

BOARD FOR JUDICIAL ADMINISTRATION



**WASHINGTON
COURTS**

MEETING PACKET

**FRIDAY, JUNE 19, 2015
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 Thomas Bjorgen
Court of Appeals, Division II

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

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

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

Judge Marilyn Haan
Superior Court Judges' Association
Cowlitz County Superior 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 Sean Patrick O'Donnell
Superior Court Judges' Association
King County Superior Court

Justice Susan Owens
Supreme 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

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

NON-VOTING MEMBERS:

Ms. Callie Dietz
State Court Administrator

Judge Michael Downes, President-Elect
Superior Court Judges' Association
Snohomish County Superior Court

Mr. Anthony Gipe, President
Washington State Bar Association

Judge J. Robert Leach
Presiding Chief Judge
Court of Appeals, Division III

Ms. Paula Littlewood, Executive Director
Washington State Bar Association

Judge G. Scott Marinella, President-Elect
District and Municipal Court Judges' Association
Columbia County District Court



Board for Judicial Administration (BJA) Meeting
Friday, June 19, 2015 (9:00 a.m. – Noon)
 AOC SeaTac Office, 18000 International Blvd., Suite 1106, SeaTac

AGENDA

1. Call to Order	Judge Kevin Ringus	9:00 a.m.
2. Welcome and Introductions	Judge Kevin Ringus	9:00 a.m.
Action Items		
3. May 15, 2015 Meeting Minutes Action: Motion to approve the minutes of the May 15, 2015 meeting	Judge Kevin Ringus	9:05 a.m. Tab 1
4. 2015-17 BJA Member Chair Action: Motion to elect Judge Scott Sparks as the 2015-17 BJA Member Chair	Judge Kevin Ringus	9:10 a.m.
Reports and Information		
5. Superior Court Case Management System (SC-CMS) Go Live Report	Ms. Vonnie Diseth	9:15 a.m.
6. BJA Standing Committee Assignments for 2015-16	Judge Kevin Ringus	9:45 a.m. Tab 2
7. Budget Update and Supplemental Budget Timeline	Mr. Ramsey Radwan	10:00 a.m. Tab 3
8. State Budget Contingency Plan	Ms. Callie Dietz	10:20 a.m.
9. Legislative Report	Ms. Mellani McAleenan	10:30 a.m.
Break		10:45 a.m.
10. Standing Committee Reports Budget and Funding Committee Court Education Committee Policy and Planning Committee	Judge Ann Schindler Judge Judy Rae Jasprica Judge Janet Garrow	11:00 a.m. Tab 4
11. Trial Court Improvement Account Report	Ms. Mellani McAleenan	11:30 a.m.
12. Travel Reimbursement for Annual Conference	Justice Susan Owens	11:40 a.m.
13. BJA Administrative Manager's Report	Ms. Misty Butler	11:45 a.m. Tab 5

14. Other Business Next meeting: August 21 AOC SeaTac Office	Judge Kevin Ringus	11:55 a.m.
15. 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.		

Tab 1



Board for Judicial Administration (BJA) Meeting

Friday, May 15, 2015 (9 a.m. – Noon)

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

MEETING MINUTES

BJA Members Present:

Chief Justice Barbara Madsen
Judge Kevin Ringus, Member Chair
Judge Thomas Bjorgen
Judge Bryan Chushcoff
Judge Harold Clarke III
Ms. Callie Dietz
Judge Michael Downes
Judge Janet Garrow
Mr. Anthony Gipe (by phone)
Judge Marilyn Haan
Judge Judy Rae Jasprica
Judge Michael Lambo
Judge Sean O'Donnell
Justice Susan Owens
Judge Ann Schindler
Judge Laurel Siddoway
Judge Scott Sparks
Judge David Steiner

Guests Present:

Mr. Russ Aoki
Ms. Linda Baker
Ms. Ruth Gordon
Judge Richard McDermott

Public Present:

Mr. Bret Haggerty
Mr. Christopher Hupy

AOC Staff Present:

Mr. John Bell
Ms. Misty Butler
Ms. Beth Flynn
Mr. Steve Henley
Mr. Dirk Marler
Ms. Mellani McAleenan
Mr. Ramsey Radwan

Judge Ringus called the meeting to order.

March 20, 2015 Meeting Minutes

It was moved by Judge Sparks and seconded by Judge Garrow to approve the March 20, 2015 BJA meeting minutes. The motion carried.

GR 31.1 Effective Date

Mr. Bell reported that most of the GR 31.1 training has been completed and the revisions to the rule are in front of the Supreme Court Rules Committee. They meet Monday and then their next meeting is in October. The suggested effective date of GR 31.1 is January 1, 2016 which will give people time to get ready for it. The rule review date should be January 1, 2017 to determine how well the rule is working.

