

# **BOARD FOR JUDICIAL ADMINISTRATION**



**WASHINGTON  
COURTS**

## **MEETING PACKET**

**FRIDAY, OCTOBER 17, 2014  
9:00 A.M.**

**AOC SEATAC OFFICE  
18000 INTERNATIONAL BOULEVARD, SUITE 1106  
SEATAC, WASHINGTON**

# Board for Judicial Administration Membership

## VOTING MEMBERS:

**Chief Justice Barbara Madsen**, Chair  
Supreme Court

**Judge Kevin Ringus**, Member Chair  
District and Municipal Court Judges' Association  
Fife Municipal Court

**Judge Veronica Alicea-Galvan**, President  
District and Municipal Court Judges' Association  
Skagit County District Court

**Judge Thomas Bjorgen**  
Court of Appeals, Division II

**Judge Bryan Chushcoff**  
Superior Court Judges' Association  
Pierce County Superior Court

**Judge Janet Garrow**  
District and Municipal Court Judges' Association  
King County District Court

**Judge Judy Rae Jasprica**  
District and Municipal Court Judges' Association  
Pierce County District Court

**Judge Michael Lambo**  
District and Municipal Court Judges' Association  
Kirkland Municipal Court

**Judge John Meyer**  
Superior Court Judges' Association  
Skagit County Superior Court

**Judge Sean Patrick O'Donnell**  
Superior Court Judges' Association  
King County Superior Court

**Justice Susan Owens**  
Supreme Court

**Judge Jeffrey Ramsdell**, President  
Superior Court Judges' Association  
King County Superior Court

**Judge Ann Schindler**  
Court of Appeals, Division I

**Judge Laurel Siddoway**  
Court of Appeals, Division III

**Judge Scott Sparks**  
Superior Court Judges' Association  
Kittitas County Superior Court

## NON-VOTING MEMBERS:

**Judge David Steiner**, President-Elect  
District and Municipal Court Judges' Association  
King County District Court East Division - Bellevue

**Judge Harold Clarke III**, President-Elect  
Superior Court Judges' Association  
Spokane County Superior Court

**Ms. Callie Dietz**  
State Court Administrator

**Mr. Anthony Gipe**, President  
Washington State Bar Association

**Mr. William Hyslop**, President-Elect  
Washington State Bar Association

**Judge Kevin Korsmo**  
Presiding Chief Judge  
Court of Appeals, Division III

**Ms. Paula Littlewood**, Executive Director  
Washington State Bar Association



**Board for Judicial Administration (BJA) Meeting**  
**Friday, October 17, 2014 (9 a.m. – Noon)**  
 AOC SeaTac Office, 18000 International Blvd., Suite 1106, SeaTac

**AGENDA**

<b>1. Call to Order</b>	Judge Kevin Ringus	9:00 a.m.
<b>2. Welcome and Introductions</b>	Judge Kevin Ringus	9:00 a.m.
<b>3. Group BJA Member Photo</b>	Judge Kevin Ringus	9:05 a.m.
<b>4. Governance Essentials</b>	Mr. Cory Sbararo, Turnpoint Consulting	9:10 a.m. Tab 1 Page 6
<b>Break</b>		11:15 a.m.
<b>Action Items</b>		
<b>5. September 19 Meeting Minutes</b> Action: Motion to approve the minutes of the September 19, 2014 meeting	Judge Kevin Ringus	11:30 a.m. Tab 2 Page 14
<b>6. GR 31.1 Forms</b> Action: Motion to approve the following GR 31.1 forms: Public Records Officer Job Description, Managing Electronic Records and Emails of Employees, and Public Disclosure: Managing Requests for Court Administrative Records Pursuant to GR 31.1	Mr. John Bell	11:35 a.m. Tab 3 Page 20
<b>7. BJA Committee Recommendations</b> Action: Motion to adopt the Public Trust and Confidence, Best Practices, and Trial Court Funding Operations recommendations	Judge Kevin Ringus	11:40 a.m. Tab 4 Page 34
<b>Reports and Information</b>		
<b>8. GR 31.1 Forms</b>	Mr. John Bell	11:45 a.m. Tab 5 Page 37
<b>9. 2015 Meeting Schedule</b>	Judge Kevin Ringus	11:50 a.m. Tab 6 Page 46

<b>10. Administrative Manager's Report</b>	Ms. Shannon Hinchcliffe	11:55 a.m. Tab 7 Page 48
<b>11. Other Business</b> Next meeting: November 21 AOC SeaTac Office, SeaTac	Judge Kevin Ringus	11:58 a.m.
<b>12. Adjourn</b>		Noon
Persons with a disability, who require accommodation, should notify Beth Flynn at 360-357-2121 or <a href="mailto:beth.flynn@courts.wa.gov">beth.flynn@courts.wa.gov</a> 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.		

# Tab 1

## Mr. Cory Sbarbaro

Cory brings extensive management, leadership, and teaching experience – and a pragmatic, sensible approach – to his consulting engagements with nonprofit organizations. His areas of expertise include executive transitions, interim leadership, mergers, organizational assessment, capacity building, strategy development, and board effectiveness. Cory has served as an interim executive for seven nonprofit organizations, and guided dozens of organizations through complex and challenging organizational transitions.

In addition to his work as a consultant, Cory is passionate about cultivating leaders and managers in the nonprofit sector. Through a partnership of the Nancy Bell Evans Center on Nonprofits & Philanthropy and Cascade Executive Programs at the University of Washington (UW), Cory developed the Nonprofit Executive Leadership Institute (NELI) – an intensive, six-day learning experience for senior-level nonprofit professionals in the Pacific Northwest. He has been the Faculty Lead for the program since its inception in 2007.

Cory is currently the Lead Instructor for the Nonprofit Management Certificate Program offered through UW's Professional & Continuing Education division. In 2009, he was the recipient of a Teaching Excellence Award from the University. Cory is also a frequent trainer on topics related to nonprofit governance for United Way of King County.

Cory is committed to expanding the capacity of the nonprofit sector to meet the needs of our communities. He served on the Planning Council for Washington Nonprofits, the Advisory Council for the Seattle Good Business Network, and the Consultant Advisory Group for 501 Commons' Statewide Nonprofit Resource Directory. Cory is a member of the Alliance for Nonprofit Management's Executive Transitions and Board Governance Affinity Groups, and in 2007 served as a Beta Tester for the Alliance's Ethical Standards in Nonprofit Capacity Building. Cory is also affiliated with Solutions for Good, a consortium of local consultants that provides a broad range of services to nonprofit and public agencies.

Cory was a contributing author to the *Washington Nonprofit Handbook: How to Form and Maintain a Nonprofit Corporation in Washington State* (2009), and the author of *Social Venture Partners' Replication* (2002), a case study focused on nonprofit replication and the evolution of the Social Venture Partners international network.

Cory is a graduate of the Evans School of Public Affairs, where he earned an MPA degree with a concentration in nonprofit organizations, leadership, and financial management. He is also a Leadership Tomorrow alumnus. Cory is an active volunteer in the greater Seattle community. He is a past board president of Solid Ground and a current board member of 501 Commons and New Beginnings.

# GOVERNANCE ESSENTIALS

Board for Judicial Administration

October 17, 2014



## Learning Objectives for Today's Session

Explore the essential roles and responsibilities of the BJA

Explore promising practices related to board governance and leadership that may be useful to the BJA

Discuss specific opportunities to improve the effectiveness of the BJA



## Factors That Influence the Board Service Experience

- History of the organization/group
- Purpose of the organization/group
- Stage of organizational development
- Size and composition of the board
- Longevity of board members
- Backgrounds and personalities of board members
- Relationship to and with the staff

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## Compass Point Board Model

	GOVERNANCE	SUPPORT
<i>Objective</i>	Represent the community's interests within the organization	Represent the organization's interests in the community
<i>Key Question</i>	Is our org. using public and private resources to benefit the community?	In what ways can I best represent our org. in the community?
<i>Typical Process for Action</i>	The entire board acts as a unit	Board members act individually or through committees

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## Governance as Leadership Perspective (Chait, Ryan, and Taylor)

MODES OF GOVERNANCE	Fiduciary	Strategic	Generative
<b>Board's Principal Role</b>	<b>Steward</b>	<b>Strategist</b>	<b>Sense-maker</b>
<b>Board's Central Purpose</b>	<b>Stewardship of tangible assets</b>	<b>Strategic partnership with management</b>	<b>Source of leadership to discern, frame, and confront challenges</b>
<b>Board's Core Work</b>	<b>Technical/Productive: oversee operations, ensure integrity and accountability</b>	<b>Analytical/Logical: shape strategy and policy, strengthen competitive advantage</b>	<b>Creative/Expressive: discern problems, engage in sense-making</b>
<b>Nature of Leadership</b>	<b>Hierarchical</b>	<b>Analytical/Visionary</b>	<b>Reflective</b>
<b>Key Question</b>	<b>What's wrong?</b>	<b>What's the plan?</b>	<b>What's the question?</b>
<b>Problems Are To Be...</b>	<b>Spotted</b>	<b>Solved</b>	<b>Framed</b>
<b>Way of Knowing</b>	<b>It stands to reason</b>	<b>The pieces all fit</b>	<b>It makes sense</b>

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## 12 Principles of Governance That Power Exceptional Boards (BoardSource)

### Strategy

Mission Driven  
Strategic Thinking  
Sustaining Resources

### Accountability

Compliance with Integrity  
Results Oriented  
Ethos of Transparency

### Relationships

Constructive Partnerships  
Revitalization  
Intentional Board Practices

### Dynamics

Culture of Inquiry  
Independent Mindedness  
Continuous Learning

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## Board Committees

### Making Effective Use of Committees

Clearly outline the purpose and authority/scope of the committee

Develop annual work plans

Specify the role of the full board in supporting the committee's work

Clarify expectations for on-going communication with the board and/or executive committee

Outline (in advance) the process that the full board will use to act on the committee's recommendations

### The Board's Responsibility in Responding to Committee Recommendations

Balance (1) good thinking and challenging questions with (2) the understanding/trust that the committee has done its best work on behalf of the full board

A board will never be able to recreate the entire logic through which a committee came to its recommendations

### Use of Standing versus Ad Hoc Committees



## Board Meetings

### Ingredients of a Good Board Meeting

Opportunity to build social capital

Opportunity to connect with the purpose of the organization/group

Opportunity for learning

Opportunity to do "real work" on behalf of the organization/group

### Agenda Item "Criteria"

Are we fulfilling an obligation?

