

BOARD FOR JUDICIAL ADMINISTRATION



**WASHINGTON
COURTS**

MEETING PACKET

**FRIDAY, NOVEMBER 21, 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, November 21, 2014 (9 a.m. – Noon)
 AOC SeaTac Office, 18000 International Blvd., Suite 1106, SeaTac

AGENDA

| | | |
|---|--|---------------------|
| 1. Call to Order | Chief Justice Barbara Madsen Judge Kevin Ringus | 9:00 a.m. |
| 2. Welcome and Introductions | Chief Justice Barbara Madsen Judge Kevin Ringus | 9:00 a.m. |
| 3. Governance Essentials Recap | Judge Kevin Ringus | 9:05 a.m. Tab 1 |
| Action Items | | |
| 4. October 17 Meeting Minutes Action: Motion to approve the minutes of the October 17, 2014 meeting | Chief Justice Barbara Madsen Judge Kevin Ringus | 9:25 a.m. Tab 2 |
| 5. BJA Committee Recommendations Action: Motion to adopt the BJA Best Practices Committee recommendation | Chief Justice Barbara Madsen Judge Kevin Ringus | 9:30 a.m. Tab 3 |
| 6. 2015 Meeting Schedule Action: Motion to adopt the proposed 2015 BJA meeting schedule | Chief Justice Barbara Madsen Judge Kevin Ringus | 9:45 a.m. Tab 4 |
| 7. BJA Public Trust and Confidence Committee Appointment Action: Motion to reappoint Judge Bill Bowman, Judge James Docter and Mr. Michael Killian and to appoint Judge Brad Maxa, Ms. Paula Rehwaldt and Ms. Dot French to the BJA Public Trust and Confidence Committee | Chief Justice Barbara Madsen Judge Kevin Ringus | 9:55 a.m. Tab 5 |
| Reports and Information | | |
| 8. BJA 2015 Legislative Agenda | Judge Sean O'Donnell Judge David Svaren Judge Warren Gilbert | 10:05 a.m. Tab 6 |
| Break | | 10:35 a.m. |

| | | |
|---|---|---------------------|
| 9. Standing Committee Reports Budget and Funding Committee Court Education Committee Legislative Committee Policy and Planning Committee | Judge Ann Schindler Judge John Meyer Judge Sean O'Donnell Judge Janet Garrow | 10:55 a.m. Tab 7 |
| 10. Administrative Manager's Report | Ms. Shannon Hinchcliffe | 11:40 a.m. Tab 8 |
| 11. Other Business Next meeting: December 12 AOC SeaTac Office, SeaTac | Chief Justice Barbara Madsen Judge Kevin Ringus | 11:55 a.m. |
| 12. Adjourn | | Noon |
| Persons with a disability, who require accommodation, should notify Beth Flynn at 360-357-2121 or beth.flynn@courts.wa.gov to request or discuss accommodations. While notice five days prior to the event is preferred, every effort will be made to provide accommodations, when requested. | | |



October 23, 2014

TO: Board for Judicial Administration (BJA) Members and Liaisons
FROM: Shannon Hinchcliffe, BJA Administrative Manager
RE: SUMMARY OF THE GOVERNANCE ESSENTIALS PRESENTATION BY
MR. CORY SBARBARO, TURNPOINT CONSULTING, ON OCTOBER 17, 2014

The room was set up differently in that there was a small U at the front of the room for voting members, non-voting members and the Administrative Manager. AOC staff, BJA Liaisons and guests sat along the sides or in the back of the room in a classroom style format.

Members were actively engaged in the presentation immediately as Mr. Sbarbaro gave them a little background and then plunged into some substantive questions which he asked members to answer and talk over in small groups.

In your own words, articulate what you believe is the primary purpose of the BJA?

Members and others gathered up and discussed their one sentence answers such as:

- To be a policy leader within the judicial branch and to speak with one statewide voice to address issues related to the administration of justice in Washington State
- Advancing the courts' service to the public
- To be the board of directors for the Washington State judicial branch of government

Mr. Sbarbaro went on to clarify some of the comments that people had by asking further questions such as:

What is a Governing Board?

Members discussed this and the answers were: a place to be a locus for problems, identifying solutions and providing policies to the entire court system in a coordinated way.

What is a Leadership Board?

They explained that it is made up of all the levels of court as a representative board and they are able to identify pressing issues for the judiciary.

What would the BJA look like when it is operating at its best?

- It's collegial
- It's sharing information
- It provides unified guidance that improves courts' service
- It's cohesive and it is effective in working with other branches of government
- It is respected and trusted by the judiciary
- A catalyst for change
- Transparent
- Shouldn't be afraid to have dissenting opinions, be able to respect opinions
- Have robust discourse and debate and then go out in the world with cohesive message
- Appear to have coherence while managing the "dynamic tension" of serving in a representative capacity to a body that oversees a highly decentralized judiciary
- Fair representation and effective listening
- Raise the profile of the BJA
- There wouldn't be such a learning curve for new members (several members mentioned instituting a formal orientation)

Do people remember a time when BJA was working "well" and what did that look like?

- BJA increased retirement benefits for all judges
- Secured Trial Court Improvement Account funds
- Members acknowledge that the BJA has the potential
- A member mentioned that one of the reasons that Justice in Jeopardy was an ongoing success was because there was one passionate person willing to work countless hours on top of their own job
- Members commented that it is more difficult to praise successes when they don't mean gaining but preventing from losing

Mr. Sbarbaro mentioned that there were some mixed perceptions based on the responses so he asked:

Do we need the BJA to do these things? How important is this work?

- It is imperative to have the BJA, it's not debatable—it's fundamentally important otherwise we are divided
- There has to be something because we have so many individuals, this is the only place where these issues can be discussed and settled with all court levels
- Allows different court levels to sit in groups and debate different things
- The credibility of the external message is dependent on having a central group
- It's also the only place to develop a long-range strategy over years to benefit all levels of courts
- The BJA has been the forum where we've discussed conflicting opinions on court rules and electronic search warrants

Mr. Sbarbaro suggested that it would be a good idea to do a look back for the last few years and determine what the BJA spent time on.

Learning objectives for today's session (included on PowerPoint) were:

1. Explore the roles and responsibilities of the BJA
2. Explore promising practices
3. Discuss specific opportunities

Mr. Sbarbaro discussed the next few slides—Governance as Leadership

- This is where the body senses trends
- Opens dialogues
- To linear people, this can feel like a waste of time
- Working in a generative space has a big payoff

Some observations were:

- That this board always needs to acknowledge the “dynamic tension” issue and be a part of the conversation
- Agendas need to make space for conversation about issues, not just getting through the agenda

Mr. Sbarbaro then moved through 12 Principles of Governance that Powers Exceptional Boards and asked members to pick one principle as the BJA's strength and one as a weakness and to share them. The answers were recorded and looked like the following:

| Description | Strengths | Weaknesses |
|-------------------------|-----------|------------|
| Mission Driven | | II |
| Strategic Thinking | | I |
| Sustaining Resources | | IIII |
| Integrity | III | |
| Results-Oriented | | II |
| Transparent | | |
| Board/Staff Partnership | III | |
| Revitalization | | |
| Intentional Practices | IIII | |
| Culture of Inquiry | II | II |
| Independent Mindedness | I | IIII |
| Continuous Learning | | I |

The Board discussed these different principles and Mr. Sbarbaro observed that it was important to be very intentional in BJA's practices.