It was moved by Judge Garrow and seconded by Justice Owens to recommend to the Supreme Court the effective date of January 1, 2016 for GR 31.1. The motion carried.

Judge Garrow thanked Mr. Bell for all the work he has done to create the GR 31.1 forms and for providing guidance and training to the courts.

Judge Siddoway asked if there would be training for appellate court staff and Mr. Bell stated that the Administrative Office of the Courts (AOC) would provide GR 31.1 training.

It was moved by Judge O'Donnell and seconded by Judge Garrow that the BJA review GR 31.1 one year from implementation. The motion carried.

2015-17 BJA Member Chair

It was moved by Judge Clarke to nominate Judge Sparks to serve as the 2015-17 BJA Member Chair. The motion carried.

Chief Justice Madsen thanked Judge Ringus for his service to the Board for Judicial Administration.

Washington State Civil Legal Aid Oversight Committee Reappointment

It was moved by Judge Schindler and seconded by Judge O'Donnell to reappoint Judge Michael Spearman to the Washington State Civil Legal Aid Oversight Committee.

WSBA Task Force on the Escalating Costs of Civil Litigation Report

Judge McDermott gave an overview of the work of the Washington State Bar Association (WSBA) Task Force on the Escalating Costs of Civil Litigation. The American Bar Association (ABA) surveyed their members and found that the cost of civil litigation was becoming too expensive and 7th amendment rights were becoming almost non-existent in some courts. The WSBA then surveyed their members and the WSBA created a task force to look into the issue and Mr. Aoki became chair of the task force. The task force is trying to provide access to civil litigation for everyone.

The report is truly a draft and all task force members were not in agreement with what is in the report. The task force is comprised of 16 people but overall about 45 people contributed to the project. The task force came up with a series of suggested rule changes and some of the changes could be controversial.

The preliminary task force recommendations are:

- Initial Case Schedules (12 months to trial—trial court has discretion to move trial around)
- Judicial Assignment (single judge to case upon filing)
- Two-tier litigation (12 month case schedule, Tier 1, all cases default to this; Tier 2—18 month case schedule to accommodate more extensive discovery, more complex case, stakes over \$300,000)
- Mandatory Discovery Conference
- Mandatory Disclosures
- Proportionality and Cooperation
- Discovery Limits
- E-discovery (adopt remaining federal e-discovery rules)
- Motions Practice

- Pretrial Conference
- District Court
- Alternative Dispute Resolution

The task force hopes to present something to the WSBA Board of Governors in July and then to the Supreme Court in the fall.

State Budget Update

Mr. Radwan reported that the House budget was fairly favorable but the Senate budget cut about \$10 million out of the AOC general fund budget and did not fund some technology projects and maintenance items. The Senate budget included funding for the accelerated data exchange but took the funding out of the Judicial Information System (JIS) account. Mr. Radwan distributed a comparison of the two budgets along with the original request. He thinks the budget negotiations are getting the judicial branch budget closer to the House budget but he predicts there will be cuts.

Mr. Radwan stated there has been a 45% reduction in the AOC general fund budget since 2009. It was requested that Mr. Radwan send the BJA members the current budget numbers for judicial branch agencies so they can be compared to the proposed budgets.

The economic and revenue forecast will come out Monday instead of sometime in June and there will probably be a little increase in revenue but not much.

Legislative Report

Ms. McAleenan thanked everyone who wrote and e-mailed their legislators regarding the Senate budget proposal. Op-eds were placed in major newspapers and a legislator is currently working on one for the Olympian. Fifteen senators signed a letter stating they do not agree with the treatment of the judicial branch in the Senate budget.

The House is planning to have floor action on Wednesday but not on the final budget.

May 18 is the last day for the Governor to sign bills from the regular session.

A final bill summary from the regular session will be distributed soon via e-mail.

Standing Committee Reports

Budget and Funding Committee: Judge Schindler reported that the committee is not meeting today because of the budget situation. They will meet after the next BJA meeting.

Court Education Committee: Provided written report.

Policy and Planning Committee: Judge Sparks reported that the committee is meeting after the BJA meeting today. They have been working on a planning process to determine those issues which will be the focus of the committee. They will be holding a forum in June for key stakeholders to help identify issues of common concern. The result of the process will be

recommendations on issues including a campaign for the BJA for 2016-17. The committee expects approximately 24 participants and Mr. John Greacen will be the facilitator. After the forum the participants will draft brief issue statements over the following weeks. Then they will take a few months to work with issue partners in work groups to analyze each issue and develop potential strategies. The work product of this process will be presented to the BJA in the fall to determine which issues the board should be engaged in.