Does this add value to the people we serve (or contribute to our ability to add value in the future)?

Think about the "story" that's told by your agendas



## Board Evaluation

Should answer the question, “How, and to what extent, is the board adding value to the organization/group and the constituents we serve?”

Should take place on an annual basis

### Two dimensions:

Assessment of individual board member contributions (typically a self-evaluation)

Assessment of overall board functioning (including board committees)



# THANK YOU

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## *12 Principles of Governance That Power Exceptional Boards (BoardSource)*

### STRATEGY

1. **Mission Driven**
  - ✓ Questions of purpose are integrated into all deliberations/decisions
2. **Strategic Thinking**
  - ✓ Part of on-going work of the board (and a joint effort with board and staff)
  - ✓ Meeting agendas, committee work plans, etc. are aligned with strategic priorities
3. **Sustaining Resources**
  - ✓ Bold visions and ambitious plans are linked to resources, expertise, and networks of influence
  - ✓ Financial planning is linked to strategic planning (or the equivalent)

### ACCOUNTABILITY

4. **Compliance with Integrity**
  - ✓ Strong ethical values and disciplined compliance are promoted by establishing mechanisms for active oversight as necessary
5. **Results Oriented**
  - ✓ Performance of major initiatives is routinely measured
6. **Ethos of Transparency**
  - ✓ Information regarding finances, operations, and results is available to all stakeholders

### RELATIONSHIPS

7. **Constructive Partnerships**
  - ✓ Staff members see the board as a strategic asset
  - ✓ Board is a powerful force in supporting the work of the organization
8. **Revitalization**
  - ✓ Planned turnover, thoughtful recruitment, and inclusiveness keeps board revitalized
9. **Intentional Board Practices**
  - ✓ Governance is intentional, not incidental
  - ✓ Committees, task forces, and board practices are purposefully structured

### DYNAMICS

10. **Culture of Inquiry**
  - ✓ Information is sought from multiple sources
  - ✓ Assumptions are questioned; conclusions are challenged
  - ✓ Solutions are based on analysis
11. **Independent Mindedness**
  - ✓ Potential conflicts are managed effectively
  - ✓ Votes are not unduly influenced by others
12. **Continuous Learning**
  - ✓ The impact of the board is regularly evaluated
  - ✓ Learning opportunities are embedded into routine board work

# Tab 2



## **Board for Judicial Administration (BJA) Meeting**

**Friday, September 19, 2014 (9 a.m. – Noon)**

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

### **MEETING MINUTES**

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

Chief Justice Barbara Madsen, Chair  
Judge Kevin Ringus, Member Chair  
Judge Veronica Alicea-Galvan  
Judge Thomas Bjorgen  
Judge Harold Clarke III  
Ms. Callie Dietz  
Judge Janet Garrow  
Judge Kevin Korsmo (by phone)  
Judge Michael Lambo  
Judge John Meyer  
Judge Sean O'Donnell  
Justice Susan Owens  
Judge Ann Schindler  
Judge Laurel Siddoway (by phone)  
Judge Scott Sparks  
Judge David Steiner

#### **Guests Present:**

Mr. Jeff Amram (by phone)  
Mr. Jim Bamberger  
Ms. Ishbel Dickens  
Ms. Suzanne Elsner  
Ms. Ruth Gordon  
Mr. Pete Peterson (by phone)

#### **Public Present:**

Ms. Jeri Adams  
Mr. Tom Goldsmith  
Mr. Chris Hupy

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

Mr. John Bell  
Ms. Beth Flynn  
Mr. Steve Henley  
Ms. Shannon Hinchcliffe  
Mr. Dirk Marler  
Ms. Mellani McAleenan

#### July 18 BJA Meeting Minutes

**It was moved by Judge Sparks and seconded by Judge O'Donnell to approve the July 18 BJA meeting minutes. The motion carried.**

#### BJA Public Trust and Confidence Committee Appointment

Ms. Dickens stated that she is very pleased that Ms. Catherine Brown is interested on serving on the BJA Public Trust and Confidence Committee and that she is available to step in. She has a lot of experience in the public sector.

**It was moved by Judge Sparks and seconded by Judge Meyer to appoint Ms. Catherine Brown to the BJA Public Trust and Confidence Committee. The motion carried.**

#### BJA Standing Committee Member Appointments

The standing committee charters were amended to include the committee members and chairs and they do not need to be approved again. All of the proposed standing committee members

and chairs were reviewed and if additional names were known, they were announced as each committee membership was reviewed.

**It was moved by Judge Schindler and seconded by Judge O'Donnell to approve all of the BJA standing committee and chair appointments. The motion carried.**

#### BJA Budget Allocations

Ms. Hinchcliffe stated that she attempted to fit the BJA budget into the meeting schedule and standing committee staff do not know what the best meeting schedule is yet because they do not know the scope of the work each committee will be doing.

The recommendation from staff is to meet two months on and one off. That is kind of how it is done anyway currently since meetings are canceled when there is not enough on the agenda. This proposed schedule makes it easier to plan. Lunches were included in the cost of that scenario and it also included special January meeting for the State of the Judiciary Address which is every other year. There may not be much pre-planned business at the January meetings but they will focus on one or two items along with the State of the Judiciary and legislative issues.

Basically, every committee was funded to their request in the budget recommendation except for the Policy and Planning Committee. The BJA will have an allocated spot for 30-45 minutes on the agenda for partners to present information to the BJA and that can help offset some of the Policy and Planning Committee outreach travel costs.

Ms. Hinchcliffe will assess the budgets/spending at the beginning of each year and reallocate the funding as needed.

Ms. Hinchcliffe asked the BJA how they would like to do their Board business and meetings. The new schedule would not begin until the beginning of the year so the BJA can work on the proposed schedule this fall.

**It was moved by Judge Garrow and seconded by Judge Alicea-Galvan to adopt a two months on, one month off meeting schedule and to adopt the proposed BJA budget. The motion carried.**

#### GR 31.1 Forms

Mr. Bell reported that there are three more GR 31.1 forms for the BJA's review. The forms are model forms and each court can revise them to fit their needs. The following forms were presented for the BJA's review:

- Public Records Officer Job Description
- Managing Electronic Records and Emails of Employees
- Public Disclosure: Managing Requests for Court Administrative Records Pursuant to GR 31.1

Approval of the forms will be added to the October BJA meeting agenda.

The Core Workgroup chairs have met with the Board for Court Education regarding GR 31.1 training and the next presentation related to GR 31.1 is scheduled for the upcoming Annual Conference next week.

#### 2013 Trial Court Improvement Account Report

Ms. McAleenan gave an overview of how the Trial Court Improvement Accounts (TCIA) were created in 2005 by the Washington State Legislature. The BJA and the Administrative Office of the Courts (AOC) felt it was very important to report to the Legislature on how the TCIA funding was used. As part of AOC's budget cuts several years ago, AOC stopped producing this report. Ms. McAleenan decided to produce the report again this year. While the report has not been completed since 2009, information about TCIA funding has been collected from the courts each year.

The Trial Court Improvement Accounts were to be developed and funded in amounts equal to that received from the state for partial reimbursement of district and qualifying municipal court judges' salaries. The local government could not supplant their existing budget. At the county level it can be spent at the superior or district court level.

2008 was the first year that the TCIA program was fully funded at about \$6 million per biennium. It is estimated that an additional \$9 million is going to local governments through fees. There are 53 qualifying jurisdictions receiving TCIA funds. The number of qualifying jurisdictions has increased over the years as municipal courts have converted from an appointed municipal court judge to an elected judge. The funding does not increase when courts are added.

Local governments can save their money to spend on something large or they can spend it every year. The report included in the meeting materials contains information about how the different jurisdictions are spending the funds.

The AOC will continue to produce the report in the future and hopes to make it less cumbersome to gather the data for the courts and for AOC staff in the future.

#### BJA Committee Recommendations

Ms. Hinchcliffe stated she would like the BJA to take action on these recommendations at the October meeting. The recommendations are an attempt to memorialize the conversations about these committees during the interim period. Judge Jean Rietschel and Justice Mary Fairhurst were invited to today's meeting but were unable to attend. They will also be invited to next month's meeting.

#### BJA Education Committee Funding Structure

Mr. Marler stated this presentation is a follow-up to the discussion that started during the last meeting regarding the Board for Court Education (BCE) budget and how much money would be needed for the administrative costs for the BJA Court Education Committee.