- One of those types of intentional practices could be a board evaluation that is done on a regular basis
- Members contributed to the discussion about adding an orientation
- A liaison mentioned that her board signs a Board Expectations Agreement, members seemed receptive to the idea and Mr. Sbarbaro discussed the concept further

In moving toward the board's committees, Mr. Sbarbaro outlined that it was important to:

- Clearly outline the purpose of the committee (which he noted we had done with the charter process)
- Develop annual work plans
- Specify the role of the full board in supporting the committee's work
- Clarify expectations for all ongoing communication with the board
- Outline in advance the process that the full board will use to act on the committee recommendations
- Get really clear on the board's role and how they engage with recommendations

Members continued further discussion with several comments. The comments are below:

- Discuss how to make board meetings terrific (frequency, duration, etc.)
- It is members' responsibility to contribute to the conversation, and the co-chairs' or facilitator's responsibility to include everyone in the conversation
- There was some conversation about the value of being in a room face-to-face vs. conference call or webcam technology and Mr. Sbarbaro explained that in meetings that are not face to face, active facilitation is even more essential
- Members should find ways to bring information in about people's worlds so you can anticipate issues
- What do we need to be thinking about?

Mr. Sbarbaro then turned to some suggested next steps based on the conversation:

- Create a shared vision of what the BJA could be (possibly Policy and Planning)
- Prioritize key purposes as there are a lot of functions and duties
- Pay regular attention to the "dynamic tension"
- Improve external perceptions of the BJA (especially among colleagues)
- Purposeful onboarding of new members, possibly with other board members (also to add committee members who are not BJA members to that list)
- Ensure enough space in the meetings for board members to contribute



Board for Judicial Administration (BJA) Meeting

Friday, October 17, 2014 (9 a.m. – Noon)

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

MEETING MINUTES

BJA Members Present:

Judge Kevin Ringus, Member Chair
Judge Veronica Alicea-Galvan
Judge Thomas Bjorgen
Judge Bryan Chushcoff
Ms. Callie Dietz
Judge Janet Garrow
Judge Judy Rae Jasprica
Judge Michael Lambo
Judge John Meyer
Judge Sean O'Donnell
Judge Jeffrey Ramsdell
Judge Ann Schindler
Judge Laurel Siddoway
Judge David Steiner

Public Present:

Mr. Tom Goldsmith

Guests Present:

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

AOC Staff Present:

Ms. Judith Anderson
Mr. John Bell
Ms. Beth Flynn
Mr. Steve Henley
Ms. Shannon Hinchcliffe
Mr. Dirk Marler
Ms. Mellani McAleenan
Ms. Regina McDougall

Governance Essentials

Mr. Sabararo facilitated a discussion with the BJA members regarding the role of the BJA, the BJA's strengths and weaknesses and next steps for the BJA.

September 19 BJA Meeting Minutes

It was moved by Judge Lambo and seconded by Judge O'Donnell to approve the September 19 BJA meeting minutes. The motion carried.

GR 31.1 Forms

It was moved by Judge O'Donnell and seconded by Judge Lambo 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. The motion carried.

Mr. Bell stated that the GR 31.1 documents that were going to be discussed later in the meeting need more work and will be removed from the agenda and brought back for discussion during a future BJA meeting.

BJA Committee Recommendations

The BJA committee recommendations were discussed during the September BJA meeting and are on the agenda this month for action.

BJA Best Practices Committee: The recommendation is to create a task force to wrap up the committee's past work and publish the results, make recommendations about whether to pursue unfinished business, evaluate and determine whether CourTools can be used to fulfill required BJA duties, and determine the need for an ad hoc committee to respond to emerging issues.

Judge Garrow reported that she had a conversation with Judge Jean Rietschel who is chair of the BJA Best Practices Committee. The committee has not met for awhile and creating a task force might not be the most efficient way to wrap up the work of the committee. It might be better to have Judge Rietschel work with Administrative Office of the Courts (AOC) staff to finish the work of this committee. Ms. Hinchcliffe will discuss this idea with Judge Rietschel and AOC staff and bring the information back to a future BJA meeting.

BJA Public Trust and Confidence Committee: The recommendation is that the BJA Public Trust and Confidence Committee will be moved under the BJA Policy and Planning Committee. That will require an amendment to the Policy and Planning Committee charter.

It was moved by Judge Ringus to go forward with moving the BJA Public Trust and Confidence Committee under the BJA Policy and Planning Committee. The motion carried.

Trial Court Operations Funding Committee: The recommendation is to have the BJA Budget and Funding Committee review the Trial Court Operations Funding Committee (TCOFC) functions and determine if they should be retained, given to the Trial Court Advisory Board (TCAB) or re-distributed within the BJA Budget and Funding Committee.

It was moved by Judge Ringus to have the BJA Budget and Funding Committee discuss the duties of the Trial Court Operations Funding Committee with the Trial Court Advocacy Board and bring this item back to a future BJA meeting. The motion carried.

2015 BJA Meeting Schedule

Ms. Hinchcliffe explained that the 2015 BJA meeting times were extended to 12:30 p.m. to give time for justice partners to come into the meetings for presentations and also for the BJA committees to present information as needed. The number of meetings has been cut back but there needs to be enough time in the meetings for discussions.

There was some concern about the meeting time because of afternoon calendars. It was suggested that the meetings begin at 8:30 a.m. but that also conflicted with some morning calendars.

The 2015 BJA meeting schedule will be on the next meeting agenda for action.

It was moved by Judge Alicea-Galvan and seconded by Judge Lambo to adjourn the meeting. The motion carried.

Recap of Motions from the October 17, 2014 meeting

| Motion Summary | Status |
|--|---------------|
| Approve the September 19, 2014 BJA meeting minutes | Passed |
| 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 forms | Passed |
| Go forward with moving the BJA Public Trust and Confidence Committee under the BJA Policy and Planning Committee | Passed |
| Have the BJA Budget and Funding Committee and the Trial Court Advisory Board discuss the Trial Court Operations Funding Committee (TCOFC) and determine which entity will pick up each of the TCOFC duties and then bring a recommendation back to the December BJA meeting for a decision | Passed |
| Adjourn the meeting | Passed |

Action Items from the October 17, 2014 meeting

| Action Item | Status |
|--|---------------|
| <u>September 19, 2014 BJA Meeting Minutes</u> <ul style="list-style-type: none"> Post the minutes online Send minutes to the Supreme Court for inclusion in the En Banc meeting materials | Done Done |
| <u>Governance Essentials</u> <ul style="list-style-type: none"> Add recap to November BJA meeting agenda | Done |
| <u>BJA Committee Recommendations</u> <ul style="list-style-type: none"> Have the Policy and Planning Committee draft language to amend their charter which memorializes the relationship with the BJA Public Trust and Confidence Committee and both committees should agree before language is forwarded to the Board Notify Justice Mary Fairhurst and Margaret Fisher of the decision of the BJA regarding the BJA Public Trust and Confidence (PT&C) Committee and work with the PT&C Committee on language for the Policy and Planning Committee charter Discuss the work of closing out the BJA Best Practices Committee with Judge Rietschel and Mr. David Elliott Add the Trial Court Operations Funding Committee and the BJA Best Practices Committee decisions to a future BJA meeting agenda | Done Done |
| <u>2015 BJA Meeting Schedule</u> <ul style="list-style-type: none"> Add to November BJA meeting agenda for action | Done |
| <u>GR 31.1 Forms</u> <ul style="list-style-type: none"> Add October forms as a discussion item to November BJA meeting agenda | Done |



November 13, 2014

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

I. BACKGROUND

At the October meeting, Judge Garrow recounted a discussion between her and Best Practices Committee Chair, Judge Rietschel, which suggested a slight alternative to the original recommendation. I asked for a delay on action to discuss the scope of work further and evaluate staff capacity to take on the project. The following recommendation is the product of phone and e-mail conversations with Judge Garrow, Judge Rietschel and AOC staff.