Salary Commission Report

Ms. McAleenan distributed the 2015-16 salary schedule. Judges will receive raises on September 1, 2015 and September 1, 2016 and the final salary schedule is what was proposed in January. Judges will receive a general wage increase plus a 1% additional increase both years and the Chief Justice will receive 1.5% extra for the additional duties that come with that position.

Ms. McAleenan will send a notice to all judges about the 2015-16 salary schedule.

It was moved by Judge Sparks and seconded by Judge Garrow to adjourn the meeting. The motion carried.

Recap of Motions from the May 15, 2015 meeting

Motion Summary	Status
Approve the March 20, 2015 BJA meeting minutes.	Passed
Recommend to the Supreme Court the effective date of January 1, 2016 for GR 31.1.	Passed
The BJA will review GR 31.1 one year from implementation.	Passed
Nominate Judge Sparks to serve as the 2015-17 BJA Member Chair.	Passed
Reappoint Judge Michael Spearman to the Washington State Civil Legal Aid Oversight Committee.	Passed
Adjourn the meeting.	Passed

Action Items from the May 15, 2015 meeting

Action Item	Status
<u>March 20, 2015 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>GR 31.1</u> <ul style="list-style-type: none"> • Have the Supreme Court Rules Committee consider January 1, 2016 as the GR 31.1 implementation date • Schedule a BJA review of GR 31.1 in January 2017 	Done
<u>2015-17 BJA Member Chair</u> <ul style="list-style-type: none"> • Add the election of Judge Sparks as the 2015-17 BJA Member Chair to the June BJA meeting agenda for action 	Done
<u>Washington State Civil Legal Aid Oversight Committee</u> <ul style="list-style-type: none"> • Create and send letter to Judge Michael Spearman appointing him to the Civil Legal Aid Oversight Committee 	Done

Board for Judicial Administration Meeting Minutes

May 15, 2015

Page 5 of 5

Action Item	Status
<u>State Budget Update</u> <ul style="list-style-type: none">• Mr. Radwan will send the current budgets for the judicial branch agencies to the BJA members	
<u>Salary Commission Report</u> <ul style="list-style-type: none">• Ms. McAleenan will send information regarding judicial salaries to all the judges	Done

Tab 2

BJA Membership 2015-2016

Name	Term	Committee Assignments
Supreme Court		
Chief Justice Barbara Madsen - Chair	1/17	P&P, Legislative, Exec.
Justice Susan Owens	6/19	CEC
Courts of Appeal		
Justice Thomas Bjorgen Division II	6/18	Legislative
Judge Laurel Siddoway Division III	6/18	CEC
Judge Ann Schindler Division I	6/19	BFC
SCJA		
Judge Bryan Chushcoff	6/18	BFC
Judge Marilyn Haan	6/17	CEC
Judge Sean Patrick O'Donnell	6/17	Legislative
Judge Harold Clarke III SCJA President	6/16	Legislative, Exec.
Judge Scott Sparks - Member Chair	6/18	Legislative, P&P, Executive
DMCJA		
Judge Janet Garrow	6/17	P&P
Judge Judy Rae Jasprica	6/17	CEC
Judge Michael Lambo	6/16	BFC
Judge Kevin Ringus	6/16	Legislative
Judge David Steiner DMCJA President	6/16	Legislative, Exec.
Non-Voting Members		
Judge Michael Downes SCJA President Elect	6/17	P&P, Legislative, Exec.
Ms. Callie Dietz State Court Administrator	Indefinite	Legislative, Exec.
Mr. Anthony Gipe WSBA President	9/15	Legislative, Exec.
Judge J. Robert Leach COA Presiding Chief Judge	4/16	Legislative, P&P, Executive
Ms. Paula Littlewood WSBA Executive Director	Indefinite	
Judge G. Scott Marinella DMCJA President Elect	6/17	P&P, Legislative, Exec.

