

BOARD FOR JUDICIAL ADMINISTRATION



**WASHINGTON
COURTS**

MEETING PACKET

**JOINT MEETING OF THE
BOARD FOR JUDICIAL ADMINISTRATION AND THE
COURT MANAGEMENT COUNCIL
FRIDAY, NOVEMBER 17, 2023
9:00 A.M.**

VIDEOCONFERENCE

Board for Judicial Administration Membership

VOTING MEMBERS:

Chief Justice Steven González, Chair
Washington State Supreme Court

Judge Alicia Burton, Member Chair
Superior Court Judges' Association
Pierce County Superior Court

Judge Tam T. Bui
District and Municipal Court Judges' Association
Snohomish County District Court

Judge Anne Cruser
Court of Appeals, Division II

Judge Samuel Chung, President
Superior Court Judges' Association
King County Superior Court

Judge Marilyn Haan
Superior Court Judges' Association
Cowlitz County Superior Court

Judge John Hart
District and Municipal Court Judges' Association
Whitman County District Court

Judge Mary Logan
District and Municipal Court Judges' Association
Spokane Municipal Court

Judge David Mann
Court of Appeals, Division I

Justice Raquel Montoya-Lewis
Washington State Supreme Court

Judge Rebecca Pennell
Court of Appeals, Division III

Judge Rebecca Robertson
District and Municipal Court Judges' Association
King County District Court

Judge Diana N. Ruff
Superior Court Judges' Association
Benton/Franklin Superior Court

Judge Michael Scott
Superior Court Judges' Association
King County Superior Court

Judge Jeffrey Smith, President
District and Municipal Court Judges' Association
Spokane County District Court

NON-VOTING MEMBERS:

Judge Kristin Ferrera, President-Elect
Superior Court Judges' Association
Chelan County Superior Court

Hunter Abell, President
Washington State Bar Association

Judge Karl Williams, President-Elect
District and Municipal Court Judges' Association
Pierce County District Court

Terra Nevitt, Executive Director
Washington State Bar Association

Dawn Marie Rubio
State Court Administrator

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July 1, 2023– June 30, 2024

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The **Mission** of the Board for Judicial Administration is to provide leadership and develop policy to enhance the judiciary's ability to serve as an equal, independent, and responsible branch of government.

The **Vision** of the Board for Judicial Administration is to be the voice of the Washington State courts.

 <p>WASHINGTON COURTS</p>	<p>Board for Judicial Administration (BJA) Joint BJA and Court Management Council (CMC) Meeting Friday, November 17, 2023 (9 a.m. – 12:00 p.m.)</p> <p>Zoom Meeting</p>	
<p>AGENDA</p>		
<p>1. Call to Order Welcome and Introductions</p>	<p>Chief Justice Steven González Judge Alicia Burton</p>	<p>9:00 a.m.</p>
<p>2. Judicial Information System Committee (JISC) Presentation and information sharing</p>	<p>Justice Barbara Madsen Vonnie Diseth</p>	<p>9:05 Tab 1</p>
<p>3. Court Management Council</p> <ul style="list-style-type: none"> • Brief overview and update • Presentation of Court Manager of the Year Award 	<p>Michelle Cook Dawn Marie Rubio Scott Ahlf</p>	<p>9:20</p>
<p>4. CMC Association Updates Information: Overview and update</p> <p>Supreme Court</p> <p>Court of Appeals</p> <p>Association of Washington Superior Court Administrators (AWSCA)</p> <p>Washington State Association of County Clerks (WSACC)</p> <p>Washington Association of Juvenile Court Administrators (WAJCA)</p> <p>District and Municipal Court Management Association (DMCMA)</p>	<p>Ashley Lipford</p> <p>Tristen Worthen</p> <p>Michelle Cook</p> <p>Tim Fitzgerald</p> <p>Linnea Anderson</p> <p>LaTricia Kinlow</p>	<p>9:35</p>
<p>Break</p>		<p>10:20</p>
<p>5. Court Security – Large Group Discussion</p> <p>1) What vulnerabilities do you believe should be prioritized and addressed to enhance the overall security of judges and staff?</p>	<p>Suzanne Elsner Kyle Landry</p>	<p>10:30</p>

<p>2) How do judges and staff perceive their readiness to handle threats, both physically and online? Where can additional training bridge gaps?</p> <p>3) How do negative press and strained law enforcement relations impact judges' and staff security? How can we navigate these factors effectively?</p>		
<p>6. BJA Task Forces</p> <p>Alternatives to Incarceration</p> <p>Electronic Monitoring and Victim Notification Technology Work Group</p> <p>Remote Proceedings</p>	<p>Judge Mary Logan/Jeanne Englert</p> <p>Commissioner Barbara McInville/Joslyn Nelson</p> <p>Penny Larsen</p>	<p>11:00 Tab 2</p>
<p>7. Committees</p> <p>Budget and Funding Committee</p> <p>Court Education Committee</p> <p>Legislative Committee</p> <p>Policy and Planning Committee <i>Motion: Approve amended charter</i></p>	<p>Judge Mary Logan/ Chris Stanley</p> <p>Judge Rebecca Pennell/Scott Hillstrom</p> <p>Judge Michael Scott/Brittany Gregory</p> <p>Judge Rebecca Robertson/ Penny Larsen</p>	<p>11:15 Tab 3</p>
<p>8. BJA Documents</p> <p>Revised and approved BJA Goals</p> <p>BJA Task Force Rewind</p>	<p>Chief Justice Steven González</p>	<p>11:40 Tab 4</p>
<p>9. Minutes approval <i>Motion: Approve October 20, 2023 minutes</i></p>	<p>Chief Justice Steven González</p>	<p>11:45 Tab 5</p>
<p>10. Information Sharing</p>	<p>Chief Justice Steven González</p>	<p>11:50</p>
<p>11. Adjourn</p>		<p>12:00</p>
<p>Persons who require accommodations should notify Jeanne Englert at 360-705-5207 or jeanne.englert@courts.wa.gov to request or discuss accommodations. While notice five days prior to the event is preferred, every effort will be made to provide accommodations, when requested.</p>		

Next meetings:

February 16, 2024 – 9:00 – 12:00 Zoom
March 15, 2024 – 9:00 – 12:00

May 17, 2024 – 9:00 – 12:00
June 21, 2024 – 9:00 – 12:00

JISC Update

Justice Barbara Madsen, JISC Chair / Vonnie Diseth, AOC Director/CIO ISD
November 17, 2021

JIS Governance



- The Supreme Court delegates governance of the JIS to the Judicial Information System Committee (JISC).
- The JISC was established in 1976.
- The JISC operates under RCW 2.68 and JISC Rules.
- The JISC sets policy for the JIS and approves projects and priorities.

Who is the JISC?



17 members representing 10 different entities:

- 4 Appellate Court representatives
 - one Supreme Court Justice (Chair)
 - one Appellate Court Judge
 - one Appellate Court Clerk
 - the AOC State Court Administrator
- 5 Superior Court representatives
 - two must be members of the Superior Court Judges' Association (SCJA)
 - one must be a member of the Washington Association of Juvenile Court Administrators
 - one Superior Court Administrator
 - one Superior Court County Clerk
- 5 Courts of Limited Jurisdiction representatives
 - one must be a member of the Misdemeanor Probation Association (MPA)
- 3 At-Large individuals from outside the judiciary, including:
 - one member of the Washington State Bar Association (WSBA)
 - one member of the Washington Association of Sheriffs and Police Chiefs (WASPC)
 - one member of the Washington Association of Prosecuting Attorneys (WAPA)

JISC Responsibilities

- Setting the strategic direction for the JIS.
- Establishing and/or approving JIS policies, standards, and procedures.
- Determining/Approving what JIS projects will be undertaken, establishing their scope, and setting priorities.
- Providing oversight of JIS projects.
- Approving budgets and funding requests for the JIS.
- Providing general guidance and oversight to ISD in supporting the major applications that comprise the JIS.