A. Alternative Best Practices Committee Recommendation:

1. Send a notice to those that were on the Best Practices Committee letting them know that the BJA is sunsetting the standing committee and is working on a wrap-up effort. Ask them if they would like to assist in the wrap-up process.
2. Compile all the measures that have been completed (and list the ones that were not finished or were yet to be done) in a final document for presentation to the BJA.
3. Have the Policy and Planning Committee recommend whether to:
 - a. Assemble an ad hoc committee which is activated when there is a Best Practices issue that comes up or if the BJA wants to continue any more work or look at implementation of the measures. The committee would only be used when there is a pending or discreet issue to resolve.
 - b. Determine whether any additional steps should be recommended after the wrap-up report is completed.

B. Original Best Practices Committee Recommendation Presented for Discussion in September 2014 and Action in October 2014:

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.

**Board for Judicial Administration
2015 Meeting Schedule**

| Date | Location |
|---------------|---|
| 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

**Board for Judicial Administration
Nomination Form for BJA Committee Appointment
Two-Year Appointment**

BJA Committee: Public Trust & Confidence
(i.e. Best Practices, Court Security, Justice in Jeopardy, Long-Range Planning, and Public Trust and Confidence)

Nominee Name: Judge Bill Bowman

Nominated By: SCJA
(i.e. SCJA, DMCJA, BCE, etc.)

Term Begin Date: January 1, 2015

Term End Date: December 31, 2016

Has the nominee served on this subcommittee in the past? Yes No

If yes, how many terms have been served and dates of terms: Served one term

Additional information you would like the BJA to be aware of regarding the nominee:

Please send completed form to:

Beth Flynn
Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504-1170
beth.flynn@courts.wa.gov

**Board for Judicial Administration
Nomination Form for BJA Committee Appointment**

BJA Committee: Public Trust & Confidence Committee
(i.e. Best Practices, Court Security, Justice in Jeopardy, Long-Range Planning, and Public Trust and Confidence)

Nominee Name: James Docter

Nominated By: DMCJA
(i.e. SCJA, DMCJA, etc.)

Term Begin Date: January 1, 2015

Term End Date: December 31, 2016

Has the nominee served on this subcommittee in the past? Yes No

If yes, how many terms have been served and dates of terms: Judge Docter is completing his 1st 2-year term December 31, 2014

Additional information you would like the BJA to be aware of regarding the nominee:

Please send completed form to:

Beth Flynn
Administrative Office of the Courts
PO Box 41174
Olympia, WA 98504-1174
beth.flynn@courts.wa.gov



WASHINGTON STATE
ASSOCIATION OF
COUNTY CLERKS

Ruth Gordon, President
Jefferson County Clerk
P.O. Box 1220
1820 Jefferson Street Room 210
Port Townsend, WA 98368
360-385-9128

October 29, 2014

Hon. Chief Justice Barbara Madsen
Hon. Judge Kevin Ringus
Co-Chairs of the Board of Judicial Administration
Attn: Beth Flynn
Administrative Office of the Courts
P.O. Box 41170
Olympia, WA 98504-1170

In RE: WSACC Representative to the Public Trust and Confidence Committee

Dear Chief Justice Madsen and Judge Ringus,

My colleague from Franklin County has served the Washington State Association of County Clerks as one of our representatives to the BJA's Public Trust and Confidence Committee since January, 2012 and his first term will be coming to an end this December. I write to request that you put the matter of Michael J. Killian's re-appointment to a second term on the Public Trust and Confidence Committee before the members of the Board of Judicial Administration for their consideration. I have attached the necessary form.

Mike Killian has served on the WSACC executive board for many years and is well situated to work as a liaison between the clerks and the committee. We sincerely appreciate his service.

In closing I want to express my personal admiration of the work the Public Trust and Confidence Committee does for the citizens of our State, and congratulate the members for their accomplishments in the service of justice.

With respect,

Ruth Gordon
WSACC President
Jefferson County Clerk

The Court of Appeals
of the
State of Washington

KEVIN M. KORSMO, JUDGE
NORTH 500 CEDAR STREET
SPOKANE, WASHINGTON 99201



(509) 456-4032

November 4, 2014

Honorable Barbara A. Madsen
Chief Justice, Washington Supreme Court
P.O. Box 40929
Olympia, WA 98504-0929

Honorable Kevin Ringus
Judge, Fife Municipal Court
3737 Pacific Highway East
Fife, WA 98424

Re: Appointment of Court of Appeals Representative to Public Trust and Confidence Committee

Dear Chief Justice Madsen and Judge Ringus:

I am happy to nominate Judge Brad Maxa to replace Judge Laurel Siddoway as the Court of Appeals representative to the Public Trust and Confidence Committee. Judge Siddoway will be completing her fourth and final year on the committee next month. Judge Maxa graciously volunteered to serve for the next two year term.

I have completed a nomination form and am forwarding it to Beth Flynn. If I need to prepare additional paperwork or otherwise provide any additional information for you, please contact me. I thank you very much for your attention to this matter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "K. Korsmo".

Kevin M. Korsmo
Presiding Chief Judge

cc: Judge B. Maxa
Judge L. Siddoway
L. Alfaso
B. Flynn

**Board for Judicial Administration
Nomination Form for BJA Committee Appointment**

BJA Committee: Public Trust and Confidence Committee
(i.e. Best Practices, Court Security, Justice in Jeopardy, Long-Range Planning, and Public Trust and Confidence)

Nominee Name: Judge Brad Maxa

Nominated By: Court of Appeals
(i.e. SCJA, DMCJA, BCE, etc.)

Term Begin Date: January 1, 2015

Term End Date: December 31, 2016

Has the nominee served on this subcommittee in the past? Yes No

If yes, how many terms have been served and dates of terms: _____

Additional information you would like the BJA to be aware of regarding the nominee:

Please send completed form to:

Beth Flynn
Administrative Office of the Courts
PO Box 41174
Olympia, WA 98504-1174
beth.flynn@courts.wa.gov

**Board for Judicial Administration
Nomination Form for BJA Committee Appointment
Two-Year Appointment**

BJA Committee: Public Trust & Confidence
(i.e. Best Practices, Court Security, Justice in Jeopardy, Long-Range Planning, and Public Trust and Confidence)

Nominee Name: Paula Rehwaldt

Nominated By: Public Trust and Confidence Committee
(i.e. SCJA, DMCJA, BCE, etc.)

Term Begin Date: January 1, 2015

Term End Date: December 31, 2016

Has the nominee served on this subcommittee in the past? Yes No

If yes, how many terms have been served and dates of terms: _____

Additional information you would like the BJA to be aware of regarding the nominee:

Ms. Rehwaldt works actively with the Public Trust and Confidence Committee on one of its annual projects, the Legislative Scholars Program. She brings the perspective of the government's efforts to education the public about the law. Others legislative employees in the past from this position have served on PT&C as a public representative.

Please send completed form to:

Beth Flynn
Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504-1170
beth.flynn@courts.wa.gov

**Board for Judicial Administration
Nomination Form for BJA Committee Appointment**

BJA Committee: Public Trust and Confidence Committee
(i.e. Best Practices, Court Security, Justice in Jeopardy, Long-Range Planning, and Public Trust and Confidence)

Nominee Name: Dot French

Nominated By: DMCMA- Suzanne Elsner, President
(i.e. SCJA, DMCJA, BCE, etc.)

Term Begin Date: January 1, 2015

Term End Date: December 31, 2016

Has the nominee served on this subcommittee in the past? Yes No

If yes, how many terms have been served and dates of terms: _____

Additional information you would like the BJA to be aware of regarding the nominee:

Dot French is the Court Administrator from Pasco Municipal Court. She has been in the courts for 29 years. She has served on the Just in Time committee on behalf DMCMA.