BJA Executive Committee

Representative	Name	Term
Voting Members		
BJA Chair	Chief Justice Barbara Madsen	1/17
BJA Member Chair	Judge Scott Sparks	6/18
COA Judge	Judge J. Robert Leach	4/16
President Judge of the the SCJA	Judge Harold Clarke III	6/16
President Judge of the the DMCJA	Judge David Steiner	6/16
Non-Voting Members		
President-Elect - SCJA	Judge Michael Downes	6/16
President-Elect - DMCJA	Judge G. Scott Marinella	6/16
WSBA Representative	Mr. Anthony Gipe	9/15
Administrator for the Courts	Ms. Callie Dietz	Indefinite

Legislative Committee

Representative	Name	Term
BJA Member, Appellate Courts	Judge Thomas Bjorgen	9/16
BJA Member, SCJA	Judge Sean Patrick O'Donnell - Chair	9/16
BJA Member, DMCJA	Judge Kevin Ringus	6/16
Chief Justice	Chief Justice Barbara Madsen	1/17
BJA Member Chair	Judge Scott Sparks	6/17
COA Presiding Chief Judge	Judge J. Robert Leach	4/16
SCJA President	Judge Harold Clarke III	6/16
DMCJA President	Judge David Steiner	6/16
DMCJA Legislative Committee Chair	Judge Samuel Meyer	6/16
SCJA Legislative Committee Chair	Judge Steven Warning/Judge Kitty-Ann van Doorninck	6/16

Policy and Planning Committee

Representative	Name	Term
Chief Justice	Chief Justice Barbara Madsen	1/17
BJA Member, SCJA	Judge Scott Sparks	6/18
BJA Member, DMCJA	Judge Janet Garrow - Chair	6/17
COA Presiding Chief Judge	Judge J. Robert Leach	4/16
SCJA President-Elect	Judge Michael Downes	6/16
DMCJA President-Elect	Judge G. Scott Marinella	6/16

Court Education Committee

Representative	Name	Term
BJA Member, Appellate Courts	Judge Laurel Siddoway	First population of members will be staggered (3 years term)
BJA Member, SCJA	Judge Marilyn Haan	First population of members will be staggered (3 years term)
BJA Member, DMCA	Judge Judy Rae Jaspirica - Chair	First population of members will be staggered (3 years term)
Appellate Court Education Chair or Designee (1)	Justice Debra Stephens	Term determined by Chief Justice
Superior Court Judges' Association Education Committee Chair or Designee (1)	Judge T.W. Small	Term determined by their association
District and Municipal Judges' Association Education Committee Chair or Designee (1)	Judge Douglas Fair, Co-Chair	Term determined by their association
Annual Conference Chair or Designee (1)	Justice Susan Owens	Term determined by Chief Justice
Association of Washington Superior Court Administrators Education Committee Chair or Designee	Ms. Andra Motyka (Ms. Fona Sugg as alternate)	Term determined by their association
District and Municipal Court Management Association Education Committee Chair or Designee (1)	Ms. Margaret Yetter	Term determined by their association
Washington Association of Juvenile Court Administrators Education Committee Chair or Designee (1)	Ms. Paula Holter-Mehren	Term determined by their association
Washington State Association of County Clerks Education Committee Chair or Designee (1)	Ms. Kimberly Allen	Term determined by their association
Washington State Law School Dean (1)	Dean Annette Clark	3 year term

Budget and Funding Committee

Representative	Name	Term
DMCJA BJA Member	Judge Michael Lambo	6/16
SCJA BJA Member	Judge Bryan Chushcoff	6/18
COA BJA Member	Judge Ann Schindler - Chair	6/16

Tab 3

JUDICIAL BRANCH BUDGET DEVELOPMENT TIMELINE 2016 Supplemental Budget

June

- 2015-2017 biennial budget approved by legislature.
- June 19, 2015 present schedule to BJA.
- June 26, 2015 present schedule to JISC.
- June 30, 2015 distribute 2016 supplemental budget instructions.

July

- Develop decision packages.
- July 24, 2015 preliminary decision packages **that impact AOC** are due. Preliminary requests must include:
 - Brief description
 - Brief description of benefit to be gained
 - Estimated dollar amount and staffing need (FTE)
- Supreme Court Budget Committee meeting.

August

- August 7, 2015 preliminary decision packages **that do not impact AOC** are due. Preliminary requests must include:
 - Brief description
 - Brief description of benefit to be gained
 - Estimated dollar amount and staffing need (FTE)
- August 21, 2015 summary of 2016 supplemental budget request distributed at BJA meeting for discussion.
- August 28, 2015 summary of 2016 JIS supplemental budget request distributed at JISC meeting.
- Supreme Court Budget Committee meeting.

September

- September 16, 2015 revenue forecast
- September 18, 2015 BJA makes recommendation regarding 2016 supplemental budget requests that impact AOC.
- Supreme Court Budget Committee meeting.

October

- Supreme Court Budget Committee meeting.
- October 23, 2015 JISC makes recommendation regarding 2016 JIS supplemental budget request. Recommendation communicated to Supreme Court Budget Cmte.
- The recommendations of the Supreme Court Budget Committee are forwarded to the full court for review and approval at the November En Banc Conference.