Where to Find Information



Home : Logout : Bookmark : eService Center

Advanced Search

- ⊕ AOC Resources
- ⊕ Court Resources
- ⊕ Court News
- ⊕ Directories & Contacts
- ⊕ Education
- ⊕ Governance
 - IT Governance
 - JIS Governance
- ⊕ Judicial Info System (JIS)
- ⊕ Judges' Resources
- ⊕ Legal Resources
- ⊕ Organizations
- ⊕ Help
- ⊕ Maintenance Utilities

Inside Washington Courts

Announcements

[Court Closures](#)

Click above for a list of courts with upcoming closures...

[Data Warehouse - BOXI - 2/17/2011](#)

The data warehouse load for Wednesday, February 16, 2011 has completed successfully.

[Read more...](#)

[STOP Grant For Court-Related Projects](#)

The Gender and Justice Commission is requesting proposals for programs/projects that courts can implement to improve our courts' response to adult and/or teen victims of sexual assault, domestic violence, dating violence, and stalking in 2010-2011.

[Washington Supreme Court Chief Justice Barbara Madsen appears on TVW's "Inside Olympia"](#)

In a one-hour interview on TVW, Washington Supreme Court Chief Justice Barbara Madsen details the state of Washington's judiciary, the funding crisis facing Washington's trial courts, diversity in the

IT Governance Website

WASHINGTON COURTS

Home Login Bookmarks eService Open Advanced Search Search

Information Technology Governance

Home Initiate a Request Status of My Request See Other Requests Detailed Reports FAQs

What is Information Technology Governance (ITG)? IT Governance is the framework by which IT investment decisions are made, communicated and overseen. What does that really mean; a true partnership between Information Technology and the Court Community Business Partners. IT Governance is successful when business processes and technology processes work together by utilizing a set of procedures developed to govern strategic outcomes. This is IT Governance.

The Administrative Office of the Courts (AOC) is working with the Judicial Information Systems Committee (JISC) to deploy a governance method that promotes:

- Transparency –Requiring ongoing communication on proposed projects
- Open and Inclusive - Court Communities have a voice in choosing what is most important for their communities and for the State of Washington
- Business problems for the courts are reviewed holistically; how to benefit the many rather than the few
- One streamlined process for request with consistent rules

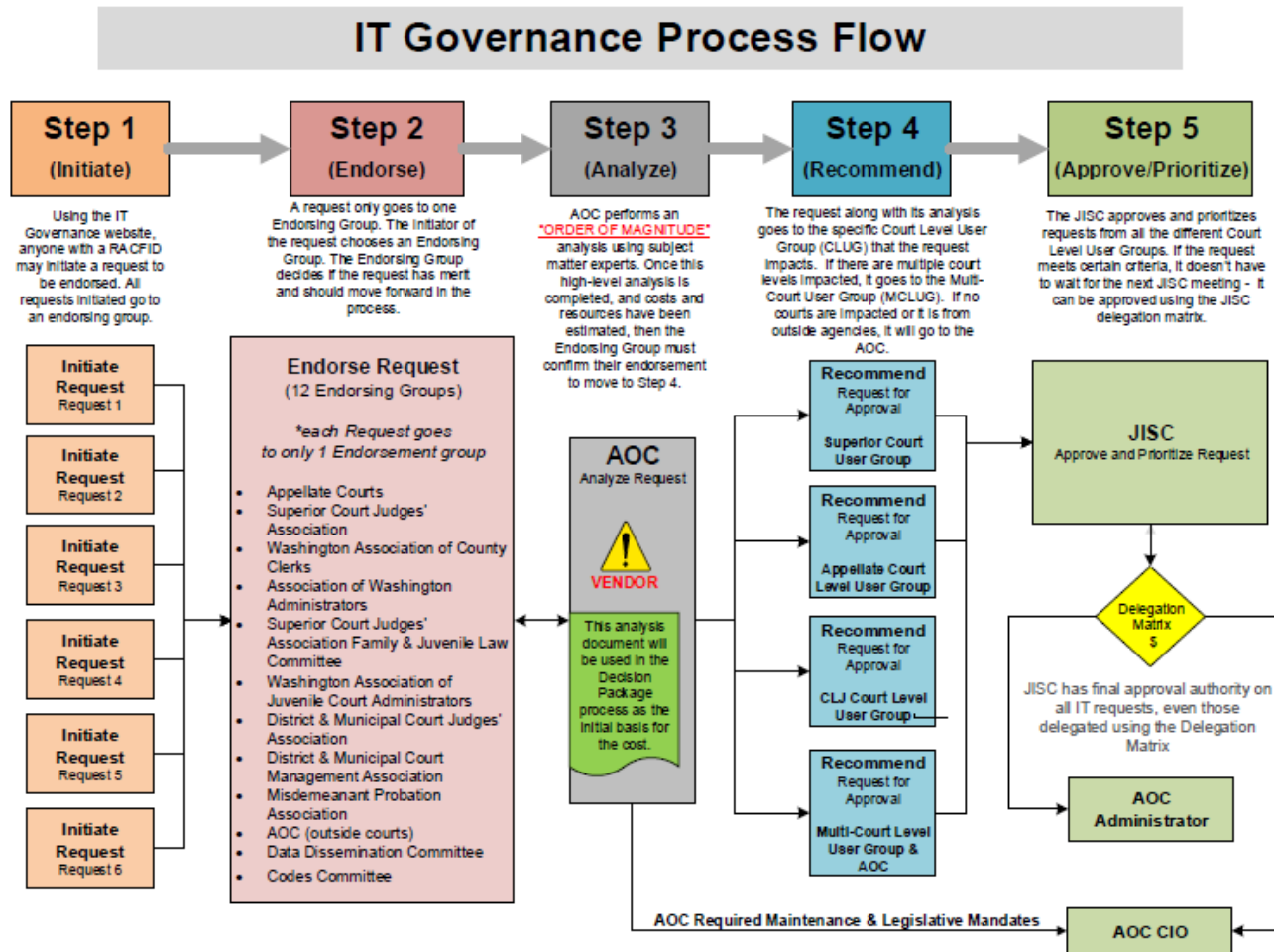
How does it work?

The governance process has 5 steps. They are initiate, endorse, analyze, recommend and schedule. Throughout each step of the governance process the court community will have a voice.

Show me the process.