The BCE operates under Court Order #25700-B-330 and it is expected the duties will transition to the BJA Court Education Committee (CEC).

Historically, the budget has been part of the AOC maintenance budget and it carries forward from biennium to biennium. The Annual Fall Judicial Conference budget has historically been a separate budget.

At the beginning of the biennium the BCE Budget Committee analyzes trends and needs regarding expenditures, attendance, and cost per attendee. The BCE then divides the budget among the various programs. The current fiscal year allotment is \$312,500 total for the training/education programs.

Some of the costs that will need to be considered are:

- The BCE has three advisory committees: Mandatory Continuing Judicial Education Committee, Judicial College Trustees, and Presiding Judges' Education Committee. Some of those committees may continue to incur expenses during the transitions.
- There should be an orientation for new CEC members.
- The CEC does not yet know how often the new committee is going to meet and what those costs will be. It will be important for the committee to have sufficient resources to position themselves well in order to move forward.

The staff recommendation is to allocate \$4,000 for the CEC for fiscal year 2015.

#### Responses to Request for External Committee Charters

Behind Tab 8 are all of the committee charters that have been submitted to the BJA. Judge Sparks reported that the BJA Committee Unification Workgroup work is done and he does not have any suggestions to where this information should go in the future. Ms. Hinchcliffe stated that in general, she realizes that judicial officers may not automatically use this information as a resource. She will let the AOC committee staff know where this information is located so they can use it in support of their organization's work. If steps are taken to do more with the information than publish it, the BJA will need to reach out to everyone who submitted their information to let them know how the information will be used differently.

#### Administrative Manager's Report

As reported previously, the BJA Web site redesign has been put on hold and will be completed in the future. Ms. Hinchcliffe reviewed other jurisdictions' judicial council Web sites and the BJA's Web site is very good at providing information but improvements can be made.

There will be a Board orientation next month and they will also take a group photo. The photo will be used on the BJA Web site and in a BJA members' guide for onboarding future BJA members.

A BJA Work Plan is being developed along with short-term strategic campaign initiatives. Ms. Hinchcliffe and Mr. Henley have been working with the NCSC to try to determine some projects the BJA may be interested in working on.

**It was moved by Judge Lambo and seconded by Judge Meyer to adjourn the meeting. The motion carried.**

**Recap of Motions from the September 19, 2014 meeting**

<b>Motion Summary</b>	<b>Status</b>
Approve the July 18, 2014 BJA meeting minutes	Passed
Appoint Catherine Brown to the BJA Public Trust and Confidence Committee	Passed
Approve the BJA standing committee chair and committee member appointments	Passed
Approve the proposed BJA budget and adopt a two months on, one month off meeting schedule	Passed
Adjourn the meeting	Passed

**Action Items from the September 19, 2014 meeting**

<b>Action Item</b>	<b>Status</b>
<u>July 18, 2014 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
<u>Public Trust and Confidence Committee Appointment</u> <ul style="list-style-type: none"> <li>Send letter of appointment to Catherine Brown</li> </ul>	Done
<u>BJA Standing Committee Member Appointments</u> <ul style="list-style-type: none"> <li>Update BJA standing committee rosters will members</li> <li>Create BJA Standing Committee listservs</li> <li>Notify AOC staff of committee members and listserv e-mail address</li> <li>Send letter of appointment to each committee member and chair</li> </ul>	Done Done Done Done
<u>BJA Budget Allocations</u> <ul style="list-style-type: none"> <li>Send budget amounts to Fiscal for allocation</li> <li>Notify BJA standing committee staff of their budget amount</li> <li>Create meeting schedules for approval at the October meeting</li> </ul>	Done Done Done
<u>GR 31.1 Forms</u> <ul style="list-style-type: none"> <li>Add as an action item to October BJA meeting agenda</li> </ul>	Done
<u>BJA Committee Recommendations</u> <ul style="list-style-type: none"> <li>Add to October BJA meeting agenda</li> <li>Invite Judge Rietschel to the October BJA meeting</li> <li>Invite Justice Fairhurst to the October BJA meeting</li> </ul>	Done Done Done
<u>BJA Administrative Manager's Report</u> <ul style="list-style-type: none"> <li>Add Board orientation to the October BJA meeting agenda</li> </ul>	Done

# Tab 3

September 5, 2014

TO: Board of Judicial Administration  
FROM: John Bell  
RE: GR 31.1 Forms and Policies

Accompanying this memo are three documents that have been developed by the GR 31.1 Core Work Group and subsequently reviewed and edited by the Executive Oversight Committee and the BJA Implementation Oversight Committee. The three documents are:

1. Public Records Officer Job Description
2. Managing Electronic Records and Emails of Employees
3. Public Disclosure: Managing Requests for Court Administrative Records Pursuant to GR 31.1

## **Model Public Records Officer Qualifications and Duties**

### **POSITION OBJECTIVE**

*Assist all Court/Judicial Branch Agency employees in the effective and timely release of public administrative records to the public, media and legal community.*

This includes measuring and evaluating the effectiveness of the current policies and procedures to ensure that records requests are responded to in an accurate and timely manner, providing assistance to verify court/judicial branch agency objectives and court rule requirements are being carefully followed. The PRO may also manage the response to all subpoenas concerning administrative records and work with the media as the court/judicial branch agency 's Public Records Officer on issues related to administrative records.

### **DUTIES AND TASKS**

- The Public Records Officer (PRO) is responsible for strategic and tactical planning, organizing, implementing, auditing, and maintaining the court/judicial branch agency's public disclosure and records retention programs.
- Develop policies and procedures for public disclosure, the PRO is to ensure implementation of all public disclosure program requirements. It is the PRO's responsibility to develop tactical responses to specific/unique/high-risk disclosure requests.
- Work closely with the Court Administrator/Judicial Branch Agency Director on matters of complex implementation to ensure that full and adequate responses are made to all requesting parties.
- Remain current on legal mandates for the court/judicial branch agency relative to public disclosure, and provide overall strategic direction to ensure proper interpretation and implementation of court rules governing public disclosure.
- Plans and provides training to all levels of Court/Judicial Branch Agency staff on procedures, laws and available alternatives related to responding to administrative records requests, records holds, and other public disclosure request information.
- Defines and creates policies that impact the Court/Judicial Branch Agency and consults with and advises those court/judicial branch agency employees on the creation of processes to comply with legal and policy requirements as well as the needs and requirements of the Court/Judicial Branch Agency.
- Fielding public records related questions from the public.

### **ACCOUNTABILITY**

*Daily decision-making authority on determining proper disclosure and redaction of requested materials.*

Decisions are both tactical and strategic in nature, aimed at guiding court/judicial branch agency policy in the future. Precedent many times informs decisions; sometimes precedent is lacking, resulting in unknown impact/effect.

### **Resources and/or policies that are controlled and influenced.**

Court Rules GR 31.1, and also knowledge of GR 31, GR 15, GR 22.

Any internal administrative record policies of the court/judicial branch agency.

Chapter 42.56 RCW for guidance purposes.

### **Scope of accountability.**

The position of Public Records Officer is required under GR 31.1 and is directly accountable for managing public disclosure, retention, tracking and management of requests for and retention of administrative

records. Issues with unusual risk potential are immediately reported to the Court Administrator/Judicial Branch Director.

## **QUALIFICATIONS AND EXPERIENCE (This will vary depending on size of court/judicial branch agency)**

### **Generally**

*Position requires expertise in the rules of public disclosure, record retention and matters of case law pertaining to the same.*

### **Education and Experience**

- Four-year college degree
- Three years public disclosure, paralegal experience, or other relevant experience.

### **Competencies**

Must have the ability to:

- Work with diverse groups, providing customer service and interpretation related to public disclosure laws and court/judicial branch agency requirements.
- Communicate effectively throughout the court/judicial branch agency, with stakeholders and the media.
- Provide leadership, training, and consulting services to court/judicial branch agency employees.
- Track requests to deadlines and provide accurate and timely information to court/judicial branch employees.
- Be highly organized, able to make decisions independently, able to plan his/her own work and the work of others, and able to stay informed of court rules, case law and legislative and regulatory issues impacting public disclosure and records retention.
- Ensure that the court/judicial branch agency is in complete compliance to public disclosure and retention requirements, the PRO must demonstrate sufficient self-motivation in order to be successful.
- Work with public, some who may be angry and/or upset.
- Maintain the highest level of confidentiality
- Express ideas and information verbally and/or in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience/reader.
- Make public presentations before large and small groups
- Effectively manage time and deadlines
- Work with employees and public to identify, evaluate, and resolve complex or sensitive issues, problems, and service needs.
- Persuade others to accept recommendations or advice for the purpose of bringing them into compliance with laws, regulations or policy.
- Organize multiple assignments to produce work products that are accurate, thorough, and on time.
- Document information or update records so that they reflect the most current information
- Identify, collect, organize, and document data and information.

- Use spreadsheet software, such as Microsoft Excel, to create, modify, print, and format spreadsheets, find and replace data, and work with basic formulas and functions. Use templates, styles, AutoFormats, and multiple worksheets.
- Use word processing software, such as Microsoft Word.

### **Special Requirements and Conditions of Employment**

- Successfully pass a background check.
- Standard business hours are Monday – Friday, but the incumbent may be expected to adjust the work schedule to meet court/judicial branch agency needs.
- Attend training as required to update on current laws, best practices, procedures, and policies
- Ability to use specialized tracking software
- Willingness and ability to conduct numerous daily interactions with the public.