November

- November 4, 2015 2016 supplemental budget presented for approval at the En Banc Conference.
- The final branch supplemental budget request is forwarded to the Legislature.

Tab 4



June 11, 2015

TO: Board for Judicial Administration Members

FROM: Judge Judy Rae Jasprica, BJA Court Education Committee Chair
Judge Douglas J. Fair, BJA Court Education Committee Co-Chair

RE: Court Education Committee Report

I. Work in Progress

CEC committee met on June 1, 2015, from 9-12 at SeaTac. The CEC reviewed Ohio's educational model and information on the restructuring of education in California.

The CEC continued to review the BCE's Judicial College Trustees committee to determine the role and responsibilities.

- Judicial College Trustees – disband the current structure and create a committee that researches and develops an educational curriculum for new judges, which includes the judicial college and merges with the Appellate, SCJA and DMCJA curriculum planning.
- The CEC would like to create a second committee to develop an educational curriculum for court personnel from their first day of service to their last. At this time, it would include the Institute for New Court Employees and the Institute for Court Management.
- CEC will start the formal proceeding to request that the Supreme Court sunset the Board for Court Education (BCE).
- Continuing to make administrative changes to documents related to education. Currently the CEC will propose administrative changes to GR 26 and the standards.

Next CEC meeting will be August 7, 2015 from 9 –12 at the AOC SeaTac Office.

II. Short-term Goals

CEC formulate their mission, goals and strategic plan for education and a communication plan to develop relationships between the other BJA standing committees and the BJA as a whole.

Fund yearly in-state Judicial Education Leadership Institutes.

Review how biennial and supplemental budget requests are developed and submitted. Explore how the Supreme Court budget process may help expand educational funding.

III. Long-term Goals

Develop a stable funding source for court education.

Special Note: The CEC would like to recognize all the Board for Court Education members, long-term, and short-term, who have been dedicated to educating our judiciary.

Ms. Kimberly Allen (2013-2015)
Judge Stephanie Arend (2014-2015)
Ms. Alexandra Carrillo (WSBA – 2013-2015)
Dean Annette Clark (2014-2015)
Judge Andrea Darvas (2014-2015)
Ms. Callie Dietz (2013-2015)
Judge James Docter (2005-2015)
Judge Stephen Dwyer (2011-2015)
Ms. Theresa Ewing (2013-2015)
Judge Doug Fair (2008-2015)
Ms. Paula Holter-Mehren (2001-2015)
Mr. Dirk Marler (2000-2015)
Ms. Andra Motyka (2003-2015)
Commissioner Eric Schmidt (2007-2015)
Judge T.W. Small (2010-2015)
Judge Maggie Ross (2006-2015)
Justice Charles Wiggins (2011-2015)



WASHINGTON
COURTS

BJA Policy and Planning Committee

Friday, June 5, 2015 (11:30 a.m. – 4:30 p.m.)

Radisson Seattle Airport, Seatac, WA
Orcas Room

AGENDA – JUDGE SCOTT SPARKS, CHAIR

1. Call to Order

2. Introductions

3. System Partner Forum

STRATEGIC ISSUE MANAGEMENT INITIATIVE

I. Purpose and Design

II. Initial Identification of Issues

BREAK

III. Initial Identification of Issues (cont.)

IV. Discussion of Issues

V. Issue Preferences, Round One

BREAK

VI. Issue Preferences, Round Two

VII. Identification of Issue Partners

VIII. Next Steps

IX. Feedback

4. Adjourn

Judicial System Partner Liaisons

Association of Washington Cities

Ms. Heidi Wachter
City of Lakewood
6000 Main Street SW
Lakewood, WA 98499-5027
hwachter@cityoflakewood.us

Association of Washington Superior Court Administrators

Mr. Frank Maiocco
Kitsap County Superior Court
614 Division Street
Port Orchard, WA 98366-4683
fmaiocco@co.kitsap.wa.us

Civil Legal Aid Oversight Committee

Mr. Jim Bamberger
Office of Civil Legal Aid
PO Box 41183
Olympia, WA 98504-1183
jim.bamberger@ocla.wa.gov

District and Municipal Court Judges' Association

Honorable G. Scott Marinella
Columbia County District Court
535 Cameron Street
Dayton, WA 99328-1279
gsm.judge@gmail.com

District and Municipal Court Management Association

Ms. Suzanne Elsner
Marysville Municipal Court
1049 State Avenue, Suite 205
Marysville, WA 98270-4234
selsner@marysvillewa.gov