[Initiating a Request](#)
[How is a request Endorsed?](#)
[Who Analyzes the information?](#)
[Who recommends my request for Implementation?](#)
[When is it scheduled?](#)

IT Governance Process Flow



Updated on
December 1, 2020

Approved/Prioritized work will be scheduled by AOC based on required resource availability

Major IT Project Accomplishments



- ✓ CLJ-CMS Project Pilot Court Go-Live
- ✓ CLJ-CMS Project Pilot Court integration to the AOC Enterprise Data Repository (EDR)
- ✓ Blake Certification System
- ✓ Protection Order Document Sharing (PODS) for Judicial Officers Statewide
- ✓ Appellate Court OnBase Upgrade
- ✓ Appellate Court Web Access Public Portal
- ✓ WSP Firearms Background Check
- ✓ Rightnow Replacement Project (Freshdesk Implementation)
- ✓ NEOGov Implementation

Current JISC Priorities

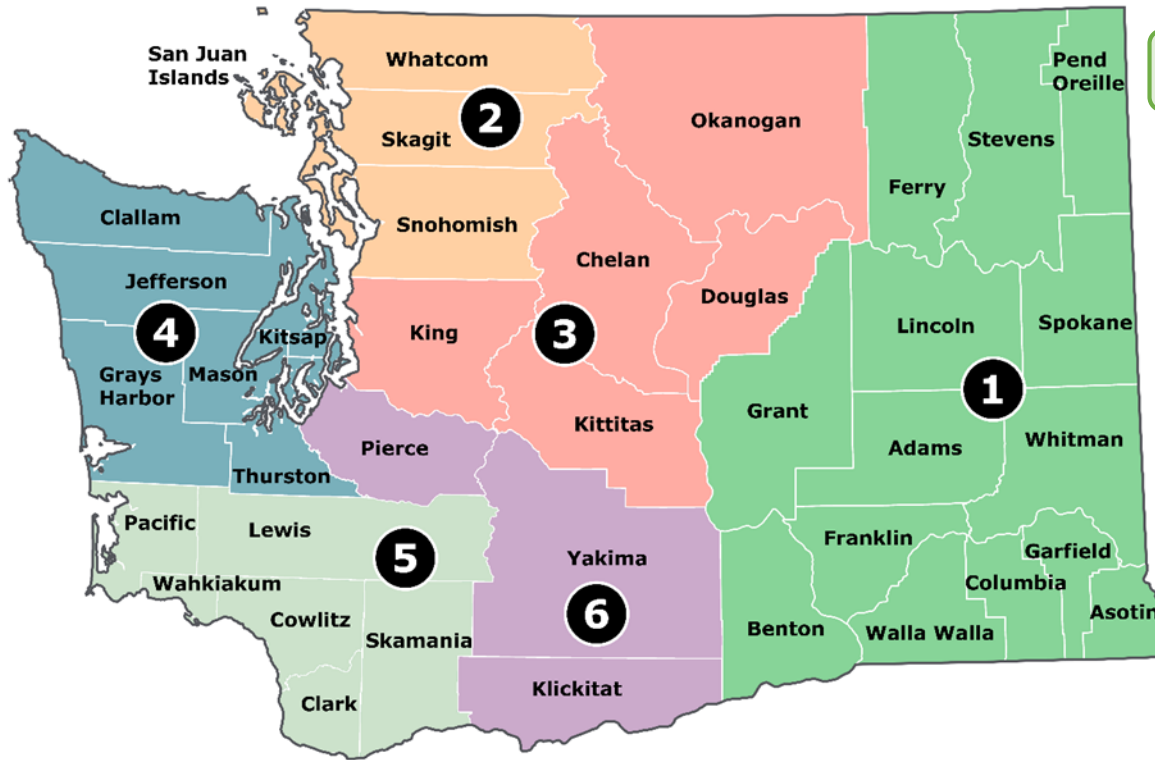
JISC Priorities				
Priority	ITG#	Request Name	Status	Requesting CLUG
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	CLJ
2	1355	Replace Appellate Court Case Management and eFiling Systems	Authorized	Appellate
3	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	CLJ
4	1340	Enterprise Integration Platform and External API	In Progress	Non-JIS
5	1308	Integrated eFiling for Odyssey DMS Superior Courts	In Progress	Non-JIS
6	1357	Guardianship Monitoring and Tracking System	Authorized	Superior

CLJ-CMS Project Update

Project Scope (Three Components):

- 1. eFiling – Odyssey File and Serve (OFS)**
- 2. Odyssey Case Management System (CMS)**
 - Four Pilot Courts: Pierce County District Court, Tacoma Municipal Court, Fircrest/Ruston Municipal Court, and Gig Harbor Municipal Court).
 - Three Pilot Courts requested a delay for various internal reasons.
 - Tacoma Municipal Court went live on October 23, 2023
- 3. Enterprise Supervision (ESUP)**

Project Timeline



Pilot Courts: October 2023
Tacoma Municipal

Phase 1:
Eastern Washington - Adams, Asotin, Benton, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman

Phase 2:
North Washington - Island, San Juan, Skagit, Snohomish, and Whatcom

Phase 3:
North Central Washington - Chelan, Douglas, King Municipals, Kittitas, and Okanogan

Phase 4:
Western Washington - Clallam, Grays Harbor, Jefferson, Kitsap, Mason, and Thurston

Phase 5:
Southwest Washington - Clark, Cowlitz, Lewis, Pacific, Skamania, and Wahkiakum

Phase 6:
South Central Washington - Klickitat, remainder of Pierce Municipals, and Yakima

Current ITG Priorities by Court Level User Group (CLUG)

Priority	ITG #	Request Name	Status	Authority	Importance
Superior CLUG					
1	248	Washington State Juvenile Court Assessment (JCAT)	In Progress	Administrator	High
2	270	Allow MH-JDAT data to be accessed through BIT from the Data Warehouse	Authorized	CIO	High
3	283	Modify Odyssey Supervision Probation Category to Support Non-Criminal Cases	In-Progress	Administrator	Medium
4	284	Criminal cases w/HNO & DVP case types allow DV Y/N	In-Progress	CIO	Medium
5	269	Installation of Clerks Edition for Franklin County Superior Court Clerks Office	Authorized	CIO	Low
6	1357	Guardianship Monitoring and Tracking System	Recommended	JISC	Medium
Courts of Limited Jurisdiction CLUG					
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
3	1345	Integration of OCourt Platform into CLJ-CMS	Authorized	CIO	High
4	265	Kitsap District Court CMS to EDR Data Exchange	In-Progress	Administrator	High
5	256	Spokane Municipal Court CMS to EDR Data Exchange	Authorized	Administrator	High

■ Authorized
 ■ In Progress
 ■ Completed
 ■ Withdrawn or Closed

Current ITG Priorities by Court Level User Group (CLUG)

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Appellate CLUG					
1	1355	Replace Appellate Court Case Management and E-Filing Systems	Recommended	JISC	High
2	1325	Appellate Court Online Credit Card Payment Portal	In Progress	CIO	High
3	1313	Supreme Court Opinion Routing/Tracking System	In Progress	CIO	High
4	1324	Appellate Court Records Retention	Authorized	CIO	High
5	1356	Rebuild the Appellate Inmate E-Filing Application	In Progress	Administrator	High
6	1353	Build New Supreme Court Case Document Web Page	Authorized	CIO	Medium
Multi-Court Level CLUG					
1	1326	Online Interpreter Scheduling	In Progress	Administrator	Medium

■ Authorized
 ■ In Progress
 ■ Completed
 ■ Withdrawn or Closed

Current ITG Priorities by Court Level User Group (CLUG)