Please send completed form to:

Beth Flynn
Administrative Office of the Courts
PO Box 41174
Olympia, WA 98504-1174
beth.flynn@courts.wa.gov



Legislative Landscape

Current as of November 12, 2014

Washington State's general election was held on November 4th. As an entirely vote-by-mail state, ballots should have been received by October 21 and must have been postmarked or dropped into a ballot box no later than Election Day. More than a week after the election, not all ballots have been counted. Of the more than 84,000 ballots currently uncounted but on hand, nearly 53,000 are in King County. Election results are certified by each county on November 25, 2014. The Secretary of State certifies final results by December 4, 2014.

This year, one-half of the State Senate and all of the House of Representatives were up for election and three highly charged initiatives were on the ballot. Yet, Washington is on track for the lowest voter turnout since 1978 (52%). Compare that to the 81% turnout in 2012, which was a presidential election year.

The 2015 Legislature will see 14 new members of the House and 4 new members in the Senate. Of those four senators, three have prior experience in the House.

For the first time since 2004, the Senate will be controlled by the Republicans with a 25-24 margin. However, Sen. Tim Sheldon (D-35) has retained his seat and was one of the two Democrats who joined with the Republicans to create the Majority Coalition Caucus. The other, Sen. Rodney Tom (D-48), did not run again. Thus, the MCC retains a 26-23 lead if you count Sen. Sheldon with the Republicans. Retiring Sen. Tracey Eide (D-30) will be replaced by former House Democrat Mark Miloscia who ran as a Republican this year. House members Cyrus Habib (D-48) and Judy Warnick (R-13) will join him, along with Pramila Jayapal (D-37), who will replace retiring Adam Kline.

Four senators who faced strong opposition, Pam Roach (R-31), Steve O'Ban (R-28), Doug Ericksen (R-42), and Andy Hill (R-45), all retained their seats.

The Republicans appear on track to gain four seats in the House of Representatives, where they will trail by their slimmest margin in 10 years at 51-47.

- Incumbent Monica Stonier (D-17) has conceded to Republican challenger Lynda Wilson.
- Incumbent Dawn Morrell (D-25) has lost to 24-year-old Republican challenger, Melanie Stambaugh.
- Incumbent Larry Seaquist (D-26) will be replaced by Republican Michelle Caldier, with a 50.6-49.4% loss.
- In the 28th, Democrats are narrowly holding the seat vacated by Rep. Tami Green when she ran for the Senate. Democrat Christine Kilduff leads Republican Paul Wagemann by 279

votes with only 300 votes currently on hand to be counted for all of Pierce County. At .74%, this margin is outside the bounds of an automatic recount (one-half of one percent).

- In the 30th District, deceased incumbent Roger Freeman's seat will be filled by the King and Pierce County Councils, who will choose between three names proposed by the Democratic Party. A special election will be held next year to fill the remainder of the two-year term.
- Incumbent Kathy Haigh (D-35) also trailed her Republican challenger, Dan Griffey, by 49.4-50.6%.

Challenges facing the Legislature this year include great demands for K-12 education and mental health funding. Initiative 1351, lowering class sizes, was trailing on election night, but has since picked up votes (50.68%). If it passes, Washington lawmakers will have to figure out how to fund it or amend it. The Office of Financial Management has projected I-1351 would require 7,500 new teachers and more than 10,000 new school staff. The estimated cost is \$4.7 billion over the next four years. House Appropriations Committee Chair Ross Hunter (D-48) says he did not support the initiative because he does not know how to pay for it. The costs of the initiative, which provided no funding source, are in addition to the projected increases necessary as a result of the *McCleary* decision. Senate Democratic Leader Sharon Nelson predicts her caucus will not be willing to sacrifice spending on social programs designed to protect low-income children or vulnerable adults, despite their "laser-focus" on basic education funding. One option would be to amend the initiative, but amendments within the first two years of an initiative's passage require a two-thirds vote of the legislature, which will be hard to muster.

A transportation package is also on the list of imperatives for many but would likely necessitate a tax increase that some find controversial. It is also expected that Governor Inslee will introduce legislation to deal with global warming and ocean acidification that could prove controversial, such as a carbon emissions tax. Republicans, feeling emboldened by their victories, will continue their "reform before revenue" mantra.

Initiative 594, requiring background checks for gun sales, also passed and will require either implementation or an unlikely to occur two-thirds vote for amendment.

MEMORANDUM



WASHINGTON
COURTS

To: Board for Judicial Administration

From: Renee Townsley, Chair, Court Management Council Transcription Committee

Date: December 13, 2013

Re: Court Management Council Transcription Recommendations

The Court Management Council (CMC) was created by the Supreme Court as a statewide forum for enhancing the administration of the courts. In 2009, the Council identified concerns about the quality and timeliness of verbatim report of proceedings for appellate review. It became apparent that statutes and court rules lack direction on the process to authorize persons to transcribe records at the trial court. Consequently, there is great inconsistency across the state on the necessary qualifications and performance monitoring for transcriptionists completing verbatim report of proceedings.

The Council appointed a Transcriptionist Subcommittee to conduct a comprehensive review of the statutes, rules, and practices that govern verbatim report of proceedings in the trial courts of Washington to add clarity and direction for the management of this important part of the court record.

In November 2011, the CMC produced the final "Report and Recommendations for Court Electronic Recording" which updated the original 2002 recommendations to reflect changing court business practices and the substantial changes in technology that had occurred in nearly a decade.

The CMC then turned its sights on reviewing the numerous court rules and statutes that set the framework for creating the record. An initial draft of these changes was presented to BJA in September 2012, with a request that BJA refer the proposals to the court level constituent groups for their review and input. Several excellent suggestions were made, and over the past year they have been considered by CMC and incorporated into the new recommendations which accompany this memorandum.

CMC now presents these recommendations for BJA consideration. We ask BJA to:

- 1) Endorse CMC's proposed rule changes. It is expected that CMC will draft a GR 9 cover sheet and submit its proposals to the Supreme Court Rules committee in 2014, noting that the proposals have been reviewed and endorsed by BJA. Our belief is that doing so would not preclude an individual judicial officer or association from submitting a comment with a dissenting view on a specific section of the proposal.
- 2) Support the CMC's proposed statutory changes, and authorize AOC staff to draft BJA request legislation for introduction in the 2015 legislative session.

BILL REQUEST - CODE REVISER'S OFFICE

BILL REQ. #: Z-0184.1/15

ATTY/TYPIST: AI:eab

BRIEF DESCRIPTION: Concerning court transcripts.

1 AN ACT Relating to court transcripts; and amending RCW 2.32.240,
2 2.32.250, 3.02.040, and 36.18.016.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 **Sec. 1.** RCW 2.32.240 and 2011 c 336 s 54 are each amended to
5 read as follows:

6 When a record has been taken in any cause as provided in RCW
7 2.32.180 through 2.32.310, if the court, or either party to the suit
8 or action, or his or her attorney, request a transcript, the official
9 reporter (~~((and clerk of the court))~~) or authorized transcriptionist
10 shall make, or cause to be made, with reasonable diligence, full and
11 accurate transcript of the testimony and other proceedings, which
12 shall, when certified to as hereinafter provided, be filed with the
13 clerk of the court where such trial is had for the use of the court
14 or parties to the action, except for transcripts requested for an
15 appellate case. The fees of the official reporter (~~((and clerk of~~
16 ~~the))~~) or authorized transcriptionist, as defined by supreme court
17 rule, for making such transcript shall be fixed in accordance with
18 costs as allowed in cost bills in civil cases by the supreme court of
19 the state of Washington, and when such transcript is ordered by any
20 party to any suit or action, said fee shall be paid forthwith by the
21 party ordering the same, and in all cases where a transcript is made

1 as provided for under the provisions of RCW 2.32.180 through 2.32.310
2 the cost thereof shall be taxable as costs in the case, and shall be
3 so taxed as other costs in the case are taxed: PROVIDED, That when(~~7~~
4 ~~from and after December 20, 1973,~~) a party has been judicially
5 determined to have a constitutional right to a transcript and to be
6 unable by reason of poverty to pay for such transcript, the court may
7 order said transcript to be made by the official reporter or
8 authorized transcriptionist, which transcript fee therefor shall be
9 paid by the state upon submission of appropriate vouchers to the
10 clerk of the supreme court.