# Managing Email and Electronic Records of Employees

It is important to make certain that courts and judicial branch employees handle administrative records appropriately. This includes email and electronic records in personal network drives as well as paper files. Administrative records, regardless of format, can only be destroyed in accordance with approved retention periods. In addition, administrative records created or maintained for or by the courts and judicial branch agencies remain in the custody of the judicial branch after staff who created or maintained the records leaves employment.

It is important for all judicial branch employees to ensure that all records are well organized and documented. Below are suggested steps to follow.

## Step 1. Remove Personal Materials

Periodically review documents saved in your network drive and email messages in your account (mailbox and archive) and remove anything of a purely personal nature. Personal materials are those documents that relate solely to your private affairs and are not used to conduct judicial branch business. (All personal use of public resources should be de minimus and some courts or judicial branch agencies may not allow any personal use of public resources.)

Examples of personal materials include:

- Family and personal correspondence
- Personal banking and finance information
- Materials from your activities as a member of a professional association
- Copies of your personnel records such as performance evaluations, benefit information, payroll/salary information, etc.

## Step 2: Identify, Organize and Transfer Active Records

Active records are those needed to document current projects. Identify projects that are works-in-progress and the records in your custody needed to document them. As with your paper files, make sure your electronic records and email messages are clearly named and filed in the appropriate project folder within your file structure.

If you are leaving or transferring to a different position, discuss the status of active projects and the supporting records with your supervisor and determine if the records should be reassigned to another employee or held for transfer to your successor. Then, with your supervisor and IT contact, determine the best way to transfer control of the records to whomever will be responsible for them. Maintain the records in accordance with your court or judicial branch agency's policies, with permissions for those staff who need access to the records for substantive work or to conduct administrative records searches. Finally, document the files that were transferred and their location and give the information to your supervisor.

### **Step 3: Identify, Organize and Transfer Inactive Records**

Inactive records are those that are no longer needed to carry out the activities they were created for, but cannot be immediately destroyed because they have not yet met the judicial branch retention requirements.

An example would be email messages documenting approval of expenses related to a consultant contract you managed. The contract was closed out and there is no need to refer back to the records.

However, the retention period for consultant contracts stipulates that the judicial branch entity must retain the records for six years after the contract has been closed out. So, even though you don't use the records anymore, the records cannot be legally destroyed until six years has passed since the closing of the file.

Again, make sure your inactive electronic records and email messages are clearly named and filed in the appropriate project folder within your file structure.

Maintain the records in accordance with your court or judicial branch agency's policies, with permissions for those staff who need access to the records to conduct public records searches. However, if you are planning to store inactive records offline on DVDs, CD-ROMs, or magnetic tape, be aware that industry standards recommend migrating the stored records to new media every three years. This type of media should be accompanied by an external label that includes the name of person/office responsible for the records, project names, date range of records contained on the media, type of software used to create the records, and the date the records were transferred to the media.

If you are leaving your position, your supervisor should be made aware of inactive records in your custody and determine who will take responsibility for them for the remainder of their retention period. Your court or judicial branch agency will need to be able to locate these records in the event they are needed for an audit, administrative record request, or litigation action. These records need to be identified and transferred in the same manner as active records.

Document the inactive files that were transferred and their location and give the information to your supervisor.

### **Step 4: Identify Records Eligible for Disposal**

Periodically, review information remaining in your network and computer drives and delete any items that meet the following criteria:

#### Records that are past the retention period

If you're uncertain which schedules apply to your records, contact your Public Records Officer for assistance.

## Transitory records that are no longer needed

Transitory records are records that are required for only a short period of time to facilitate the completion of a routine action or the preparation of a subsequent record. Transitory records are not required to meet legal obligations or to document your decisions or actions.

Examples Include:

- Convenience Copies - electronic copies of records that are kept only for convenience or reference purposes
- External Publications - newsletters, training announcements, articles produced by outside sources for informational purposes
- Routine Requests for Information - requests for information or publications and copies of replies that require no administrative action, no policy decision, and no special compilation or research.
- Transmittal Messages - email messages that do not add additional information to the materials being transmitted

Following these steps will give you the peace of mind that comes from knowing you have complied with all recordkeeping requirements. In addition, it will ensure your records make a smooth transition to their new custodian as you move to a new position or you depart for a new venture.

### ***Email: to save or not to save?***

#### **E-mail: What to read and delete**

Do you ever wonder if you should keep or delete that e-mail message that you've just read? Sometimes the answer is clear and other times it's as clear as mud. The result of this uncertainty is that we often save and file more e-mail than is necessary. This practice takes up valuable server space and makes it difficult to locate important messages when you need them.

What is worse, however, is discovering you've deleted a message that you should have retained. In order to manage your e-mail properly, you need to know the difference between an official judicial branch record that should be filed and retained according to an approved records retention schedule, and a "transitory" record which can be deleted as soon as you no longer need it.

Please note that email must be retained as email. The data associated with the email is an important part of the record.

#### **What is a judicial branch e-mail record?**

Messages that document judicial branch functions, provide evidence of judicial branch business transactions, or are needed to provide information about actions related to judicial branch projects and activities are judicial branch records and must be retained and managed in compliance with approved records retention schedules and judicial recordkeeping requirements.

### **What is a transitory e-mail record?**

Transitory records are records that are required for only a short period of time to facilitate the completion of a routine action or the preparation of a subsequent record. Transitory records are not required to meet legal obligations, or to document the decisions or actions of the judicial branch.

Below are some examples of transitory records that you can discard as soon as you no longer need them:

- **Miscellaneous notices or memoranda**, such as broadcast e-mail notices of holidays or special events, minor information items concerning routine administrative matters or other issues not directly pertaining to the functions of your court or judicial branch agency.
- **Informational copies** of widely distributed materials that either your court or judicial branch agency is not the creator or sponsor of such as meeting minutes, agendas, or newsletters.
- **Preliminary drafts** of letters, memoranda, or reports and other informal notes which do not document substantive changes in the preparation of a final document.
- **Duplicate copies** of documents that are retained only for convenience or future distribution.
- **Personal messages** such as "want to meet for lunch?" or phone messages such as "please return Robert's phone call."
- **Publications** such as informational newsletters, catalogues, and pamphlets received from outside sources.
- **Unsolicited advertising materials**, company brochures, price lists, menus, etc.

# Public Disclosure: Managing Requests for Court Administrative Records Pursuant to GR 31.1

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## ***What law applies?***

Courts and judicial branch agencies are subject to General Court Rule 31.1 (GR 31.1), which provides for public access to court administrative records. Courts and judicial branch agencies are not subject to the Public Records Act, chapter 42.56 RCW. GR 31.1 defines (1) the entities and persons subject to the rule, (2) the records subject to the rule, (3) exemptions that may apply, and (4) the procedures for responding to a request for court administrative records.

## ***What is a public record under GR.31.1?***

GR 31.1 provides that administrative records of the court or judicial branch agency are public records open to public access. “Public record” includes any writing, except “chambers records” and court records, containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any court or judicial agency regardless of physical form or characteristics. “Public record” also includes metadata for electronic administrative records. *GR 31.1 (i)(6)*.

## ***What is a court administrative record?***

“Administrative record” means a public record created by or maintained by a court or judicial branch agency and related to the management, supervision, or administration of the court or judicial branch agency and includes metadata. *GR 31.1 (i)(2)*. It does not include court records governed by GR 31 or “chamber records” as defined in GR 31.1 (m).

## ***A “chambers record” is not a court administrative record and is not subject to disclosure?***

GR 31.1 states that “chambers records” are not administrative records and are not subject to disclosure. GR 31.1(m). “Chambers record” means any writing that is created by or maintained by any judicial officer or chambers staff, and is maintained under chambers control, whether directly related to an official judicial proceeding, the management of the court, or other chambers activities. “Chambers staff” means a

judicial officer's law clerk and any other staff when providing support directly to the judicial officer at chambers.

The definition of chambers records and when it applies to records requests is more thoroughly addressed in GR 31.1(m). Also, for more detailed information on chambers records please refer to *Guidance on Chambers Records* [hyperlink will be inserted].

### ***What are the forms of court administrative records?***

A court administrative record can be any writing regardless of physical form or characteristics and includes, but is not limited to, hard copy files, e-mails, electronic records, notes, audio or visual recordings, and photographs. If a responsive email includes an attachment, the attachment also should be produced, unless it is exempt.

### ***How is a request made for court administrative records?***

GR 31.1 requires requests for records to be made in writing. The rule authorizes the use of email for making the written request for documents. A person seeking public documents must identify or describe the documents with sufficient clarity. [Levy v. Snohomish County, 167 Wn. App. 94, 272 P.3d 874](#) (2012). Records are identifiable when there is a "reasonable description enabling the government employee to locate the requested records." *Bonamy v. Seattle, 91 Wn. App. 403, 960 P. 2d 447* (1998). If a records request does not specify identifiable public records, the responding agency is justified in asking for clarification. [Kleven v. City of Des Moines, 111 Wn. App. 284, 44 P.3d 887](#) (2002).

Requesters may be unfamiliar with GR 31.1, so staff should look for language in any request for records, such as public records/public disclosure request, Public Records Act or its acronym "PRA", the Freedom of Information Act or its acronym "FOIA".

Each court or judicial agency should establish a centralized process for receiving public records requests and publish that process to the public. A requester may be required to direct a request to a particular staff person (such as the Public Records Officer) or office and to provide contact information, such as name, phone number, and mailing address. However, if a request is misdirected, staff should assist by sending it to the designated person or office.