Judicial Information System Committee

Honorable Jeanette Dalton
Kitsap County Superior Court
614 Division Street, MS 24
Port Orchard, WA 98366-4683
jdalton@co.kitsap.wa.us

Office of Public Defense Advisory Committee

Ms. Sophia Byrd McSherry
Washington State Office of Public Defense
PO Box 40957
Olympia, WA 98504-0957
Sophia.ByrdMcSherry@opd.wa.gov

Superior Court Judges' Association

Honorable Linda Krese
Snohomish County Superior Court
3000 Rockefeller Avenue, MS 502
Everett, WA 98201-4046
linda.krese@snoco.org

Washington Association of Criminal Defense Lawyers

Mr. Louis A. Frantz
Kent Felony Supervisor
King County Public Defense
Associated Counsel for the Accused Division
420 W Harrison St, Ste 201
Kent, WA 98032
louis.frantz@kingcounty.gov

Washington Association of Juvenile Court Administrators

Ms. Bonnie Bush
Spokane County Juvenile Court
1208 W Mallon Avenue
Spokane, WA 99201-2091
bbush@spokanecounty.org

Washington Association of Prosecuting Attorneys

Honorable Mark McClain
Pacific County Prosecuting Attorney
PO Box 45
South Bend, WA 98586

Attending June 5:

Ms. Carla C. Lee
King County Prosecuting Attorney's Office
516 Third Avenue, Room W554
Seattle, WA 98104-2362
Carla.Lee@kingcounty.gov

Washington Defense Trial Lawyers

Ms. Jillian Hinman
Forsberg & Umlauf, P.S.
901 Fifth Avenue, Suite 1400
Seattle, WA 98164-1039
jhinman@forsberg-umlauflaw.com

Washington State Access to Justice Board

Ms. Ishbel Dickens
Manufactured Home Owners Association of America
PO Box 22346
Seattle, WA 98112-0346
ishbel@nmhoa.org

Washington State Association for Justice

Mr. Nathan Roberts
Connelly Law Offices, PLLC
2301 N 30th St
Tacoma, WA 98403
nroberts@connelly-law.com

Washington State Association of Counties

Honorable Kevin Bouchey
Yakima County
128 North 2nd Street, Room 232
Yakima, WA 98901
kevin.bouchey@co.yakima.wa.us

Attending June 5:

Mr. Eric Johnson
Washington State Association of Counties
206 10th Avenue SE
Olympia, WA 98501
ejohnson@wacounties.org

Washington State Association of County Clerks

Honorable Ruth Gordon
Jefferson County Clerk
PO Box 1220
Port Townsend, WA 98368
rgordon@co.jefferson.wa.us

Washington State Association of Municipal Attorneys

Mr. W. Scott Snyder
Ogden Murphy Wallace, PLLC
901 5th Ave, Ste 3500
Seattle, WA 98164-2008
ssnyder@omwlaw.com

Washington State Bar Association

Mr. Anthony Gipe
Washington State Bar Association
1325 Fourth Avenue, Suite 600
Seattle, WA 98101
adgipeWSBA@gmail.com

Washington State Court of Appeals

Honorable J. Robert Leach
Court of Appeals, Division I
One Union Square
600 University Street
Seattle, WA 98101-1176
j.leach@courts.wa.gov

Washington State Gender and Justice Commission

Honorable Barbara Madsen
Washington State Supreme Court
PO Box 40929
Olympia, WA 98504-0929
barbara.madsen@courts.wa.gov

Washington State Interpreter Commission

Honorable Steven González
Washington State Supreme Court
PO Box 40929
Olympia, WA 98504-0929
j_s.gonzalez@courts.wa.gov

Washington State Minority and Justice Commission

Honorable Mary Yu
Washington State Supreme Court
PO Box 40929
Olympia, WA 98504-0929
mary.yu@courts.wa.gov

Washington State Office of the Attorney General

Ms. Christina Beusch
Attorney General's Office
PO Box 40100
Olympia, WA 98504-0100
christinab@atg.wa.gov

Washington State Supreme Court

Honorable Barbara Madsen
Washington State Supreme Court
PO Box 40929
Olympia, WA 98504-0929
barbara.madsen@courts.wa.gov



Strategic Issue Management Initiative

System Partner Forum

BOARD FOR JUDICIAL ADMINISTRATION
Policy and Planning Committee

June 5, 2015
SeaTac, Washington

Planning Approach

- Acknowledgement that traditional strategic planning is unsuited for a highly decentralized court system.
- Based on governance models for loosely-coupled systems.
- Goal is to develop collaborative capacity with stakeholders by focusing on strategic issues of broad interest.
- Incorporates strategic issue management techniques.