11 **Sec. 2.** RCW 2.32.250 and 1913 c 126 s 6 are each amended to read
12 as follows:

13 The report of the official reporter or authorized
14 transcriptionist, when transcribed and certified as being a correct
15 transcript of the stenographic notes (~~(of the)~~) or electronically
16 recorded testimony, or other oral proceedings had in the matter,
17 shall be prima facie a correct statement of such testimony or other
18 oral proceedings had, and the same may thereafter, in any civil
19 cause, be read in evidence as competent testimony, when satisfactory
20 proof is offered to the judge presiding that the witness originally
21 giving such testimony is then dead or without the jurisdiction of the
22 court, subject, however, to all objections the same as though such
23 witness were present and giving such testimony in person.

24 **Sec. 3.** RCW 3.02.040 and 1980 c 162 s 4 are each amended to read
25 as follows:

26 The administrator for the courts (~~(shall supervise)~~) may be
27 consulted for advice on the selection, installation, and operation of
28 any electronic recording equipment in courts of limited jurisdiction.

29 **Sec. 4.** RCW 36.18.016 and 2009 c 417 s 2 are each amended to
30 read as follows:

31 (1) Revenue collected under this section is not subject to
32 division under RCW 36.18.025 or 27.24.070.

33 (2)(a) For the filing of a petition for modification of a decree
34 of dissolution or paternity, within the same case as the original
35 action, and any party filing a counterclaim, cross-claim, or third-
36 party claim in any such action, a fee of thirty-six dollars must be
37 paid.

1 (b) The party filing the first or initial petition for
2 dissolution, legal separation, or declaration concerning the validity
3 of marriage shall pay, at the time and in addition to the filing fee
4 required under RCW 36.18.020, a fee of thirty dollars. The clerk of
5 the superior court shall transmit monthly twenty-four dollars of the
6 thirty dollar fee collected under this subsection to the state
7 treasury for deposit in the domestic violence prevention account. The
8 remaining six dollars shall be retained by the county for the purpose
9 of supporting community-based services within the county for victims
10 of domestic violence, except for five percent of the six dollars,
11 which may be retained by the court for administrative purposes.

12 (3)(a) The party making a demand for a jury of six in a civil
13 action shall pay, at the time, a fee of one hundred twenty-five
14 dollars; if the demand is for a jury of twelve, a fee of two hundred
15 fifty dollars. If, after the party demands a jury of six and pays the
16 required fee, any other party to the action requests a jury of
17 twelve, an additional one hundred twenty-five dollar fee will be
18 required of the party demanding the increased number of jurors.

19 (b) Upon conviction in criminal cases a jury demand charge of one
20 hundred twenty-five dollars for a jury of six, or two hundred fifty
21 dollars for a jury of twelve may be imposed as costs under RCW
22 10.46.190.

23 (4) For preparing a certified copy of an instrument on file or of
24 record in the clerk's office, for the first page or portion of the
25 first page, a fee of five dollars, and for each additional page or
26 portion of a page, a fee of one dollar must be charged. For
27 authenticating or exemplifying an instrument, a fee of two dollars
28 for each additional seal affixed must be charged. For preparing a
29 copy of an instrument on file or of record in the clerk's office
30 without a seal, a fee of fifty cents per page must be charged. When
31 copying a document without a seal or file that is in an electronic
32 format, a fee of twenty-five cents per page must be charged. For
33 copies made on a compact disc, an additional fee of twenty dollars
34 for each compact disc must be charged.

35 (5) For executing a certificate, with or without a seal, a fee of
36 two dollars must be charged.

37 (6) For a garnishee defendant named in an affidavit for
38 garnishment and for a writ of attachment, a fee of twenty dollars
39 must be charged.

1 (7) For filing a supplemental proceeding, a fee of twenty dollars
2 must be charged.

3 (8) For approving a bond, including justification on the bond, in
4 other than civil actions and probate proceedings, a fee of two
5 dollars must be charged.

6 (9) For the issuance of a certificate of qualification and a
7 certified copy of letters of administration, letters testamentary, or
8 letters of guardianship, there must be a fee of five dollars.

9 (10) For the preparation of a passport application, the clerk may
10 collect an execution fee as authorized by the federal government.

11 (11) For clerk's services such as performing historical searches,
12 compiling statistical reports, and conducting exceptional record
13 searches, the clerk may collect a fee not to exceed thirty dollars
14 per hour.

15 (12) For processing ex parte orders, the clerk may collect a fee
16 of thirty dollars.

17 (13) For duplicated recordings of court's proceedings there must
18 be a fee of ten dollars for each audiotape and twenty-five dollars
19 for each video (~~tape~~) or other electronic storage medium.

20 (14) For registration of land titles, Torrens Act, under RCW
21 65.12.780, a fee of twenty dollars must be charged.

22 (15) For the issuance of extension of judgment under RCW 6.17.020
23 and chapter 9.94A RCW, a fee of two hundred dollars must be charged.
24 When the extension of judgment is at the request of the clerk, the
25 two hundred dollar charge may be imposed as court costs under RCW
26 10.46.190.

27 (16) A facilitator surcharge of up to twenty dollars must be
28 charged as authorized under RCW 26.12.240.

29 (17) For filing a water rights statement under RCW 90.03.180, a
30 fee of twenty-five dollars must be charged.

31 (18) For filing a claim of frivolous lien under RCW 60.04.081, a
32 fee of thirty-five dollars must be charged.

33 (19) For preparation of a change of venue, a fee of twenty
34 dollars must be charged by the originating court in addition to the
35 per page charges in subsection (4) of this section.

36 (20) A service fee of five dollars for the first page and one
37 dollar for each additional page must be charged for receiving faxed
38 documents, pursuant to Washington state rules of court, general rule
39 17.

1 (21) For preparation of clerk's papers under RAP 9.7, a fee of
2 fifty cents per page must be charged.

3 (22) For copies and reports produced at the local level as
4 permitted by RCW 2.68.020 and supreme court policy, a variable fee
5 must be charged.

6 (23) Investment service charge and earnings under RCW 36.48.090
7 must be charged.

8 (24) Costs for nonstatutory services rendered by clerk by
9 authority of local ordinance or policy must be charged.

10 (25) For filing a request for mandatory arbitration, a filing fee
11 may be assessed against the party filing a statement of arbitrability
12 not to exceed two hundred twenty dollars as established by authority
13 of local ordinance. This charge shall be used solely to offset the
14 cost of the mandatory arbitration program.

15 (26) For filing a request for trial de novo of an arbitration
16 award, a fee not to exceed two hundred fifty dollars as established
17 by authority of local ordinance must be charged.

18 (27) A public agency may not charge a fee to a law enforcement
19 agency, for preparation, copying, or mailing of certified copies of
20 the judgment and sentence, information, affidavit of probable cause,
21 and/or the notice of requirement to register, of a sex offender
22 convicted in a Washington court, when such records are necessary for
23 risk assessment, preparation of a case for failure to register, or
24 maintenance of a sex offender's registration file.

25 (28) For the filing of a will or codicil under the provisions of
26 chapter 11.12 RCW, a fee of twenty dollars must be charged.

27 (29) For the collection of unpaid legal financial obligations,
28 the clerk may impose an annual fee of up to one hundred dollars,
29 pursuant to RCW 9.94A.780.