### ***What if a request is unclear or is complicated?***

If a request is submitted and is unclear, the request can often be clarified with a phone call to the requester. This verbal clarification should be subsequently documented in writing by the requester. If necessary, the Public Records Officer (PRO) can assist the requester in writing the clarification in order to ensure that both the requester and the PRO are in agreement.

If a request is overbroad, the PRO may ask the requester to clarify or ask for more time to respond to the request in full. The PRO may also ask for an advance deposit for the requested records. The court or judicial agency should attempt to reach an agreement with the requester to narrow the request to a more manageable scope and/or to a manageable timeframe for the court's or judicial agency's response, which could include a production schedule with installments. If the court or judicial agency and requester are unable to reach agreement, then the court or judicial agency should respond to the extent practicable and inform the requester when the court or judicial branch agency has completed its response. GR 31.1(c)(6).

### ***What are our obligations?***

For most courts and judicial agencies, the initial response to an administrative records request is required in writing within five (5) business days. The court or judicial branch agency may include the requested documents with this response if the request is narrow or not overly complex. If the response does not include all of the records requested, the court or judicial branch agency must provide a *good faith* estimate of when the records will be produced. This estimate may be revised.

With particularly voluminous requests, the court or judicial branch agency may make records available for initial inspection by the requester in order to determine which records are to be copied/provided. Alternatively, the court or judicial branch agency may provide records in installments, and require the requester to pay for that installment before it produces the next installment.

If a specific format is requested, the court or judicial branch agency should attempt to provide the records in the format sought by the requester. However, a court or judicial branch agency has discretion on producing records in the requested format when such production would be: (1) cost prohibitive; (2) unduly burdensome; or (3) not feasible. For example, an electronic record that has to be redacted cannot be provided in native format.

### ***What do I need to do if asked to provide responsive records?***

Provide all requested administrative records to the court or judicial branch agency's PRO even if you believe an exemption applies. A government entity cannot withhold a record or a portion of a record without documenting both the withholding and the reason for withholding in writing. An entire document cannot be withheld when only a portion of the document is not publicly accessible.

Provide all requested records to the court or judicial branch agency's PRO even if you believe the record is duplicative or someone else has a copy.

Track all time associated with researching records. Per GR 31.1 (h) (4), “a fee not to exceed \$30 per hour may be charged for research services required to fulfill a request taking longer than one hour. The fee shall be assessed from the second hour onward.”

Do not redact any information when providing records to the PRO, although you should make note of those documents that you believe are exempt or contain information that should be redacted. The PRO will make the final decisions regarding exemptions and redactions with guidance of GR 31.1. If necessary, the local court’s prosecuting attorney’s office or the judicial branch agency’s counsel may weigh in on any exemptions or proposed redactions. The court or judicial branch agency should prepare an exemption log if any records are withheld, and refer to exempted records (including exemption authority) in the response to the requester.

Any requests for personnel records must be forwarded to the PRO for coordination with the court or judicial branch human resources department. Many staff assume that nothing in a personnel file is subject to public disclosure; however, personnel records *may be* subject to disclosure under limited circumstances.

### ***What are the types of records exempted from disclosure?***

The public has a presumptive right of access to court and judicial agency administrative records unless an exemption applies or access is prohibited under GR 31.1, other court rules, federal statutes, state statutes, court orders, or case law. The Public Records Act, [chapter 42.56 RCW](#), provides guidance as to whether a specific record is subject to disclosure in the event the application of GR 31.1 is ambiguous. Because of similarities, interpretations of the federal Freedom of Information Act ([FOIA, 5 U.S.C. § 552](#)) are also helpful in construing the language in GR 31.1 and the PRA.

Proposed GR 31.1 (j) and (l) provides a description and list of applicable exemptions of administrative records, a summary of which follows:

- Minutes of meetings held by judges within a court and staff products prepared for judicial discussion or decision-making during the meeting;
- Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended, unless if publicly cited by a court in connection with court business;
- Evaluations and recommendations concerning candidates seeking appointment or employment within a court or judicial agency;
- Personal identifying information, including individuals’ home contact information, SSN, Driver’s License numbers and identification/security photographs;
- Documents related to requests for expert, investigator or other services, including any report or findings by same, and invoicing/payment of the expert, investigator, or service provider.

- Those portions of records containing specific and unique vulnerability assessments or specific and unique emergency and escape response plans, the disclosure of which would have a substantial likelihood of threatening the security of a judicial facility or any individual's safety.

***What if a person asks for records contained in the official court file (“case records”)?***

[GR 31](#) (and not GR 31.1) governs access to court records related to judicial proceedings. GR 31.1 defines these records as “case records.” The court or the court administrator should already have procedures for the public to request case records. These types of requests should be referred to the Court Administrator, Judicial Branch Agency Administrator or the Administrative Office of the Courts - Data Dissemination Administrator. For Judicial Information Systems (JIS) records there is a form located at <http://www.courts.wa.gov/datadis/>

***Additional Resources:***

Public Records Officer: [insert name and phone number of PRO]

State of Washington Court Rules: [GR 31](#) (Access to Court Records) and GR 31.1 (Access to Administrative Records)

Public Records Act, [chapter 42.56 RCW](#)

Freedom of Information Act ([FOIA, 5 U.S.C. § 552](#))

Public Records Guidelines and Associated Documents (need to populate page with guidelines):

# Tab 4



September 10, 2014

**TO:** Board for Judicial Administration (BJA) Members and Liaisons  
**FROM:** Shannon Hinchcliffe, BJA Administrative Manager  
**RE:** BJA Committee Recommendations

**I. BACKGROUND**

At the July BJA meeting, there was a discussion on the progress made by interim standing committees and staff to look at how the BJA committees' work interacts or relates with the BJA and its new standing committees.

**A. Public Trust and Confidence**

Since the last meeting, I met with Justice Mary Fairhurst and Ms. Margaret Fisher, Chair and committee staff of BJA Public Trust and Confidence about the idea of incorporating the committee in some way under the Policy and Planning Committee. Conversations were positive about strengthening relationships and finding ways to collaborate on issues that are relevant to the standing committee's work. Public Trust and Confidence will be making decisions about their next round of projects and their timeline to do that is planned before the standing committee will be populated and convened.

Recommendation: Because Public Trust and Confidence has an engaged, invested membership, currently in the middle of their planning cycle, they should continue their work as planned. The BJA should request that the Policy and Planning Committee, once convened, draft language to amend the Policy and Planning Committee charter which memorializes the relationship with the Public Trust and Confidence Committee and both committees should agree before language is forwarded to the Board.

**B. Trial Court Funding Operations Committee**

Since the last meeting, I emailed Judge Ramsdell and Judge Clarke as former chairs of Trial Court Funding Operations Committee (TCFOC), to open a discussion about the fate of the committee and whether or not the Trial Court Advocacy Board (TCAB) would be able to undertake some, if not all, of the functions that the TCFOC used to do.

Because the Budget and Funding Committee is a new entity within the budget process it will be important for the standing committee to determine what body is best equipped to make trial court specific budget requests within the process. Members of the interim Budget and Funding

Committee discussed eliminating the current TCOFC but did not specifically discuss how the TCOFC functions would be distributed if it were to be eliminated.

Recommendation: The BJA should request that the Budget and Funding Committee, once convened, review the TCOFC functions and see if the functions should be retained, given to the Trial Court Advisory Board (TCAB) or re-distributed within the standing committee. If a relationship with TCAB is desired, they should initiate contact with them and discuss expectations for both related to the budget process. These recommendations should be memorialized and brought back for review and adoption by the Board.

#### C. Best Practices Committee

There has been no further discussion about Best Practices since the last BJA meeting discussion and the memorandum given to the interim Policy and Planning committee, which is included in the materials. Some membership terms have lapsed, committee members have not been notified of any future state of the committee.

Although the committee has not been active and is no longer a standing committee, the BJA is still responsible to develop criteria and methods for performance audits.

Recommendation: Thank the members of the Best Practices Committee for their service, perhaps with extending an invitation to the next phase of the work. Task the Policy and Planning Committee, once convened, and in consultation with Judge Rietschel, to create a disappearing task force which would:

- 1) wrap up the committee's past work and publish the results of that work so courts can use the tools to evaluate their performance,
- 2) evaluate outstanding, unfinished measures and make a recommendation about whether to pursue them,
- 3) evaluate CourTools to determine whether some or all of them can be used on an ongoing basis to fulfill required duties in addition to the approved measures the committee has developed,
- 4) recommend whether a responsive *ad hoc* committee would be useful and/or enhance the ability to respond to emerging issues.

## II. CONCLUSION

These recommendations reflect the deliberations at the Board, within the interim standing committees and conversations with various committee staff, former and current chairs and members. It is intended to assist the Board in taking the next step of streamlining functions within the Board and its committees.

# Tab 5

## RECORDS EXEMPTED OR PROHIBITED FROM DISCLOSURE

### ADMINISTRATIVE RECORDS SPECIFICALLY EXEMPTED UNDER GR 31.1

**Administrative Records—General Right of Access.** Court and judicial agency administrative records are accessible to the public unless access is exempted or prohibited under GR 31.1, other court rules, federal statutes, state statutes, court orders, or case law.

