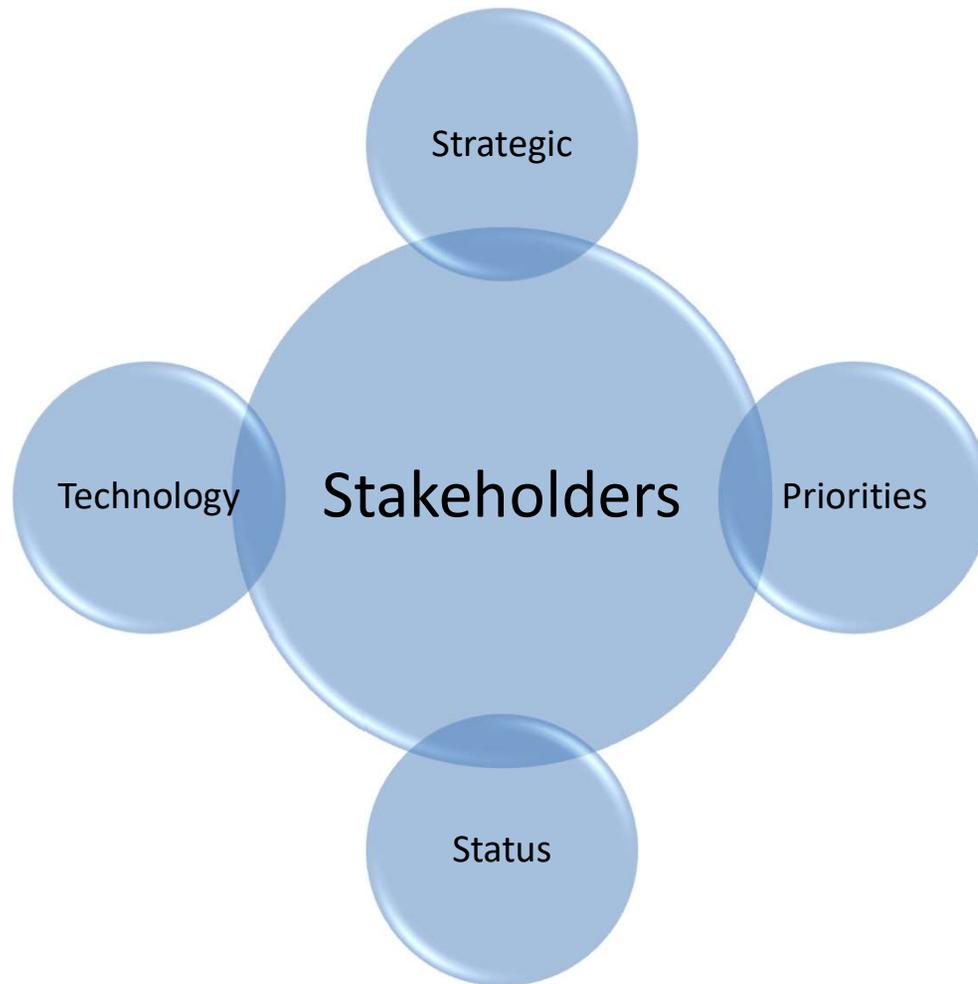
There being no further business, the meeting was adjourned at 11:53 a.m.

**Recap of Motions from the March 20, 2020 Meeting**

<b>Motion Summary</b>	<b>Status</b>
Review and approve the Legislative Standing Committee Charter.	Passed
Approve the funding strategy/funding request of the Court Security Task Force.	Passed
Approve the GJC Anti-Harassment Model Policy.	Passed
Friendly amendment to change the reporting language in the cover letter, the policy, and FAQs.	
Approve the February 21, 2020, BJA meeting minutes.	Passed

**Action Items from the March 20, 2020 Meeting**

<b>Action Item</b>	<b>Status</b>
<u>February 21, 2020, 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

**New Requests:** None

**Endorsements:** None

## Analysis

**Completed:** None

## Endorsement

**Confirmations:** None

**CLUG Decision:** 248 - Washington State Juvenile Court Assessment - CLUG review has given this request a priority rank of 1.  
267 - Odyssey Supervision Module Modification - CLUG review has given this request a priority rank of 3.  
269 - Installation of clerks edition for franklin county superior court clerks office - CLUG review has given this request a priority rank of 4.  
270 - Allow MH-JDAT data to be accessed through BIT from the Data Warehouse - CLUG review has given this request a priority rank of 2.