Strategic Issue Management Model

- Manage expectations and change by identifying and responding to stakeholder expectations through issue cycle:
 - Monitoring of trends and conditions
 - Identification of issues
 - Definition and analyses of issues
 - Development of strategies
 - Implementation, assessment

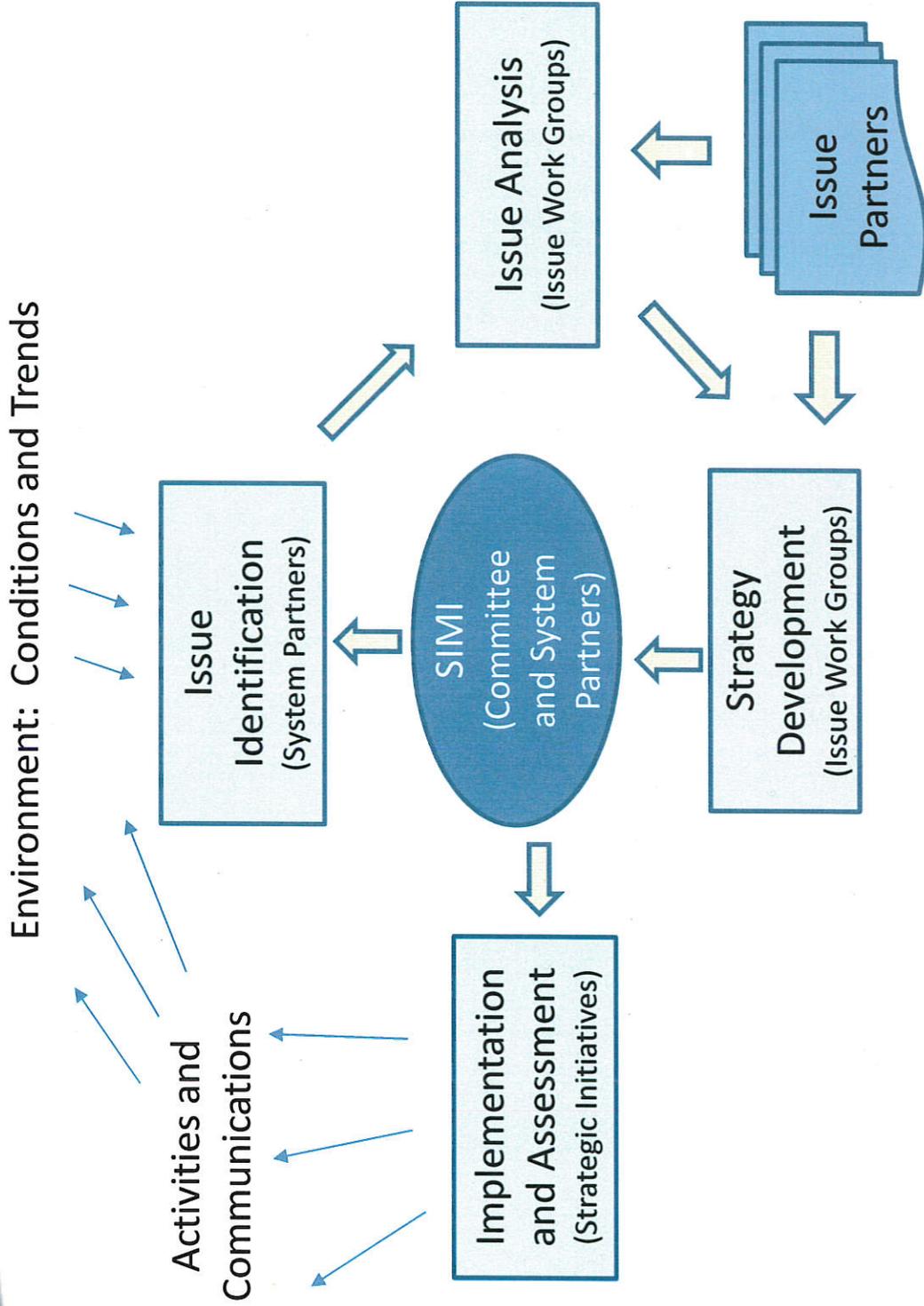
Stakeholders: Types and Roles

- System Partners: relationship to judicial system is general, continuous, or multifaceted.
 - System Partners and Planning Committee comprise the SIMI leadership team.
- Issue Partners: relationship to judicial system is issue-specific or episodic.
 - Issue Partners and System Partners comprise the issue work groups.