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Non-JIS CLUG (ISD Maintenance Work & Legislative Mandates)					
1	1340	Enterprise Integration Platform and External API	In Progress	JISC	Maintenance
2	1348	Blake Certification System	In Progress	Administrator	Proviso
3	1352	Upgrade SC-CMS to Enterprise Justice 2023	In Progress	Administrator	Maintenance
4	286	Statewide Reporting	In Progress	Administrator	Maintenance
5	276	Parking Tickets issued in SECTOR - Interim resolution	In Progress	Administrator	Maintenance
6	1361	Migrate to Office 365	In Progress	Administrator	Maintenance
7	1332	JCS Platform Migration	In Progress	CIO	Maintenance
8	1346	Create Application Configuration Vault	In Progress	CIO	Maintenance
9	1362	Upgrade BIT	In Progress	Administrator	Maintenance
10	1364	Upgrade to Natural 8.2.8	In Progress	CIO	Maintenance
11	1308	Integrated eFiling for Odyssey DMS Superior Courts	Authorized	JISC	Proviso
12	1296*	Superior Court Text Messaging and E-mail Notifications	On Hold	CIO	Maintenance
13	1365	NaturalONE Upgrade	Scheduled	CIO	Maintenance
14	275	Odyssey to EDR	Authorized	CIO	Maintenance
15	1331	Judicial Contract Tracking System	Authorized	CIO	Maintenance
16	1320	Public Case Search Modernization	Authorized	CIO	Maintenance
17	1297	Self-represented Litigants Access	Recommended	Administrator	New Program
18	1338	Provide Access to Historical RightNow Ticket Data	Authorized	CIO	Maintenance
19	1350	Embarcadero IT Modeling System Replacement	Authorized	CIO	Maintenance

■ Authorized
 ■ In Progress
 ■ Completed
 ■ Withdrawn or Closed

ITG Request Progress

** On Hold

Awaiting Endorsement	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting CLUG Recommendation	Awaiting Authorization	Awaiting Scheduling
	<p>1321** - Send JCAT data to the Data Warehouse to Facilitate Reporting</p>			<p>1297 - Self-Represented Litigants (SRL) Access to SC & CLJ Courts</p>	<p>256** - Spokane Municipal Court CMS to EDR Data Exchange 269** - Installation Of Clerks Edition For Franklin County Superior Court Clerks Office 270** - Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse 275** - Odyssey to EDR 1308 - Integrated eFiling for Odyssey DMS Superior Courts 1320 - Public Case Search Modernization 1324 - Appellate Court Electronic Record Retention 1331 - Judicial Contract Tracking System (JCTS) 1338 - Store and provide access to historical RightNow ticket data 1345** - Integration of OCourt into CLJ-CMS 1350* - IT Modelling System Replacement 1353 - Build New Supreme Court Web Page 1355 - Replace Appellate Court Case Management & E-Filing Systems 1357 - Guardianship Monitoring and Tracking 1365- NaturalONE Upgrade</p>

2024 Supplemental Budget Request

General Fund	Amount	FTE's
Maintenance Critical IT Infrastructure – Implement Small IT Projects:		
– Analyze Appellate Case Management and eFiling Replacement Alternatives	\$400,000	-
– Support Appellate Court Enterprise Content Management System (AC-ECMS)	\$215,000	-
– Address Person Record Management	\$915,500	3.5
– Support Cyber Security Investment	\$238,700	1.0
Total Request	\$1.8 million	4.5

Challenges

- Ongoing funding of the JIS Account
- Maintaining a very complex technical environment
- Providing ongoing access to statewide information in a non-unified court system
- Capacity issues with limited IT resources
- Data quality among disparate systems
- Finding, hiring, and retaining qualified IT resources to do the work

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TAB 2



November 9, 2023

RE: BJA Electronic Monitoring and Victim Notification Technology Workgroup

BJA was tasked with developing policies and best practices for the use of electronic monitoring with victim notification technology through HB 1715. The Electronic Monitoring and Victim Notification Technology Workgroup (EMVNT) was formed to focus on improving safety, access to justice, and inclusivity within the criminal justice system.

The core objective of the EMVNT Workgroup is promoting the use of technology in protecting crime survivors, particularly those affected by domestic violence. It accomplishes this by combining electronic GPS monitoring with rapid victim notifications. The diverse workgroup comprises professional from law enforcement agencies, legal practitioners, victim advocacy groups, technology experts, and community stakeholders.

Kickoff meeting for the EMVNT workgroup meeting was held on November 8, 2023.

The kickoff EMVNT workgroup meeting was held on Nov 9 via Zoom and led by the Co-Chairs Judge Kelli Osler and Commissioner Barbara McInville. The workgroup went over the project timeline, goals, and next steps.

Project Timeline Highlights:

- **Phase 1** Project Initiation: (2 months)
 - Establish a project team within the Washington Courts' Board for Judicial Administration.
 - Define the scope, objectives, and deliverables of the project.
- **Phase 2** Model Policy Development/Best Practices (6 months)
 - Conduct research on current programs using this technology and gather information on best practices for electronic monitoring with victim notification technology.

- Draft best practice and standards addressing the operation of electronic monitoring, court order protocols, and additional compliance requirements.
- **Phase 3 Implementation:** (Duration:10 months)
 - Disseminate the finalized model policy to all law enforcement agencies, courts and effective organization in Washington.
 - Provide guidance and support to agencies during the adoption process.

Goals:

- Model policies for electronic monitoring with victim notification.
- Protocols for the implementation of court orders related to electronic monitoring victim notification technology.
- Any additional requirements necessary to promote compliance with relevant statutes.

Next meetings will be held on November 29th 4:00-5:00pm and December 13th 4:00-5:00pm via Zoom. All are welcomed to join.

ENGROSSED SECOND SUBSTITUTE HOUSE BILL 1715
AS AMENDED BY THE SENATE
Passed Legislature - 2023 Regular Session

NEW SECTION. Sec. 101. A new section is added to chapter 2.56 RCW to read as follows:

(1) Subject to funds appropriated for this specific purpose, by the Washington courts' board for judicial administration must develop model standards:

(a) Establishing best practices for the operation of electronic monitoring with victim notification technology by monitoring agencies, with the goal of improving victim safety;

(b) Establishing protocols for implementing court orders that include electronic monitoring with victim notification, including protocols for the installation and removal of monitoring devices to ensure uninterrupted monitoring services following release from detainment or incarceration; and

(c) Establishing any additional requirements necessary to promote compliance with RCW 2.56.260 and 9.94A.736, which may include, but not be limited to, training requirements for court officials, peace officers, 911 dispatchers, local corrections officers and staff, and other appropriate practitioners.

(2) In developing the standards required under this section, the Washington courts' board for judicial administration must solicit input from courts of general and limited jurisdiction, local governments, monitoring agencies, and statewide associations representing law enforcement leaders, prosecutors, the department of corrections, domestic violence victims, and domestic violence agencies.

(3) Subject to funds appropriated for this specific purpose, the Washington courts' board for judicial administration must develop a model policy on electronic monitoring with victim notification technology based on best practices where the technology is being currently used in Washington. Each law enforcement agency in the state must adopt its own policy based on the model policy.

(4) For the purposes of this section:

a) "Electronic monitoring" has the meaning provided in RCW 26 9.94A.030; and

(b) "Monitoring agency" has the meaning provided in RCW 8 9.94A.736.

TAB 3



November 17, 2023

TO: Board for Judicial Administration (BJA) Members
FROM: Judge Michael Scott, BJA Legislative Committee Chair
Brittany Gregory, AOC Associate Director, Judicial and Legislative Relations
RE: BJA Legislative Committee Report

2024 Legislative Engagement

On September 15, 2023, the Board approved six legislative proposals as BJA/AOC-request legislation for the 2024 legislative session. Since the September meeting, Brittany has continued to work with prime sponsors and legislative staff to prepare bill drafts for the Code Reviser. Additionally, she has met with legislators to establish sponsorship and garner overall support.