In addition, the following **EXEMPTIONS** are specifically set forth under GR 31.1:

- A request for a judicial ethics opinion.
- Minutes of meetings held exclusively among judges, along with any staff.  
*Caveat: Exemption merely means that a document is not required to be disclosed. Disclosure would be appropriate if the document does not contain information of a confidential, sensitive, or protected nature. Courts and judicial agencies are encouraged to carefully consider whether some, or all, of their meeting minutes should be open to public access.*
- Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended.
  - A specific record is not exempt if it is publicly cited by a court or agency in connection with any court or agency action.
  - This exemption applies to a record only while a final decision is pending on the issue that is being addressed in that record; once the final decision has been made, the record is no longer exempt.
  - When considering records related to budget negotiations with a budgetary authority, the “final decision” is the decision by the budgetary authority to adopt the budget for that year or biennium.
- Evaluations and recommendations concerning candidates seeking appointment or employment within a court or judicial agency.  
*This includes documents such as those of the Supreme Court’s Capital Counsel Committee, which evaluates attorneys for potential inclusion on a list of attorneys who are specially qualified to represent clients in capital cases.*
- Personal identifying information, including individuals’ home contact information, Social Security numbers, driver’s license numbers, and identification/security photographs.

- Records related to an attorney’s request for a trial or appellate court defense expert, investigator, or other services, any report or findings submitted to the attorney or court or judicial agency by the expert, investigator, or other service provider, and the invoicing of the expert, investigator or other service provider during the pendency of the case in any court.

*Payment records are not exempt, but cannot include medical records, attorney work product, information protected by attorney-client privilege, information sealed by a court, or any other exempt information.*

- Any records, including the complaint and the identity of the complainant, associated with a court or judicial branch agency's internal investigation of a complaint against the court or judicial branch agency or its contractors during the course of the investigation. The outcome of the court or judicial agency’s investigation is not exempt.
- Family court mediation files.
- Juvenile court probation social files.
- Those portions of records containing specific and unique vulnerability assessments or specific and unique emergency and escape response plans, the disclosure of which would have a substantial likelihood of threatening the security of a judicial facility or any individual’s safety.
- To prevent a significant risk to individual privacy or safety interests, identifying details should be redacted.

### **CHAMBERS RECORDS ARE NOT SUBJECT TO DISCLOSURE**

GR 31.1 states that “chambers records” are not administrative records and are not subject to disclosure. GR 31.1(m)

- “Chambers record” means any writing that is created by or maintained by any judicial officer or chambers staff, and is maintained under chambers control, whether directly related to an official judicial proceeding, the management of the court, or other chambers activities.

*“Chambers staff” means a judicial officer’s law clerk, bailiff, intern(s), and any other staff who may provide support directly to the judicial officer.*

- Court records and administrative records do not become chambers records merely because they are in the possession or custody of a judicial officer or chambers staff. GR 31.1(m)(2)

### **PUBLIC RECORDS ACT EXEMPTIONS**

Under GR 31.1 (j), “Court and judicial agency administrative records are open to public access unless access is exempted or prohibited under this rule, other court rules,

federal statutes, state statutes, court orders, or case law. To the extent that records access would be exempt or prohibited if the Public Records Act applied to the judiciary's administrative records, access is also exempt or prohibited under this rule. The following are examples of some PRA exemptions regularly encountered by a Public Records Officer. The list is not meant to be all-inclusive.

#### EXAMPLES OF PUBLIC RECORDS ACT EXEMPTIONS

- Providing any list of individuals requested for commercial purposes is prohibited unless authorized by law. [RCW 42.56.070](#)(9)

*A court or judicial branch agency may condition access to an administrative record containing a list of individuals on the requester's promise that the record will not be used for a commercial purpose. This condition can be standard language that is included on the administrative records request form.*

- Name of a complainant or witness when the person is a victim or a witness to a crime, has made a complaint to law enforcement, or disclosure would endanger any person's life, physical safety, or property. [RCW 42.56.240](#)(2), (5), (8)
- The name and identifying information of a public agency employee who sought advice through an informal process to determine the employee's rights under RCW 49.60 (the Washington Law Against Discrimination) and the employee requests identifying information not be disclosed. [RCW 42.56.250](#)(4)
- Personal information in files maintained for employees, appointees, or elected officials of any public agency to the extent that disclosure would violate their right to privacy. [RCW 42.56.230](#)(3). However, personnel records are not categorically exempt. To be exempt the disclosure must relate to personal information within the personnel records that would invade an individual's right to privacy as defined in [RCW 42.56.050](#). The following employee information is generally **EXEMPT**:
  - The residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, Social Security numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, Social Security numbers, and emergency contact information of dependents of employees or volunteers of a public agency that are held by any public agency in personnel records, public employment related records, or volunteer rosters, or are included in any mailing list of employees or volunteers of any public agency
  - Number of exemptions (dependents)
  - Driver's licenses
  - Withholding status

- Employee's bank name
- Shared leave given by a donor (charitable contribution)
- Information under employee deductions: i.e. – name of health/dental plans, garnishment/child support, deferred compensation, retirement plan, etc.
- Union dues
- Charitable contributions
- Disabilities
- Medical records, including medical reasons for sick leave, shared leave received, FMLA, RA, etc.
- Sensitive records relating to health, marital and family information necessary for calculating health plans, job benefits and taxes
- Performance evaluations of court staff or judicial branch employees unless related to specific misconduct
- Unsubstantiated allegations of governmental misconduct made against an identified employee if release of the information would be highly offensive to a reasonable person (e.g. sexual misconduct). This is to be determined on a case-by-case basis.

The employee information listed above is generally exempt because disclosure would violate the employee's right to privacy, i.e. – it would be highly offensive to a reasonable person and not be of legitimate public concern.

The employee information listed below is generally **NOT EXEMPT**:

- Salary, including increases
- Employee personnel/identification number
- Hours worked, including overtime
- Types of leave taken: vacation/annual, comp time, LWOP, TSR, PLD, personal holiday, sick (though probably not the illness)
- Fringe benefits
- Outside employment
- Training records
- Letters of commendation
- Job description
- Classification questionnaire
- PDFs (position description forms)
- Letters of appointment
- Separation or other changes in the status of an employee
- Performance awards
- Anniversary date, including PID
- Shared leave received
- FMLA leave taken

These types of employee information are not exempt because the release of this information would generally NOT violate the right to privacy, i.e. – it would not be highly offensive to a reasonable person and is of legitimate public concern.

## **OTHER COMMON EXEMPTIONS UNDER THE PRA**

- Credit card numbers, debit card numbers, electronic check numbers, card expiration dates, or bank or other financial account numbers. [RCW 42.56.230\(6\)](#)
- Any record used to prove identity, age, residential address, social security number, or other personal information required to apply for a driver's license or identocard. [RCW 42.56.230\(7\) \(a\)](#)
- Information related to individual claims resolution structured settlement agreements submitted to the board of industrial insurance appeals other than final orders from the board of industrial insurance appeals. [RCW 42.56.230\(8\)](#)

## **EXEMPTIONS THAT APPLY TO THE CERTIFIED PROFESSIONAL GUARDIAN BOARD**

- The following records of the Certified Professional Guardian Board are exempt per GR 31.1(l)(12):
  - (i) Investigative records compiled by the Board as a result of an investigation conducted by the Board as part of the application process, while a disciplinary investigation is in process under the Board's rules and regulations, or as a result of any other investigation conducted by the Board while an investigation is in process. Investigative records related to a grievance become open to public inspection once the investigation is completed.
  - (ii) Deliberative records compiled by the Board or a panel or committee of the Board as part of a disciplinary process.
  - (iii) Investigation into a grievance.

Once the grievance has been completed or once a decision has been made that no investigation will be conducted, the grievance shall be open to public access, along with any response to the grievance submitted by the professional guardian or agency. The name of the professional guardian or agency shall not be redacted from the grievance.

## **GUIDANCE ON CHAMBERS RECORDS**

### ***What is a chambers record?***

A “chambers record” is defined as any writing that is created by or maintained by any judicial officer or chambers staff, and is maintained under that judicial officer’s control, whether directly related to an official judicial proceeding, the management of the court, or other chambers activities.

“Chambers records” are not administrative records and therefore are not subject to GR 31.1. A chambers record is not an “exemption” under GR 31.1; rather, it is an exemption to GR 31.1.

### ***Who are chambers staff?***

“Chambers staff” means a judicial officer’s bailiff, law clerk(s), judicial interns and any other staff who provide support directly to the judicial officer. A member of the “chambers staff” does not mean the person’s workstation is located within the judge’s courtroom, rather the test is whether the person is providing direct support to the judicial officer. Also, see *Practice Tip* below for those employees who serve multiple roles.

*Practice Tip:* The public records officer should maintain a list of those court personnel designated as judicial officers or chambers staff. Because in some courts an employee may serve dual roles, the court should define for the public records officer what aspects of that employee’s position are excluded from GR 31.1. See *Comment to GR 31.1(m)(1)*.

### ***What does “maintained under chambers control” mean?***

A record is maintained under chambers control if (1) the record is in the physical custody of a judicial officer or chambers staff, (2) the record is under the controlling authority of a judicial officer or chambers staff, or (3) use of the record is limited to a judicial officer or chambers staff. Examples are (1) paper files stored in offices, desks, and filing cabinets controlled by a judicial officer or chambers staff; (2) electronic documents, files or folders used by a judicial officer or chambers staff to create or maintain electronic records; and (3) electronic mailboxes and their contents of a judicial officer or chambers staff.