30 (30) A surcharge of up to twenty dollars may be charged in
31 dissolution and legal separation actions as authorized by RCW
32 26.12.260.

33 The revenue to counties from the fees established in this section
34 shall be deemed to be complete reimbursement from the state for the
35 state's share of benefits paid to the superior court judges of the
36 state prior to July 24, 2005, and no claim shall lie against the
37 state for such benefits.

--- END ---



**SKAGIT COUNTY
BOARD OF COMMISSIONERS**

RON WESEN, First District
KENNETH A. DAHLSTEDT, Second District
SHARON D. DILLON, Third District

November 14, 2014

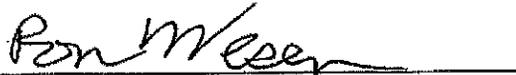
Washington State Board of Judicial Administration
**ATTN: Chief Justice Barbara Madsen and
Judge Kevin Ringus, Co-Chairs**
P.O. Box 41174
Olympia, WA 98504-1174

Dear Chief Justice Madsen and Judge Ringus:

The Skagit County Board of Commissioners and the Judges of Skagit County District Court jointly support the creation of a third judicial position in Skagit County District Court. This support takes into account the combined judicial needs of Skagit County District Court and its' three municipal departments in Anacortes, Burlington and Mount Vernon. As the function of court commissioners has eroded over time, particularly in the area of hearing trials, we believe that the interests of the court would be best served by a third judicial position. Accordingly, we request your support for favorable action by the legislature in allocation of a third district court judge to Skagit County during the current legislative session.

Thank you for your anticipated assistance.

Sincerely,
BOARD OF SKAGIT COUNTY COMMISSIONERS



RON WESEN, Chair



KENNETH A. DAHLSTEDT, Commissioner

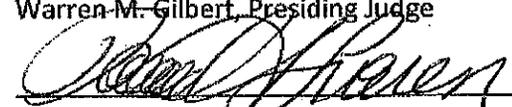


SHARON D. DILLON, Commissioner

SKAGIT COUNTY DISTRICT COURT



Warren M. Gilbert, Presiding Judge



David A. Svaren, Judge

SKAGIT COUNTY COMMISSIONERS ADMINISTRATIVE BUILDING

1800 CONTINENTAL PLACE, SUITE 100, MOUNT VERNON, WA 98273 PHONE (360) 336-9300 FAX (360) 336-9307

BILL REQUEST - CODE REVISER'S OFFICE

BILL REQ. #: Z-0183.1/15

ATTY/TYPIST: AI:lcl

BRIEF DESCRIPTION: Increasing the number of district court judges in Skagit county.

1 AN ACT Relating to increasing the number of district court judges
2 in Skagit county; amending RCW 3.34.010; and creating a new section.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 **Sec. 1.** RCW 3.34.010 and 2011 c 43 s 1 are each amended to read
5 as follows:

6 The number of district judges to be elected in each county shall
7 be: Adams, two; Asotin, one; Benton, five; Chelan, two; Clallam, two;
8 Clark, six; Columbia, one; Cowlitz, three; Douglas, one; Ferry, one;
9 Franklin, one; Garfield, one; Grant, three; Grays Harbor, two;
10 Island, one; Jefferson, one; King, twenty-three in 2009, twenty-five
11 in 2010, and twenty-six in 2011; Kitsap, four; Kittitas, two;
12 Klickitat, two; Lewis, two; Lincoln, one; Mason, one; Okanogan, two;
13 Pacific, two; Pend Oreille, one; Pierce, eleven; San Juan, one;
14 Skagit, (~~two~~) three; Skamania, one; Snohomish, eight; Spokane,
15 eight; Stevens, one; Thurston, three; Wahkiakum, one; Walla Walla,
16 two; Whatcom, two; Whitman, one; Yakima, four. This number may be
17 increased only as provided in RCW 3.34.020.

18 NEW SECTION. **Sec. 2.** The additional judicial position created
19 by section 1 of this act in Skagit county becomes effective only if
20 the county, through its duly constituted legislative authority,

1 documents its approval of the additional position and its agreement
2 that it will pay out of county funds, without reimbursement from the
3 state, the expenses of the additional judicial position as provided
4 by statute.

--- END ---

District Courts: Judicial Needs Estimates by Full-Time Equivalents, 2014 Projected Filings¹

| Court | Judicial | | | Total Judicial Officers | Total Estimated Judge Need ² |
|-------------------|----------|-------------------------------|---|-------------------------|---|
| | Judges | Commissioners and Magistrates | Time Spent as Superior Court Commissioner | | |
| Adams - Othello | 0.50 | 0.00 | 0.00 | 0.50 | 0.77 |
| Adams - Ritzville | 0.50 | 0.00 | 0.00 | 0.50 | 0.53 |
| Asotin | 1.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Benton | 5.00 | 0.00 | 0.00 | 5.00 | 5.04 |
| Chelan | 2.00 | 0.00 | 0.00 | 2.00 | 1.80 |
| Clallam #1 | 1.00 | 0.00 | 0.00 | 1.00 | 1.86 |
| Clallam #2 | 0.60 | 0.00 | 0.00 | 0.60 | 0.62 |
| Clark | 6.00 | 1.50 | 0.00 | 7.50 | 7.20 |
| Columbia | 0.38 | 0.00 | 0.00 | 0.38 | 0.48 |
| Cowlitz | 3.00 | 0.00 | 0.10 | 2.90 | 2.95 |
| Douglas | 1.00 | 0.10 | 0.00 | 1.10 | 0.85 |
| Ferry | 0.48 | 0.00 | 0.00 | 0.48 | 0.52 |
| Franklin | 1.00 | 0.00 | 0.00 | 1.00 | 1.29 |
| Garfield | 0.40 | 0.00 | 0.00 | 0.40 | 0.48 |
| Grant | 2.00 | 0.08 | 0.00 | 2.08 | 2.56 |
| Grays Harbor | 2.00 | 0.00 | 0.00 | 2.00 | 1.94 |
| Island | 1.00 | 1.00 | 0.25 | 1.75 | 1.16 |
| Jefferson | 1.00 | 0.00 | 0.25 | 0.75 | 0.87 |
| King | 25.00 | 1.00 | 0.00 | 26.00 | 21.21 |
| Kittitas | 4.00 | 0.00 | 0.10 | 3.90 | 4.47 |
| Kittitas - Lower | 1.00 | 0.45 | 0.00 | 1.45 | 1.17 |
| Kittitas - Upper | 0.69 | 0.00 | 0.00 | 0.69 | 0.86 |
| Klickitat - East | 0.70 | 0.00 | 0.00 | 0.70 | 0.65 |
| Klickitat - West | 0.44 | 0.00 | 0.00 | 0.44 | 0.57 |
| Lewis | 2.00 | 0.05 | 0.00 | 2.05 | 1.35 |
| Lincoln | 0.74 | 0.00 | 0.15 | 0.89 | 0.65 |
| Mason | 1.00 | 0.00 | 0.00 | 1.00 | 1.15 |
| Okanogan | 1.60 | 0.00 | 0.00 | 1.60 | 1.36 |
| Pacific - North | 0.45 | 0.00 | 0.00 | 0.45 | 0.52 |
| Pacific - South | 0.60 | 0.00 | 0.00 | 0.60 | 0.72 |
| Pend Oreille | 1.00 | 0.00 | 0.50 | 0.50 | 0.68 |
| Pierce | 8.00 | 0.00 | 0.00 | 8.00 | 8.46 |
| San Juan | 0.77 | 0.00 | 0.10 | 0.67 | 0.56 |
| Skiagit | 2.00 | 0.82 | 0.00 | 2.82 | 2.11 |
| Skamania | 0.50 | 0.50 | 0.00 | 1.00 | 0.60 |
| Snohomish | 8.00 | 1.00 | 0.00 | 9.00 | 9.69 |
| Spokane | 8.00 | 0.00 | 0.00 | 8.00 | 6.25 |
| Stevens | 1.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Thurston | 3.00 | 0.75 | 0.00 | 3.75 | 3.38 |
| Wahkiakum | 0.30 | 0.00 | 0.00 | 0.30 | 0.49 |
| Walla Walla | 1.50 | 0.00 | 0.00 | 1.50 | 1.47 |
| Whatcom | 2.00 | 1.00 | 0.00 | 3.00 | 2.20 |
| Whitman | 1.00 | 0.00 | 0.25 | 0.75 | 0.99 |
| Yakima | 4.00 | 1.00 | 0.10 | 4.90 | 4.00 |
| STATEWIDE TOTAL | 108.15 | 9.28 | 1.80 | 115.63 | 107.28 |

Notes:

1. Year 2014 projected filings are based on the previous five-year filing trends of the various case types in a given court. Any vehicle-related violations (parking, photo-radar and toll citations) that were not entered into the statewide Judicial Information System (JIS) are excluded from filing counts.