Several committees of the legislature will virtually convene in December for Assembly Days to discuss potential topics of importance for the 2024 legislative session. The House will be holding theirs on November 30 and December 1 and the Senate will hold theirs on December 4 and 5. Brittany will be meeting with legislators during this time to garner support and co-sponsors for the BJA/AOC Request Legislation.

2024 BJA/AOC Request Legislation

The 2024 BJA legislative slate has been finalized, and AOC will be proposing six bills on behalf of the BJA. The proposals are summarized below.

Proposal 1 – Water Rights Adjudication Judicial Position

- Requests an additional superior court judge for Whatcom County to work on the water rights adjudication filed by the Department of Ecology.
- Prime Sponsor: Senator Sharon Shewmake & Representative Joe Timmons

Proposal 2 – Water Rights Adjudication Commissioner Position

- Creates a superior court commissioner position in Whatcom County. This position was already funded in the 2023-2025 biennium budget and the commissioner will work on the water rights adjudication proceedings filed by the Department of Ecology. It would also authorize the court's use of a referee in a water adjudication without party consent or application.
- Prime Sponsor: Senator Sharon Shewmake & Representative Joe Timmons

Proposal 3 – Notice of Court Reorganization

- Requires counties and cities to provide one-year written notice to the Administrative Office of the Courts (AOC) with changes to court technology services and/or vendors. This notification is in addition to the notice that they provide to the party with which they are terminating service. Also requires cities to provide six months written notice to AOC for the establishment or termination of a municipal court.
- Prime Sponsor: Representative Greg Cheney & Senator Nikki Torres

Proposal 4 – Court Interpreter Statutory Revisions (RCW 2.43)

- Changes Washington statute to be compliant with the Department of Justice policy interpretations of Title VI; updates statutory language to align with operations conducted by AOCs Court Interpreter Credentialing program; updates the policy regarding the Language Access and Interpreter Reimbursement Program to allow more robust funding to courts resulting from the increased resources made available after the success of the BJA's Interpreter Services Funding Taskforce.
- Prime Sponsor: Senator Rebecca Saldana

Proposal 5 – Superior Court Judicial Positions – Clark County

- Requests an additional superior court judicial position in Clark County Superior Court. This is dependent on funding from their county commission, who will meet and decide in late fall 2023.
- Prime Sponsor: Senator Lynda Wilson

Proposal 6 – Supreme Court Bailiff Information Sharing and Limited Investigative Authority

- Creates limited investigative authority for the Supreme Court Bailiffs, so that they can access criminal history and nonconviction data to properly assess security threats and communicate with law enforcement.
- Prime Sponsors: Representative Roger Goodman & Senator John Lovick

Legislative Committee Next Activities

Brittany will continue to prepare for the 2024 legislative session and the introduction of BJA/AOC-request legislation.

cc: Dawn Marie Rubio, State Court Administrator
Haily Perkins, Court Program Analyst



November 16, 2023

TO: Board for Judicial Administration (BJA) Members
FROM: Judge Rebecca Robertson, Chair, Policy and Planning Committee (PPC)
RE: REPORT OF POLICY AND PLANNING COMMITTEE

The committee met on October 20, 2023, with seven members present.

Committee charter revision and committee name

Chair Robertson presented the revised committee charter for comment and vote. Members unanimously voted to present the amended charter to the BJA for adoption at the November meeting.

Nine members voted on proposed new names for the committee. “Policy and Action Committee” was the top choice, and “Strategy and Action Committee” was the very close second choice.

Equity analysis project

Members evaluated several types of equity analysis questions that BJA committees can use in their work activities. The committee is developing guidance and sample questions as the next step in the implementation process.

Workplace anti-harassment project

Members will discuss the findings of the survey on awareness of the Workplace Anti-Harassment Model Policy, trainings, and investigations at the November meeting. The committee will evaluate options for next steps and recommendations for the BJA.



November 16, 2023

TO: Board for Judicial Administration (BJA) Members
FR: Judge Rebecca Robertson, Chair, Policy and Planning Committee
RE: MOTION for POLICY AND PLANNING COMMITTEE CHARTER AMENDMENT

Motion Request:

The Policy and Planning Committee present this motion to amend the committee charter. The attached proposed amendment updates Sections III, V, VI, VII, IX and X.

The committee will continue to manage the BJA strategic initiative process, the adequate funding work group projects, and all other activities currently in its charter.

The new activities listed in Section III focus on implementing policy projects that support the BJA mission and goals. The committee will work on policy issues that arise from Judicial Leadership Summits or as directed by the BJA.

Updates to other sections of the Charter are minor or technical revisions.

The Policy and Planning Committee respectfully request your consideration.



Board for Judicial Administration (BJA)

~~POLICY AND PLANNING~~ POLICY AND ACTION STANDING COMMITTEE CHARTER

I. Committee Title

~~Policy and Planning~~ Policy and Action Committee

II. Authority

Board for Judicial Administrative Rules (BJAR 3)

III. Charge or Purpose

The charge and purpose of the Policy and Planning Committee is to create and manage a process of engagement and coordination within the judicial branch around policy matters affecting the courts of Washington, to identify and analyze priority issues, and to develop strategies and action items to address those issues. In doing so the standing committee will work to advance the mission, vision and principal policy goals of the BJA.

The Policy and Planning Committee shall:

1. Create and maintain the BJA Strategic Initiative Process
 - a. Solicit proposals from the court community that address priority issues affecting the judicial system
 - b. Evaluate and rank proposals using established criteria
 - c. Draft recommendations for the BJA for adoption of initiatives
 - d. Manage the development of adopted initiatives into Task Forces or Work Groups to achieve the goals of the initiative
2. Identify actionable items that support the mission and goals of the BJA
 1. Develop plans and implement projects generated from Judicial Leadership Summits
 2. Gather information and prepare analysis and recommendation reports for emerging or urgent policy issues as directed by the BJA
 3. Collaborate with justice partners to conduct short-term implementation projects related to policy research recommendations.
3. Present recommendations to the BJA for action or referral regarding priority issues.

- ~~4. Develop plan to address adequate funding issues as needed.~~
- ~~5. Maintain the BJA resolution process as outlined in the resolution guidelines listed in the member guide and on the BJA website.~~
- ~~1. Create and oversee a planning process on a two-year cycle that accomplishes the following:~~
 - ~~a. Sets out a clear and accessible plan and schedule for outreach to justice system partners and stakeholders that provides multiple opportunities for input and identifies major decision points.~~
 - ~~b. Provides for preliminary identification of issues advanced for attention by the BJA.~~
 - ~~c. Produces written analyses of proposed issues that outlines the substance of the issue, its impact on the courts, the scope of potential strategies to address the issue, the potential benefits and risks of undertaking a strategic initiative to address the issue, a statement of desired outcomes and the feasibility of achieving desired outcomes, the major strategies that might be employed to address the issue, the resources necessary, and a timeline.~~
 - ~~d. Provides analyses of issues to branch stakeholders for their review and additional input.~~
 - ~~e. Selects one or more issues for recommendation as strategic initiatives to be sponsored by the BJA.~~
 - ~~f. Drafts and submits to the BJA a proposed charter for a steering committee or task force to implement any strategic initiative approved by the BJA. The charter should provide for the composition of the task force or steering committee, its charge, desired outcomes of the campaign, its deliverables, a timeline for reporting and ending of the body, and a detailed identification of resources necessary to implement the initiative, including staff and fiscal resources.~~
 - ~~g. Produces recommendations to the BJA for action, referral, or other disposition regarding those issues not recommended for a strategic initiative.~~
 - ~~h. Provides a critique and recommendations for changes in the planning process for consideration in subsequent cycles.~~
- ~~2. Serve as the oversight body of any committee or task force created to implement a strategic initiative.~~

~~3. Identify strategic goals of the BJA and propose recommendations to address them in conjunction with the other standing committees.~~

~~4. Propose a process and schedule for the periodic review of the mission statement, vision statement, and principal policy goals of the Board for Judicial Administration, and oversee any process to propose revisions and present proposed changes to the BJA.~~

~~5. Provide analyses and recommendations to the BJA on any matters referred to the standing committee pursuant to the bylaws of the Board.~~

IV. Policy Area

The committee is authorized to research and make recommendations regarding any area of policy affecting the courts of Washington which is within the plenary authority of the BJA.