*Practice Tips:* An electronic record should be considered “under chambers control,” if one of the three tests is met, even if it could be centrally searched through electronic means by court administrative or information technology staff. Also, records may remain under chambers control even though stored elsewhere. For example, records relating to chambers activities stored on personally owned or workplace-assigned computer, laptop computer, cell phone, and similar electronic devices in the possession of a judicial officer or a chambers staff person are chambers records. See *Comment to GR 31.1(m)(1)*.

### ***Why are chambers records not included in GR 31.1?***

The exemption for chambers records recognizes that many judicial records are subject to confidentiality or privilege. Requiring judicial officers and chambers staff to search, review, and redact their records would seriously interfere with their primary responsibility of deciding cases. Imposing this burden, with its negative impact on the judicial function, would not measurably add to the public's knowledge of the judicial process, especially in light of the fact that the public already has access to judicial proceedings in open court and to the public court file. See *Comment to GR 31.1(m)*.

### ***Should chambers records be searched before responding to a records request?***

No. Chambers records are not subject to GR 31.1 and therefore are not subject to public disclosure. In addition, chambers records should not be searched by other court personnel in order to respond to an administrative records request. *Practice Tip:* Administrative records subject to GR 31.1 should never be placed under chambers control for the purpose of avoiding public disclosure. See *Comment to GR 31.1(m)(1)*.

### ***How should a court respond to a request for chambers records?***

A request for records made to a judicial officer or chambers staff or to the court's public records officer for chambers records, expressly or by description, is exempt from disclosure under GR 31.1. The denial letter should explain that chambers records are not administrative records and are not subject to GR 31.1.

### ***If other personnel are in possession of a "chambers record", what happens?***

A "chambers record" is not a "chambers record" if it is in the possession of court personnel other than a judicial officer or chambers staff. While judicial officers and chambers staff are not required to respond to an administrative records request, other court personnel must respond to a request and provide to the court's public records officer any responsive record, including any record received from a judicial officer or chambers staff. The public records officer will determine if GR 31.1 or other law provides an exemption from producing the record to the requester or requires the record to be redacted before being produced.

For example, if a judge sends a draft of a budget request to his or her judicial assistant who works in the judge's chambers to review, the budget request is a chambers record and not subject to GR 31.1. However, if the judge or judicial assistant sends the budget request to another court employee outside of chambers, the copy of the budget request in the possession of the court employee is no longer a chambers record and the employee who received it must provide it to the public records officer in response to a records request.

*Practice Tip:* Judicial officers and chambers staff participate in administrative activities and on administrative court committees. It is encouraged to have another court employee maintain an official central file for this work that can be easily identified and

provided to the public records officer in response to a request. This will make responding to the request more efficient and instill confidence in the public of the court's commitment to disclose administrative records.

# Tab 6

**Board for Judicial Administration  
2015 Meeting Schedule**

<b>Date</b>	<b>Location</b>
January - TBD	Olympia (Time TBD)
February 20	SeaTac (9:00 a.m. – 12:30 p.m.)
March 20	SeaTac (9:00 a.m. – 12:30 p.m.)
May 15	SeaTac (9:00 a.m. – 12:30 p.m.)
June 19	SeaTac (9:00 a.m. – 12:30 p.m.)
August 21	SeaTac (9:00 a.m. – 12:30 p.m.)
September 18	SeaTac (9:00 a.m. – 12:30 p.m.)
November 20	SeaTac (9:00 a.m. – 12:30 p.m.)
December 18	SeaTac (Joint meeting with Court Management Council) (9:00 a.m. – 12:30 p.m.)

Olympia Location: Administrative Office of the Courts  
Puget Sound Conference Room  
1112 Quince Street SE  
Olympia, WA 98501

SeaTac Location: AOC SeaTac Facility  
SeaTac Office Center-South Tower  
18000 International Blvd., Suite 1106  
SeaTac WA 98188-4251

# Tab 7



October 10, 2014

**TO:** Board for Judicial Administration (BJA) Members and Liaisons  
**FROM:** Shannon Hinchcliffe, BJA Administrative Manager  
**RE:** OCTOBER ADMINISTRATIVE MANAGER STATUS UPDATE

BJA Standing Committees

Standing committee appointment letters have been sent to each member of all standing committees. Rosters and listservs have been created for all standing committees and have been distributed to committee staff. Monthly committee staff meetings are in the process of being scheduled.

Finalizing a Document Recording the Committee Unification Workgroup Report and Subsequent Board Action

BJA staff has compiled the report, a summary of the Board's action and responses into a comprehensive document that will be published and accessible online. We are securing additional project support to do the editing and compiling. Our target release date is for distribution prior to the November meeting. Distribution will be online only as it will be a large document.

BJA Website Updates

BJA staff have submitted updates and changes to the AOC web team which reflect the changes in membership, new standing committees and other information to update the BJA page.

Development of BJA Work Plan

This effort is ongoing and awaiting further decisions by the Board and committees to complete.

Development of BJA Members' Guide

This guide is being developed as a tool, primarily for new members, to become acquainted with the BJA's governance process and infrastructure.

# Tab 8

BOARD FOR JUDICIAL ADMINISTRATION RULES (BJAR)

TABLE OF RULES

Rule

Preamble

- 1 Board for Judicial Administration
- 2 Composition
- 3 Operation
- 4 Duties
- 5 Staff

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BJAR  
PREAMBLE

The power of the judiciary to make administrative policy governing its operations is an essential element of its constitutional status as an equal branch of government. The Board for Judicial Administration is established to adopt policies and provide strategic leadership for the courts at large, enabling the judiciary to speak with one voice.

[Adopted effective January 25, 2000.]

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BJAR 1  
BOARD FOR JUDICIAL ADMINISTRATION

The Board for Judicial Administration is created to provide effective leadership to the state courts and to develop policy to enhance the administration of the court system in Washington State. Judges serving on the Board for Judicial Administration shall pursue the best interests of the judiciary at large.

[Amended effective October 29, 1993; January 25, 2000.]

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BJAR 2  
COMPOSITION

- (a) Membership. The Board for Judicial Administration shall consist of judges from all levels of court selected for their demonstrated interest in and commitment to judicial administration and court improvement. The Board shall consist of five members from the appellate courts (two from the Supreme Court, one of whom shall be the Chief Justice, and one from each division of the Court of Appeals), five members from the superior courts, one of whom shall be the President of the Superior Court Judges' Association, five members of the courts of limited jurisdiction, one of whom shall be the President of the District and Municipal Court Judges' Association, two members of the Washington State Bar Association (non-voting) and the Administrator for the Courts (non-voting).
- (b) Selection. Members shall be selected based upon 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.
- (c) Terms of Office.
  - (1) Of the members first appointed, one justice of the Supreme Court shall be appointed for a two-year term; one judge from each of the other levels of court for a four-year term; one judge from each of the other levels of court and one Washington State Bar Association member for a three-year term; one judge from the other levels of court and one Washington State Bar Association member for a two-year term; and one judge from each level of trial court for a one-year term. Provided that the terms of the District and Municipal Court Judges' Association members whose terms begin on July 1, 2010 and July 1, 2011 shall be for two years and the terms of the Superior Court Judges' Association members whose terms begin on July 1, 2010 and July 1, 2013 shall be for two years each. Thereafter, voting members shall serve four-year terms and the Washington State Bar Association members for three-year terms commencing annually on June 1. The Chief Justice, the President Judges and the Administrator for the Courts shall serve during tenure.
  - (2) Members serving on the BJA shall be granted equivalent pro tempore time.

[Amended effective October 29, 1993; February 16, 1995; January 25, 2000; June 30, 2010.]

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BJAR RULE 3  
OPERATION

(a) Leadership. The Board for Judicial Administration shall be chaired by the Chief Justice of the Washington Supreme Court in conjunction with a Member Chair who shall be elected by the Board. The duties of the Chief Justice Chair and the Member Chair shall be clearly articulated in the by-laws. Meetings of the Board may be convened by either chair and held at least bimonthly. Any Board member may submit issues for the meeting agenda.

(b) Committees. Ad hoc and standing committees may be appointed for the purpose of facilitating the work of the Board. Non-judicial committee members shall participate in non-voting advisory capacity only.

(1) The Board shall appoint at least four standing committees: Policy and Planning, Budget and Funding, Education, and Legislative. Other committees may be convened as determined by the Board.

(2) The Chief Justice and the Member Chair shall nominate for the Board's approval the chairs and members of the committees. Committee membership may include citizens, experts from the private sector, members of the legal community, legislators, clerks and court administrators.

(c) Voting. All decisions of the Board shall be made by majority vote of those present and voting provided there is one affirmative vote from each level of court. Eight voting members will constitute a quorum provided at least one judge from each level of court is present. Telephonic or electronic attendance shall be permitted but no member shall be allowed to cast a vote by proxy.

[Adopted effective January 25, 2000; amended effective September 1, 2014.]

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BJAR 4  
DUTIES

(a) The Board shall establish a long-range plan for the judiciary;

(b) The Board shall continually review the core missions and best practices of the courts;

(c) The Board shall develop a funding strategy for the judiciary consistent with the long-range plan and RCW 43.135.060;

(d) The Board shall assess the adequacy of resources necessary for the operation of an independent judiciary;

(e) The Board shall speak on behalf of the judicial branch of government and develop statewide policy to enhance the operation of the state court system; and

(f) The Board shall have the authority to conduct research or create study groups for the purpose of improving the courts.

[Adopted effective January 25, 2000.]

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BJAR 5  
STAFF

Staff for the Board for Judicial Administration shall be provided by the Administrator for the Courts.