2. Need estimates represent the estimated number of judge positions needed, as required by RCW 2.56.030(11). They are based on the previous five years of data for the number of total judicial officers and case resolutions.

* Judges and Total Estimated Judge Need exclude a full-time presiding judge who is unavailable to hear cases. Currently, this only applies to King County as required by local ordinance.

| Municipal Courts: Judicial Needs Estimates by Full-Time Equivalents, 2014 Projected Filings ¹ | | | | |
|--|----------|-------------------------------|-------------------------|---|
| Court | Judicial | | | Total Estimated Judge Need ² |
| | Judges | Commissioners and Magistrates | Total Judicial Officers | |
| Aberdeen | 0.66 | 0.00 | 0.66 | 1.13 |
| Airway Heights | 0.20 | 0.00 | 0.20 | 0.64 |
| Anacortes * | 0.13 | 0.13 | 0.30 | 0.66 |
| Bainbridge Island | 0.50 | 0.00 | 0.50 | 0.47 |
| Battle Ground * | 0.25 | 0.00 | 0.25 | 0.75 |
| Bellingham * | 1.00 | 1.00 | 2.00 | 1.79 |
| Black Diamond * | 0.10 | 0.00 | 0.10 | 0.52 |
| Blaine | 0.33 | 0.00 | 0.33 | 0.58 |
| Bothell Lake | 0.75 | 0.00 | 0.75 | 0.77 |
| Bothell | 0.63 | 0.00 | 0.63 | 0.76 |
| Bremerton | 1.00 | 0.25 | 1.25 | 1.07 |
| Buckley | 0.05 | 0.00 | 0.05 | 0.49 |
| Burlington | 0.33 | 0.00 | 0.33 | 0.68 |
| Centralia * | 0.25 | 0.00 | 0.25 | 0.80 |
| Chehalis | 0.35 | 0.00 | 0.35 | 0.69 |
| Cheney * | 0.10 | 0.10 | 0.20 | 0.54 |
| Cle Elum | 0.16 | 0.00 | 0.16 | 0.46 |
| Colfax | 0.10 | 0.00 | 0.10 | 0.44 |
| Cosmopolis * | 0.05 | 0.00 | 0.05 | 0.45 |
| Des Moines * | 1.00 | 0.00 | 1.00 | 0.79 |
| East Wauatchee | 0.50 | 0.00 | 0.50 | 0.62 |
| Edmonds * | 0.53 | 0.00 | 0.53 | 0.84 |
| Elfrid | 0.10 | 0.00 | 0.10 | 0.51 |
| Enumclaw | 0.17 | 0.00 | 0.17 | 0.56 |
| Everett | 2.80 | 0.00 | 2.80 | 2.59 |
| Everson-Nooksack * | 0.05 | 0.00 | 0.05 | 0.49 |
| Federal Way | 2.00 | 0.00 | 2.00 | 1.68 |
| Ferdale | 1.00 | 0.00 | 1.00 | 0.73 |
| Fife | 0.85 | 0.00 | 0.85 | 1.22 |
| Fircrest | 0.12 | 0.00 | 0.12 | 0.53 |
| Gig Harbor | 0.41 | 0.00 | 0.41 | 0.52 |
| Granger * | 0.04 | 0.00 | 0.04 | 0.46 |
| Hogeland * | 0.19 | 0.00 | 0.19 | 0.70 |
| Issaquah | 0.50 | 0.00 | 0.50 | 0.81 |
| Kent * | 2.00 | 0.00 | 2.00 | 2.32 |
| Kirkland | 1.00 | 0.20 | 1.20 | 1.16 |
| Lake Forest Park | 0.50 | 0.00 | 0.50 | 0.51 |
| Lakewood | 1.00 | 0.00 | 1.00 | 2.48 |
| Lynden | 0.44 | 0.00 | 0.44 | 0.50 |
| Lynnwood | 0.80 | 0.00 | 0.80 | 1.44 |
| Marysville | 2.00 | 0.00 | 2.00 | 1.83 |
| Medical Lake | 0.20 | 0.00 | 0.20 | 0.45 |
| Mercer Island | 0.70 | 0.00 | 0.70 | 0.50 |
| Milton | 0.20 | 0.00 | 0.20 | 0.61 |
| Montesano | 0.10 | 0.00 | 0.10 | 0.45 |
| Mount Vernon | 0.90 | 0.33 | 0.33 | 0.88 |
| Napavine | 0.25 | 0.00 | 0.25 | 0.44 |
| Ocean Shores | 0.25 | 0.00 | 0.25 | 0.51 |
| Olympia | 1.00 | 0.00 | 1.00 | 1.23 |
| Orting | 0.50 | 0.00 | 0.50 | 0.49 |
| Pacific | 0.18 | 0.00 | 0.18 | 0.66 |
| Pasco | 0.75 | 0.00 | 0.75 | 1.34 |
| Port Orchard | 0.60 | 0.00 | 0.60 | 0.86 |
| Poulsbo | 0.40 | 0.00 | 0.40 | 0.54 |
| Puyallup | 1.00 | 0.30 | 1.00 | 1.63 |
| Raymond * | 0.00 | 0.10 | 0.10 | 0.52 |
| Renton | 1.00 | 0.00 | 1.00 | 1.36 |
| Roy | 0.05 | 0.00 | 0.05 | 0.43 |
| Ruston | 0.20 | 0.00 | 0.20 | 0.46 |
| SeaTac | 0.80 | 0.00 | 0.80 | 0.75 |
| Seattle | 7.00 | 4.50 | 11.50 | 7.30 |
| Sedro Woolley * | 0.22 | 0.00 | 0.22 | 0.54 |
| Selah | 0.25 | 0.00 | 0.25 | 0.63 |
| Shelton | 0.50 | 0.00 | 0.50 | 0.72 |
| South Bend | 0.12 | 0.00 | 0.12 | 0.46 |