Process Schedule

- **Identification of Potential Issues – June 5**
- **Preliminary Issue Statements – June 19**
- **Issue Work Groups Formed – July 1**
- **Issue Analyses and Strategies – October 1**
- **Vetting – November**
- **Recommendations -- December**

Strategic Issue Management Initiative



Tab 5



June 19, 2015

TO: Board for Judicial Administration (BJA) Members and Liaisons

FROM: Misty Butler, BJA Administrative Manager

RE: JUNE ADMINISTRATIVE MANAGER STATUS UPDATE

Strengthen communication/ collaboration between BJA Standing Committees

Monthly meetings are held with the BJA Standing Committee Staff. The purpose of the meetings is to improve communication and collaboration among the committees and with the BJA.

Current agenda items include:

- Communication plans
- Charter updates
- Committee budgets
- Committee work plans

Committee leadership is involved in these improvements and the BJA will be kept apprised.

Development of BJA Work Plan

Chief Justice Madsen, Judge Ringus and the BJA Administrative Manager have been developing a BJA work plan. The goal is to create a plan that fulfills the purpose and duties of the BJA according to the Board for Judicial Administration Rules (BJAR). Its objectives are to:

- Create a tangible, but flexible plan to incorporate the BJA’s business and the anticipated deliverables for the standing committees.
- Give staff, BJA members and judicial branch partners notice of the timeline of work and deliverables.
- Clearly identify the BJA’s work product.
- Establish a regular opportunity for Board members to cultivate relationships with judicial branch partners.

This work plan is based on the recommended meeting schedule of two meetings on, one meeting off plan.

Month/Year	Anticipated Business Item	Judicial Branch/ Community Member Education/Update
May 2015 (May 15)	Nominate New Member Chair	-
	Standing Committee Reports	
June 2015 (June 19)	Appoint New Member Chair	
	Appoint New Committee Members	

Memorandum to Board for Judicial Administration

June 19, 2015

Page 2 of 3

Month/Year	Anticipated Business Item	Judicial Branch/ Community Member Education/Update
	Appoint Committee Member Chairs Budget Process Standing Committee Reports	
July 2015 (Off)		
August 2015 (August 21)	BJA Member Guide Legislative Process Standing Committee Purposes Standing Committee Reports	Administrative Office of the Courts
September 2015 (September 18)	Approval of Updated Standing Committee Charters BJA Picture BJA Orientation Standing Committee Reports	
October 2015 (Off)		
November 2015 (November 20)	Potential Strategic Issues 2016-17 2016 Legislative Agenda Standing Committee Reports	Washington State Center for Court Research Washington State Assoc. Counties (partnership opportunities?)
December 2015 (December 18)	Court Management Council Annual Report Standing Committee Reports	Judicial Information System Committee
January 2016 (Off)		
February 2016 (February 19)	Standing Committee Reports	Commission on Children in Foster Care
March 2016 (March 18)		Washington State Bar Association
April 2016 (Off)		
May 2016 (May 20)	Standing Committee Reports	Office of Civil and Legal Aid
June 2016 (June 17)	Supplemental Budget Priorities and Funding Strategies Standing Committee Reports	Office of Public Defense

Other Presentations

- Rule Making Process
- Standing Committee Purpose
- Membership Moments
- Commission on Children in Foster Care
- Gender and Justice Commission
- Minority and Justice Commission
- Interpreter Commission
- Access and Justice Committee
- Public Trust and Confidence

Development of BJA Orientation/Member's Guide

Orientation for new BJA members is essential, as well as being beneficial for current members. An initial orientation will take place in September, however meetings throughout the year will contain "Membership Moments" to keep members engaged in the purpose of the BJA and what they bring to the table.

The BJA Administrative Manager is currently drafting a BJA Member Guide. The guide will be sent to members electronically, but a paper copy will be provided during the meeting. The guide will be updated throughout the year (i.e. timelines, processes, presentations) and will be available as a resource for members.

Board Member Visits

The BJA Administrative Manager will be visiting BJA members over the summer and fall. The purpose is to visit with them each individually and listen to their ideas about how to improve the BJA. Ideas will remain confidential and will be used to create a strategic approach to continuous quality improvement.

The visits will also be an opportunity for the BJA Administrative Manager to observe court in session (if possible) to continue her immersion into the Washington State court system.

Tab 6

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.]



[Courts Home](#) > [Programs & Orgs](#) > [BJA](#)



[Search](#) | [Site Map](#) | [eService Center](#)

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

[Courts](#) | [Organizations](#) | [News](#) | [Opinions](#) | [Rules](#) | [Forms](#) | [Directory](#) | [Library](#)
[Back to Top](#) | [Privacy and Disclaimer Notices](#)

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.)