V. Expected Deliverables or Recommendations

The Policy and Planning Committee will produce written and oral reports for committee work projects under Section III.

~~The Policy and Planning Committee will produce interim and final reports and recommendations, analyses of issues conducted during its planning cycle, and reports of the status of ongoing strategic initiatives.~~

VI. Membership

The Chief Justice and Member Chair shall nominate for the Board's approval the chair and members of the committee. The chair will serve a two-year term and rotate between the SCJA and the DMCJA.

Committee members will be represented from the following and selected based on a process established by their respective associations or court level which considers demonstrated commitment to improving the courts, racial and gender diversity as well as geographic and caseload differences.

The Board for Judicial Administration, by majority vote of the representative members may appoint the following members:

Chief Justice

~~COA presiding Chief Judge~~

SCJA President-Elect

DMCJA president-Elect

one appellate court judge,

two superior court judges,
two district court or municipal court judges,
one member from Association of Washington Superior Court Administrators
one member from District and Municipal Court Management Association
one member from Washington Association of Juvenile Court Administrators
the Executive Director of The Washington State Bar or designee, and
one at-large member (optional).

All members of the Policy and Planning Committee shall be voting members regardless of voting status on the full body.

VII. Terms

The terms of committee members shall not exceed two years. The Board may reappoint members of the committee to one additional term. The terms of the SCJA President Elect and DMCJA President Elect shall coincide with their term and seat as President Elect of their organizations. The terms of BJA members shall coincide with their term and seat on the BJA. Terms will begin on July 1 and end on June 30.

~~The terms of committee members shall not exceed two years. The Board may reappoint members of the committee to one additional term. The terms of BJA members shall coincide with their term and seat on the BJA. Terms will begin on July 1 and end on June 30.~~

VIII. Other Branch Committees Addressing the Same Topic

There are a number of existing committees within the branch created to address policy in specific subject matter areas or functions. The Policy and Planning Committee has a uniquely general assignment concerning any policy matter that affects the judicial branch. The Policy and Planning committee shall endeavor to coordinate efforts with other committees.

IX. Other Branch Committees with Which to Partner

The Policy and Planning Committee will conduct its work in consultation with the other standing committees of the BJA.

The Policy and Planning Committee will communicate and collaborate with other judicial branch committees and external justice agencies when necessary to achieve BJA goals. ~~initiate and maintain dialog with a number of branch entities and committees both within and outside of the judicial branch.~~

Branch committees and entities include:

- Washington Supreme Court
- Court of Appeals
- Superior Court Judges' Association
- District and Municipal Court Judges' Association

- ~~Judicial Information System Committee~~
- Washington Courts Center for Research
- Access to Justice Board
- Gender and Justice Commission
- Minority and Justice Commission
- Tribal State Court Consortium
- Office of Public Defense
- Office of Civil Legal Aid

Other entities include:

- Office of the Governor
- Washington State Legislature
- Washington State Bar Association
- Washington Association of Prosecuting Attorneys
- Washington Association of Criminal Defense Attorneys
- Washington State Association for Justice
- Washington State Association of Counties
- Association of Washington Cities
- Washington State Association for Municipal Attorneys
- Probation Associations

X. Reporting Requirements

The Policy and Planning Committee shall provide a monthly report of activities to the BJA manager and present to the BJA, status updates of ongoing projects and final and interim project reports. ~~final report and recommendations near the conclusion of its two-year planning cycle, and shall provide an interim biennial report of activities and the status of any ongoing strategic initiatives or other projects.~~

XI. Duration/Review Date

The standing committee should be reviewed every three years to ensure that it is functioning consistent with its charge, producing deliverables and that the mission and goals of the BJA are being advanced. The first review should occur in 2018 and reoccur every three years thereafter.

Adopted: July 18, 2014
Amended: September 19, 2014
 September 18, 2015
 March 18, 2016
 May 18, 2018
November 17~~6~~, 2023

BJA Goals for 2023-2025

BJA will apply an equity analysis to ensure that committees and activities address racial inequities and promote equal access to justice for everyone.



Courts of the future: BJA will identify and promote innovative court programs, practices, and best practices across the State.

- BJA will share information and activities from the Judicial Leadership Summit, Innovating Justice awards, and other judiciary and court programs/associations.
- BJA will identify, share, and/or develop best practices for judiciary and BJA priorities.



Court wellness: BJA will explore ways to support, partner, and coordinate opportunities to address court, judicial officers, and court personnel education and wellness needs.

- BJA will explore existing opportunities for supporting and training judicial officers in the first 5 years such as mentoring, coaching, and an advanced judicial training program.
- BJA will identify programs and tools to help address overall court and staff wellness and training needs as identified in the Judicial Leadership Summit and subsequent BJA discussions.



Collaboration: BJA will explore and develop ways to collaborate and build relationships with all our justice partners.

- BJA will identify and share critical and emerging issues that impact the judiciary and court operations.
- BJA will utilize task forces and work groups to increase collaborative opportunities.
- BJA will develop a plan to increase court user feedback and involve persons with lived experiences in BJA efforts.



BJA will continue addressing court funding needs, alternatives to incarceration, and remote proceedings.

Task Force Rewind: A Snapshot of Success

Since 2017, the Board for Judicial Administration (BJA) has been using the Task Force model to further judiciary priorities. Here is what we've accomplished in the past six years.

BJA TASK FORCES



Interpreter Services Funding



Court Recovery



Court Education Services Funding



Court Security

BY THE NUMBERS

\$7.7 million

Total funding secured across all BJA task forces

Additional funding secured that may have stemmed from task force efforts:

\$1,298,000

Additional learning management system and staffing for court education funding

\$589,000

Additional interpreter and staffing funding for interpreter reimbursement program

223

Meetings with legislators

164

Task force/
committee members

78

Partner associations/
organizations

20

Resources developed

13

Statewide surveys

2

Policies implemented

“We are committed to implementing what we have learned to improve the promise of true justice for all.”

CHIEF JUSTICE STEVEN GONZÁLEZ, WASHINGTON SUPREME COURT

THE BIG PICTURE



Interpreter Services Funding Task Force

2017 – 2019

GOAL

To identify the demand for and costs of court interpreter services and develop and implement a successful strategy to obtain adequate and sustainable state funding for interpreter services statewide.

FUNDING

\$4.8 million allocated in 2019 and 2021 to expand the Court Interpreter Reimbursement Program to ensure all courts have access to interpreter reimbursement.



Court Education Services Funding Task Force

2017 – 2020

GOAL

To create a strategic plan to establish adequate and sustainable funding dedicated to court system education and training. The Task Force reviewed past and current funding, costs for providing training, and how resources impacted the public and the courts.