[Adopted effective January 25, 2000.]

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## **BOARD FOR JUDICIAL ADMINISTRATION BYLAWS**

### **ARTICLE I**

#### **Purpose**

The Board for Judicial Administration shall adopt policies and provide leadership for the administration of justice in Washington courts. Included in, but not limited to, that responsibility is: 1) establishing a judicial position on legislation; 2) providing direction to the Administrative Office of the Courts on legislative and other administrative matters affecting the administration of justice; 3) fostering the local administration of justice by improving communication within the judicial branch; and 4) providing leadership for the courts at large, enabling the judiciary to speak with one voice.

### **ARTICLE II**

#### **Membership**

Membership in the Board for Judicial Administration shall consist of the Chief Justice and one other member of the Supreme Court, one member from each division of the Court of Appeals, five members from the Superior Court Judges' Association, one of whom shall be the President; five members from the District and Municipal Court Judges' Association, one of whom shall be the President. It shall also include as non-voting members two members of the Washington State Bar Association appointed by the Board of Governors; the Administrator for the Courts; and the Presiding Chief Judge of the Court of Appeals, the President-elect judge of the Superior Court Judges' Association and the President-elect judge of the District and Municipal Court Judges' Association.

### **ARTICLE III**

#### **Officers and Representatives**

The Chief Justice of the Supreme Court shall chair the Board for Judicial Administration in conjunction with a Member chair. The Member chair shall be elected by the Board and shall serve a two year term. The Member chair position shall be filled alternately between a voting Board member who is a superior court judge and a voting Board member who is either a district or municipal court judge.

### **ARTICLE IV**

#### **Duties of Officers**

The Chief Justice Chair shall preside at all meetings of the Board, performing the duties usually incident to such office, and shall be the official spokesperson for the Board. The Chief Justice chair and the Member chair shall nominate for the Board's approval the chairs of all committees. The Member chair shall perform the duties of the Chief Justice chair in the absence or incapacity of the Chief Justice chair.

### **ARTICLE V**

#### **Vacancies**

If a vacancy occurs in any representative position, the bylaws of the governing groups shall determine how the vacancy will be filled.

## **ARTICLE VI** **Committees**

Standing committees as well as ad hoc committees and task forces of the Board for Judicial Administration shall be established by majority vote.

Each committee shall have such authority as the Board deems appropriate.

The Board for Judicial Administration will designate the chair of all standing, ad hoc, and task force committees created by the Board. Membership on all committees and task forces will reflect representation from all court levels. Committees shall report in writing to the Board for Judicial Administration as appropriate to their charge. The Chair of each standing committee shall be asked to attend one BJA meeting per year, at a minimum, to report on the committee's work. The terms of standing committee members shall not exceed two years. The Board for Judicial Administration may reappoint members of standing committees to one additional term. The terms of ad hoc and task force committee members will have terms as determined by their charge.

## **ARTICLE VII** **Executive Committee**

There shall be an Executive Committee composed of Board for Judicial Administration members, and consisting of the co-chairs, a Judge from the Court of Appeals selected by and from the Court of Appeals members of the Board, the President Judge of the Superior Court Judges' Association, the President Judge of the District Municipal Court Judges' Association, and non-voting members to include one Washington State Bar Association representative selected by the Chief Justice, President-elect judge of the Superior Court Judges' Association, President-elect judge of the District and Municipal Court Judges' Association and the Administrator for the Courts.

It is the purpose of this committee to consider and take action on emergency matters arising between Board meetings, subject to ratification of the Board.

The Executive Committee shall serve as the Legislative Committee as established under BJAR 3(b)(1). During legislative sessions, the Executive Committee is authorized to conduct telephone conferences for the purpose of reviewing legislative positions.

## **ARTICLE VIII** **Regular Meetings**

There shall be regularly scheduled meetings of the Board for Judicial Administration at least bi-monthly. Reasonable notice of meetings shall be given each member.

## **ARTICLE IX** **Special Meetings**

Special meetings may be called by any member of the Board. Reasonable notice of special meetings shall be given each member.

## **ARTICLE X** **Quorum**

Eight voting members of the Board shall constitute a quorum provided each court level is represented.

## **ARTICLE XI** **Voting**

Each judicial member of the Board for Judicial Administration shall have one vote. All decisions of the Board shall be made by majority vote of those present and voting provided there is one affirmative vote from each level of court. Telephonic or electronic attendance shall be permitted but no member shall be allowed to cast a vote by proxy.

## **ARTICLE XII** **Amendments and Repeal of Bylaws**

These bylaws may be amended or modified at any regular or special meeting of the Board, at which a quorum is present, by majority vote. No motion or resolution for amendment may be considered at the meeting in which they are proposed.

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Approved for Circulation--7/27/87  
Amended 1/21/00  
Amended 9/13/00  
Amended 5/17/02  
Amended 5/16/03  
Amended 10/21/05  
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## BOARD FOR JUDICIAL ADMINISTRATION

### PROCESS AND GUIDELINES FOR RESOLUTION REQUESTS

The Board for Judicial Administration (Board) was established to adopt policies and provide strategic leadership for the courts at large, enabling the Washington State judiciary to speak with one voice. To fulfill these objectives, the BJA may consider adopting resolutions on substantive topics relating to the administration of justice.

Resolutions may be aspirational in nature, support a particular position, or serve as a call to action. Resolutions may support funding requests, but do not stand alone as a statement of funding priorities or indicate an intent by the Board to proactively seek funding. Resolutions are not long-term policy statements and their adoption does not establish the Board's work plan or priorities.

The absence of a Resolution on a particular subject does not indicate a lack of interest or concern by the Board in regard to a particular subject or issue.

In determining whether to adopt a proposed resolution, the Board shall give consideration to the following:

- Whether the Resolution advances the Principal Policy Objectives of the Judicial Branch.
- The relation of the Resolution to priorities delineated in existing strategic and long range plans.
- The availability of resources necessary to properly act upon the resolution.
- The need to ensure the importance of resolutions adopted by the Board is not diluted by the adoption of large numbers of resolutions.

In order to ensure timely and thorough consideration of proposed resolutions, the following guidelines regarding procedure, form and content are to be followed:

- Resolutions may be proposed by any Board member. The requestor shall submit the resolution, in writing, with a request form containing a brief statement of purpose and explanation, to the Associate Director of the Board for Judicial Administration.
- Resolutions should not be more than two pages in length. An appropriate balance must be struck between background information and a clear statement of action. Traditional resolution format should be followed. Resolutions should cover only a single subject unless there is a clear and specific reason to include more than one subject. Resolutions must be short-term and stated in precise language.

- Resolutions must include a specific expiration date or will automatically expire in five years. Resolutions will not be automatically reviewed upon expiration of their term, but may be reviewed upon request for reauthorization. Resolutions may be terminated prior to their expiration date as determined by the Board.
- The Associate Director shall refer properly submitted resolutions to appropriate staff, and/or to an appropriate standing committee (or committees) for review and recommendation, or directly to the Board's Executive Committee, as appropriate. Review by the Board's Executive Committee will precede review by the full Board membership. Such review may be done via e-mail communication rather than in-person discussion when practical. Resolutions may be reviewed for style and content. Suggestions and comments will be reported back to the initiating requestor as appropriate.
- The report and recommendation of the Executive Committee shall be presented to the BJA membership at the next reasonably available meeting, at which time the resolution may be considered. Action on the proposed resolution will be taken in accordance with the BJAR and bylaws. The Board may approve or reject proposed resolutions and may make substantive changes to the resolutions.
- Approved resolutions will be numbered, maintained on the Board for Judicial Administration section of the Washington Courts website, and disseminated as determined by the Board for Judicial Administration.

**PRINCIPAL POLICY OBJECTIVES  
OF THE WASHINGTON STATE JUDICIAL BRANCH**

1. **Fair and Effective Administration of Justice in All Civil and Criminal Cases.** Washington courts will openly, fairly, efficiently and effectively administer justice in all criminal and civil cases, consistent with constitutional mandates and the judiciary's duty to maintain the highest level of public trust and confidence in the courts.
2. **Accessibility.** Washington courts, court facilities and court systems will be open and accessible to all participants regardless of cultural, linguistic, ability-based or other characteristics that serve as access barriers.
3. **Access to Necessary Representation.** Constitutional and statutory guarantees of the right to counsel shall be effectively implemented. Litigants with important interest at stake in civil judicial proceedings should have meaningful access to counsel.
4. **Commitment to Effective Court Management.** Washington courts will employ and maintain systems and practices that enhance effective court management.
5. **Appropriate Staffing and Support.** Washington courts will be appropriately staffed and effectively managed, and court personnel, court managers and court systems will be effectively supported.

# BOARD FOR JUDICIAL ADMINISTRATION

## RESOLUTION REQUEST COVER SHEET

(INSERT PROPOSED RESOLUTION TITLE HERE)

SUBMITTED BY: (INSERT NAME HERE)

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(1) **Name(s) of Proponent(s):**

(2) **Spokesperson(s):** (List who will address the BJA and their contact information.)

(3) **Purpose:** (State succinctly what the resolution seeks to accomplish.)

(4) **Desired Result:** (Please state what action(s) would be taken as a result of this resolution and which party/-ies would be taking action.)

(5) **Expedited Consideration:** (Please state whether expedited consideration is requested and, if so, please explain the need to expedite consideration.)

(6) **Supporting Material:** (Please list and attach all supporting documents.)