| Municipal Courts: Judicial Needs Estimates by Full-Time Equivalents, 2014 Projected Filings ¹ | | | | |
|--|----------|-------------------------------|-------------------------|---|
| Court | Judicial | | | Total Estimated Judge Need ² |
| | Judges | Commissioners and Magistrates | Total Judicial Officers | |
| Spokane | 3.00 | 2.00 | 5.00 | 3.85 |
| Spojias | 0.10 | 0.00 | 0.10 | 0.51 |
| Sumner | 0.25 | 0.00 | 0.25 | 0.59 |
| Sunnyside ^f | 0.50 | 0.00 | 0.50 | 1.34 |
| Tacoma | 3.00 | 1.60 | 4.60 | 2.50 |
| Tehac | 0.25 | 0.00 | 0.25 | 0.45 |
| Tappanish | 0.25 | 0.00 | 0.25 | 0.75 |
| Tukwilla | 1.00 | 0.00 | 1.00 | 1.17 |
| Union Gap ^f | 0.46 | 0.00 | 0.46 | 0.78 |
| Wapato | 0.13 | 0.00 | 0.13 | 0.64 |
| Westport | 0.06 | 0.00 | 0.06 | 0.47 |
| Yakima | 2.00 | 0.50 | 2.50 | 2.06 |
| Yelm ^f | 0.08 | 0.00 | 0.08 | 0.68 |
| Zillah | 0.05 | 0.00 | 0.05 | 0.46 |
| STATEWIDE TOTAL | 52.96 | 10.73 | 63.09 | 76.90 |
| ^f No 2013 survey response received; prior year's figures used. | | | | |
| <p>1. Year 2013 projected filings are based on the previous five-year filing trends of the various case types in a given court. Any vehicle-related violations (parking, photo-radar and toll citations) that were not entered into the statewide Judicial Information System (JIS) are excluded from filing counts.</p> <p>2. Need estimates represent the estimated number of judge positions needed, as required by RCW 2.56.030(11). They are based on the previous five years of data for the number of total judicial officers and case resolutions.</p> | | | | |



2015 Legislative Communications & Coordination

The Board for Judicial Administration (BJA) was created to provide effective leadership to the state courts and to develop policy to enhance the administration of the court system in Washington State. By court rule, the BJA shall have a standing Legislative Committee.

Pursuant to the Charter adopted by the BJA, the Legislative Committee shall “develop proactive legislation on behalf of the Board for Judicial Administration and to advise and recommend positions on legislation of interest to the BJA and/or the BJA Executive Committee when bills affect all levels of court or the judicial branch as a whole.” The Charter also requires the Legislative Committee (Committee) to develop a communications plan regarding how the Committee will interact with stakeholders.

Existing Methods of Communication

Several methods of communication both within the BJA Legislative Committee and between the broader judicial branch community already exist and will remain in effect. They are as follows:

- AOC’s internal legislative team will continue to meet on Thursdays to discuss bills scheduled for hearing the next week as well as items of interest from the following or upcoming weeks.
- SCJA’s legislative committee will continue to meet on Fridays to develop positions on legislation.
- DMCJA’s legislative committee will continue to meet on Monday mornings to develop positions on legislation.
- AOC’s staff to the associations will maintain communication with BJA Legislative Committee staff in preparation for the BJA Legislative Committee phone calls on Monday afternoons. Association staff will notify Legislative Committee staff by noon Monday of items that the associations want to add to the BJA Legislative Committee call agenda and provide a synopsis of their positions/rationale relative to each.
- AOC staff for the associations will also have an in-person meeting on Monday afternoon to prepare for the BJA Legislative Committee conference call.

- The Monday morning meetings with the “lobbyists” and agency leads will continue. Association presidents and legislative chairs will convey the importance of attending these discussions to their respective legislative liaisons.
- Legislation, “white papers,” and “talking points” created by any judicial branch team member will be shared.
- BJA Legislative Committee staff, Mellani McAleenan, has been designated the “hub” for all transmission of legislative information. To accomplish this, it is expected that judicial branch members will report regularly to Mellani about noteworthy information. She will then share this information with the primary judicial branch stakeholders, including lobbyists, and the members of the BJA Legislative Committee.
- Association presidents and legislative committee chairs will convey to their judges and lobbyists that information regarding issues raised, discussions with legislators, etc. should be conveyed to them and to Mellani in a timely manner.
- Mellani will create an email list and send regular updates, as often as daily if necessary, that will include the information provided to her by the other members of the judicial branch, positions taken by the BJA and associations, and other information she or other members of the judicial branch deem to be of interest.
- A meeting of the judicial branch stakeholders will be scheduled, as needed, for November or December to discuss request legislation, other areas of great interest, and the budget.
- If conflicting positions within the judicial branch are identified, efforts at resolution should occur. If conflicting positions are not resolvable, every effort should be made to communicate those disagreements respectfully and in a way that does not harm the broader sense of cohesive engagement on the part of the judicial branch.

Emergency Decision-Making Process

The Charter designates that the BJA Executive Committee “shall take any emergency action necessary as a result of legislative proposals” and that “all members of the Legislative Committee shall have a vote on the recommendation to the Executive Committee.”

Occasionally, an issue affects not only multiple court levels but also the broader judicial branch and requires a response that must be provided more quickly than the standard communication and decision-making process allows. Prior to formulating a decision, the Chief Justice, or other judicial branch team member, will, on an ad hoc basis, seek advice from:

- the BJA Legislative and Executive Committees, including the association presidents and legislative committee chairs;
- the State Court Administrator;
- the State Law Librarian;
- the Director of the Office of Civil Legal Aid; and
- the Director of the Office of Public Defense

regarding all questions and budget reduction or change actions proposed by the Legislature as they relate to branch-wide issues.

Understanding that such emergency decision making requires a rapid response, AOC staff will make every effort to schedule discussions at times when all members can participate, and judicial

branch team members will make every effort to participate in such discussions. An alternate may be designated if necessary but discussions may not be delayed in order to accommodate all parties. After a decision regarding a particular issue(s) has been made, judicial branch team members will support and advocate for the decision.

Additional Communication Required by the Charter

Additional communications are required by the BJA Legislative Committee Charter, as follows:

- The Committee shall report monthly, or as requested, to the full BJA.
- During the legislative session, staff to the Committee will provide an update to the full BJA after the chair of the Committee has made opening remarks.
- The Committee shall report in writing to the BJA as requested.
- The Chair of the Committee shall attend one BJA meeting per year, at a minimum, to report on the Committee's work, as requested.

Recognition of Public Records

Certain sensitivities should be recognized about the sharing of information. Judicial branch team members should caution in writing or forwarding emails without permission, paying attention to potential public disclosure issues, and noting that more information may be provided in person as needed. Regardless of any limitation of disclosure due to a "deliberative process" type of exception, members of the Committee should not expect that communications would remain "confidential" long term.



November 12, 2014

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

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 secured additional administrative assistance from Rachael Sanford of the Washington Center for State Court Research to assist with editing and formatting.

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. I am optimistic that these changes can be made by the end of the calendar year.

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.

BJA BUSINESS ACCOUNT – THIRD QUARTER 2014 SUMMARY

| JULY – SEPTEMBER 2014 | | | |
|-----------------------|------------|---------|-------------|
| ITEM | WITHDRAWAL | DEPOSIT | BALANCE |
| BEGINNING BALANCE | | | \$11,561.66 |
| BOOKKEEPING SERVICES | \$150.00 | | |
| EXPENSES | \$0.00 | | |
| DEPOSITS | | \$0.00 | |
| ENDING BALANCE | | | \$11,411.66 |

BJA BUSINESS ACCOUNT THIRD QUARTER 2014 DETAIL ACTIVITY

| DATE | CK# | TO | FOR | AMOUNT | CLEARED |
|---------|------|---------------|------------------------------|----------|---------|
| 7.24.14 | 3688 | COLLEEN CLARK | BOOKKEEPING FEES – JULY | 50.00 | X |
| 8.25.14 | 3689 | COLLEEN CLARK | BOOKKEEPING FEES – AUGUST | 50.00 | X |
| 9.26.14 | 3690 | COLLEEN CLARK | BOOKKEEPING FEES – SEPTEMBER | 50.00 | |
| | | | | \$150.00 | |

| DEPOSIT DATE | AMOUNT |
|--------------|--------|
| | |
| | |
| | |

BOARD FOR JUDICIAL ADMINISTRATION RULES (BJAR)

TABLE OF RULES

Rule

Preamble

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

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.]

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.]

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.]

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.]

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.]

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.

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
Amended 03/16/07

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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)

(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.)