FUNDING

\$207,000 allocated in 2020 for a Learning Management System.



Court Security Task Force

2019 – 2023

GOAL

To assess current court security needs and develop and implement a legislative funding strategy to ensure that every court in Washington can comply with GR 36.

FUNDING RECEIVED

\$2.7 allocated in 2021 and 2023 to purchase court equipment and services.



Court Recovery Task Force

2020 – 2022

GOAL

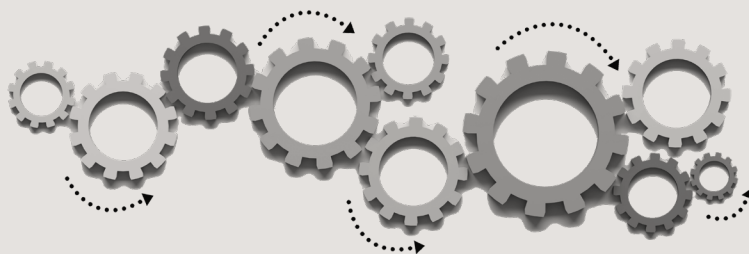
To analyze challenges brought on by the pandemic, identify and assess solutions, develop tools that helped others access solutions, and share knowledge being accumulated across Washington's court system.

POLICIES IMPLEMENTED

- SB5225 permitted expedited review by the Court of Appeals of final administrative decisions brought under the APA and LUPA.
- Amended RCW 13.40.080 to allow juvenile diversion agreements beyond six-months for program completion at the request of the juvenile.

MATERIALS/RESOURCES/TOOLS DEVELOPED

- Best practice sample templates for virtual dependency proceedings, discovery agreements, and witness lists.
- Checklists for off-site security, safety precautions, and possible outbreaks.
- Best practices for virtual discovery, alternative dispute resolution, and pre-trial processes.
- Guiding principles for use of court technologies.
- Best practices for website development intuitive to court users.
- Updated guidelines for fact-finding and termination of parental rights trials.
- Implemented a statewide Courthouse Security Communication Network.
- Created and maintained a Virtual Court Directory with links to remote hearings, COVID-19 website and Task Force website.
- Developed outreach materials on therapeutic courts.



LESSONS LEARNED

- Increased system partner involvement is critical to success.
- Realistic and clear funding strategies are key.
- Coordinated messaging about the issues are necessary.
- Surveying the community and good data helps tell the story.
- Staff support is critical.

MOVING FORWARD

The BJA is committed to continuing with strategic initiatives that focus on judiciary priorities. We have learned that courts can adapt to change and that inclusive and diverse collaboration leads to improved communication, leadership and innovations. **Current efforts include: Alternatives to Incarceration Task Force, Remote Proceedings Work Group, and the Electronic Monitoring and Victim Notification Technology Work Group.**



Board for Judicial Administration (BJA) Meeting
Friday, October 20, 2023, 9:00 a.m. – 12:00 p.m.
Videoconference

DRAFT MEETING MINUTES

BJA Members Present:

Chief Justice Steven González, Chair
Judge Alicia Burton, Chair
Judge Tam Bui
Judge Sam Chung
Judge Marilyn Haan
Judge John Hart
Judge David Mann
Justice Raquel Montoya-Lewis
Judge Rebecca Pennell
Judge Rebecca Robertson
Judge Diana Ruff
Dawn Marie Rubio
Judge Jeff Smith

Guests Present:

Melissa Beaton
TJ Bohl
Esperanza Borboa
Ashley Callan
Michael Cherry
Judge Angelle Gerl

Katrin Johnson
Latricia Kinlow
Alexandra Kory
Sophia Byrd McSherry

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

Nicole Ack
Scott Ahlf
Jeanne Englert
Carolyn Cole
Brittany Gregory
Patric Haerle
Scott Hillstrom
Penny Larsen
Heather Ligtenberg
Joslyn Nelson
Stephanie Oyler
Christopher Stanley
Ashley Tam
Caroline Tawes

Call to Order

Judge Burton called the meeting to order at 9:01 a.m.

Innovating Justice Awards

Judge Burton reviewed the award criteria and welcomed the award nominators and awardees. There will be a press release on the BJA web site with more details on the awards.

The first recipient was the Seattle Municipal Court Probation Department, nominated for their work on moving towards more supportive and equitable services for client success. Judge Willie Gregory spoke about the Probation Department. Jason Grant, Probation Manager, accepted the award on behalf of the Department, recognized the group award and the team, and thanked the group leadership and Court.

The second recipients were Judge Michael Diaz with Court of Appeals Division I, Supreme Court Deputy Clerk Sarah Pendleton, and Supreme Court Clerk Erin Lennon, nominated by the Appellate Courts Language Access *Ad Hoc* Working Group for their work advancing language access in the appellate courts. Judge Rebecca Pennell spoke about the language access plan developed by the group. Judge Diaz thanked the BJA for the award on behalf of the Interpreter

and Language Access Commission, and Erin Lennon thanked the work group members and Chief Justice González for his vision.

Presentation: The Unauthorized Practice of Law

Mike Cherry presented a brief overview of the Practice of Law Board (POLB) and its roles and responsibilities. He reviewed the definition of the practice of law and the unlawful practice of law (UPL). There are not enough authorized practitioners in Washington state; the majority practice in the four largest counties in state.

The POLB has an obligation to provide innovation for working on a framework for regulation of legal services, and to look at new ideas. They want to collect data to make data-driven decisions and perform a thoughtful analysis. Mike Cherry reviewed a model framework to begin evaluating online legal services.

The UPL is often not enforced due to lack of resources. Prosecution often occurs under other statutes such as the Consumer Protection Act. Alexandra Kory handles civil enforcement of the UPL through the Assurance of Discontinuance Program or litigation. She reviewed several applicable cases.

Mike Cherry would like to have UPL forms and information available in 24 languages by the end of the year. He is working with the State of California and their forms. Alexandra Kory often receives complaints from immigration attorneys and immigration courts about immigration services provided by non-attorneys.

The POLB is tracking entities operating online legal services and offering legal services that often use artificial intelligence to translate documents into other languages.

The U.S. Department of Justice (DOJ) is becoming more interested in this topic. Complaints from individuals outside of the state are referred to the DOJ.

The presentation was included in the meeting materials. Questions may be directed to Mike Cherry or Alexandra Kory.

Presentation: Public Engagement & Education Committee (PEEC)

Nicole Ack, member and staff on the PEEC, reviewed the work of the PEEC. The theme for next two years is “belonging,” with a goal to engage communities and individuals. The PEEC has developed a standing committee structure. The first committee is the Community Engagement and Collaboration Outreach Committee, whose goal is furtherance of the racial justice consortium action plan. The second committee is the Civic Education K-12 Committee. The Civic Education Committee held the Legislative Scholars program this summer remotely, and they are continuing to promote the Judges in the Classroom program beyond just Constitution Day. The Judicial Staff Education Committee survey was included in the meeting materials. The survey is a collaboration with the AOC Office of Court Innovation and Court Education Services.

Nicole Ack welcomes input on assigning indigenous curriculum. PEEC members have developed curriculum in the past, but suggestions for partners are welcome.