# Summary of Changes Since Last Report

<b>Authorized:</b>	248 - Washington State Juvenile Court Assessment 269 - Installation of clerks edition for franklin county superior court clerks office*
<b>In Progress:</b>	271 - DB2 Version 12 Upgrade
<b>Completed:</b>	None
<b>Closed:</b>	107 - PACT Domain 1 Integration
<b>ITG Portal:</b>	None

\* When AOC accepts the next Odyssey release version

# 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	In Progress	Multi-Level
3	252	Appellate Electronic Court Records	In Progress	Appellate
4	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	CLJ

■ Authorized   
 ■ In Progress   
 ■ Completed   
 ■ Withdrawn or Closed

# ITG Status Year in Review

ITG Request by JISC Priority

ITG 102	2011*													
ITG 62	2012*													
ITG 252	2018*													
ITG 27	2011*													
		May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20

Authorized
  In Progress
  Completed
  Withdrawn or Closed

\* Year ITG authorized

# Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
<b>Appellate CLUG</b>					
1	252	Appellate Electronic Court Records	In Progress	JISC	Unspecified
<b>Superior CLUG</b>					
1	248	Washington State Juvenile Court Assessment	Authorized	Administrator	High
2	270	Allow MH-JDAT data to be accessed through BIT from the Data Warehouse	Awaiting Authorization	JISC	High
3	267	Odyssey Supervision Module Modification	In-Progress*	Administrator	High
4	269	Installation of Clerks Edition for Franklin County Superior Court Clerks Office	Authorized	CIO	High
<b>Courts of Limited Jurisdiction CLUG</b>					
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	JISC	High
2	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	JISC	High
<b>Multi Court CLUG</b>					
1	62	Automate Courts DCXT Table Entries	In Progress	JISC	Medium
N/A	3	Imaging and Viewing of Court Documents	In Progress	Administrator	Unspecified

■ Authorized   
 ■ In Progress   
 ■ Completed   
 ■ Withdrawn or Closed

\* On hold reference ITG 283

# ITG Request Progress

Awaiting Endorsement	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting Authorization	Awaiting Scheduling
<p><b>284</b> Criminal cases with HNO and DVP case types allow DV Y/N</p>	<p><b>220</b> Supplemental Race/Ethnicity Request</p> <p><b>232</b> DQ for Statewide Criminal Data</p> <p><b>256</b> Spokane Municipal Court CMS to EDR Data Exchange</p> <p><b>265</b> Kitsap District Court CMS to EDR Data Exchange</p> <p><b>266</b> Upgrade SC-CMS to Odyssey 2018</p> <p><b>268</b> Olympia Municipal Court CMS to EDR Data Exchange</p> <p><b>272</b> Snohomish District Court CMS to EDR Data Exchange</p> <p><b>274</b> EFC Extended Foster Care-Dependency - Modify Required Party of PAR Parent</p> <p><b>275</b> Odyssey to EDR</p> <p><b>276</b> Parking Tickets issued in SECTOR - Interim resolution</p> <p><b>277</b> TRU Truancy - Modify Required Party of PAR Parent</p>	<p><b>278</b> Kitsap County e-Filing</p> <p><b>279</b> JIS Name Field Upgrade</p> <p><b>281</b> Judicial Officer Note Flag</p> <p><b>282</b> Allow MAYSI-2 data to be accessed through BIT from the Data Warehouse</p> <p><b>283</b> Modify Odyssey Supervision Probation Category to Support Non-Criminal Cases</p> <p><b>285</b> z/OS 2.4 Upgrade</p>	<p><b>241</b> JIS Person Business Indicator</p> <p><b>270</b> Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse</p>	<p><b>248</b> WA State JUV Court Assessment</p> <p><b>269</b> Installation Of Clerks Edition For Franklin County Superior Court Clerks Office</p>