BJA Task Forces and Work Groups
Alternatives to Incarceration Task Force

The Task Force report was included in the meeting materials, along with links to two surveys. The Task Force plans to ask for another year of operation to complete their work. The Task Force now has several work groups. Additional work groups include a Community Mapping Workgroup to identify community resources and barriers, and the Legal Authority Workgroup that analyzes legal and judicial authority for alternative options and solicits comments and questions. Jeanne Englert reviewed some of the key findings from the surveys.

Questions about the Task Force or its work may be sent to Jeanne Englert.

Remote Proceedings Work Group

This Work Group has been meeting for over a year. Several groups worked on a slate of court rules to allow for remote proceedings. Proposed rules were sent to the Supreme Court in June 2023. On October 16, 2023, the Supreme Court Rules Committee recommended the rules be published for a comment period. The Work Group is developing a group to work on best practice guidelines. They plan to develop bench cards, reference guides, and detailed information for participants, attorneys, and pro se litigants. Many courts indicated they want guidelines for remote proceedings. The Work Group will explore funding options and is considering an updated survey on whether there has been a decrease in the use of remote proceedings, and, if so, why.

Penny Larsen presented an overview of the survey and highlights, and how the data will be used. The Work Group goal is to use this data and link it to the new survey data.

Judge Robertson stated a more robust follow up with interpreters is needed. There are concerns and challenges with remote interpreters, and she would like to work with the Work Group on these issues.

There was a discussion about courts that indicated they are unable to have or do not want remote options. The next survey may capture more information about barriers to remote proceedings.

Standing Committee Reports

Budget and Funding Committee (BFC)

The Supreme Court has approved the BJA and Judicial Information System Committee budget proposals, which will be submitted next Monday, October 23, 2023. State revenue collection is in line with the economic forecast.

Court Education Committee (CEC)

The CEC is revamping after several leadership changes. Judge Pennell welcomed Scott Hillstrom and confirmed Margaret Yetter as the new co-chair. The recent Fall Conference and upcoming judicial conferences are being discussed. The CEC is discussing participation in in-person conferences as facilities cost more this year. Associations have higher budget allocations to help cover live streaming cost, although that cost is unknown. There are barriers to live streaming as some facilities charge high costs for live streaming, and the CEC will look into whether facilities will allow outside contracts for live streaming. The CEC is developing and implementing a strategic plan this year.

Legislative Committee (LC)

There will be shortened floor time for the next legislative session. Brittany Gregory has house sponsors for most of the ten proposed bills. Regarding the Clark and Cowlitz County superior

court judge bills, there is not much movement in Cowlitz County, but the Clark County Commissioners are supportive. When there is a replacement for Representative Hansen she will share that information.

Policy and Planning Committee (PPC)

The PPC report and racial justice support statement for the BJA Goals were included in the meeting materials. The statement incorporates the discussion on racial equity at the September BJA meeting. The statements reflect an action step, not only an aspiration.

Chief Justice González thanked Jim Bamberger for his suggestion on the addition to the goals.

It was moved by Judge Robertson and seconded by Chief Justice González to approve the BJA goals as presented in the meeting materials. The motion passed unanimously.

There were recommendations to review the BJA Mission Statement and other documents, and a draft of the proposed Mission Statement was included in the meeting materials. Jeanne Englert will form a group to review this information and present this at a future BJA meeting. A review of the Judicial Branch principles policy goals may also be included. Anyone interested in participating in this group may contact Jeanne Englert.

Office of Public Defense

Sophia Byrd McSherry and Katrin Johnson presented a budget request to address the shortage of defense attorneys and would like BJA support. The budget request was included in the meeting materials. The request has been reviewed and approved by an OPD committee.

Sophia Byrd McSherry presented an overview of the attorney shortage, primarily in criminal cases. Many jurisdictions do not have sufficient local attorneys for public defense. There is a need to take a strategic, statewide approach. The funding would create two Recruitment Specialist teams, one on the west side and one on the east side of the state. These teams would establish relationships with law schools, make connections, and identify opportunities with communities. The team would also administer grant money for underserved communities to help with housing and other expenses.

Chief Justice González thanked OPD for helping to find solutions.

It was moved by Chief Justice González and seconded by Judge Smith to endorse a letter of support for the Office of Public Defense budget request as presented in the meeting materials. The motion passed unanimously.

Jeanne Englert will help coordinate the letter of support.

CMC: Court Administrator Model Job Description

Dawn Marie Rubio discussed the amendments to the Model Court Administrator Job Description. The job description was updated last year by the Court Management Council (CMC) and approved by the BJA. This year's updates reflect and incorporate the new mandatory training requirements under ARLJ 14, requiring court administrators to participate in the Courts of Limited Jurisdiction (CLJ) academy within one year of hiring. A letter from the CMC co-chairs and an updated version of the job description with the changes indicated was included in the meeting materials.

It was moved by Chief Justice Gonzalez and seconded by Judge Smith to approve the edits to the Model Court Administrator Job Description as presented in the meeting materials. The motion passed unanimously.

Interbranch Advisory Committee (IAC)

Jack Bridgewater was hired as the coordinator for the IAC. He is the contact for agenda items. The most recent meeting was September 22, 2023, and was recorded on TVW. The meeting included a discussion of the judicial branch and budget and policy requests.

Carolyn Cole, who recently joined the AOC's Equity and Access program, discussed the prioritization of access to justice for unrepresented litigants. There will also be a focus on building partnerships and communications with communities and justice partners, and providing training and educational materials to all levels of court. She plans to have a draft of a strategic plan at the November BJA meeting.

Judge Burton introduced Joslyn Nelson, who will be working as the BJA Project Coordinator to coordinate the development and implementation of model policies for electronic monitoring and victim notification technology. The project work group's kick off will be November 8, 2023.

September 15, 2023 Minutes

The September 15, 2023, meeting minutes were approved by consensus.

Information Sharing

Judge Smith: The first CLJ Summit will be next Friday in Tukwila and will include leadership from the District and Municipal Court Judges' Association (DMCJA), the District and Municipal Court Management Association (DMCMA) and the Misdemeanor Probation Association. Judge Smith thanked Latricia Kinlow for her leadership in putting the Summit together.

Dawn Marie Rubio: As of Wednesday, Tacoma Municipal Court will no longer be on DISCIS; they will be going live this weekend with the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) pilot. This has been many years in the making, with a lot of hard work for the CLJ-CMS Steering Committee, the DMCJA, the DMCMA, and the AOC.

Chief Justice González: He thanked Judge Burton for her leadership, and thanked Jeanne Englert for her meeting coordination.

Adjourn

The meeting adjourned at 11:20 a.m.

Recap of Motions from the October 20, 2023 Meeting

Motion Summary	Status
Approve the BJA goals as presented in the meeting materials.	Passed
Endorse a letter of support for the Office of Public Defense budget request as presented in the meeting materials.	Passed
Approve the edits to the Model Court Administrator Job Description as presented in the meeting materials.	Passed

Motion Summary	Status
Approve the September 15, 2023 meeting minutes.	Passed

Action Items from the October 20, 2023 Meeting

Action Item	Status
Jeanne Englert will coordinate a letter of support from the BJA for the Office of Public Defense budget request.	
The Remote Proceedings Work Group plan to have bench cards, and reference guides and detailed information for participants, attorneys, and pro se litigants at a future BJA meeting.	
Carolyn Cole from the Equity and Access Program plans to have a draft of a strategic plan at the November BJA meeting.	
<u>September 15, 2023, BJA Meeting Minutes</u> <ul style="list-style-type: none"> • Post the minutes online • Send minutes to the Supreme Court for inclusion in the En Banc meeting materials. 	Done Done