

**BOARD FOR JUDICIAL
ADMINISTRATION
AND
COURT MANAGEMENT COUNCIL**



**WASHINGTON
COURTS**

MEETING PACKET

**FRIDAY, DECEMBER 18, 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 Scott Sparks, Member Chair
Superior Court Judges' Association
Kittitas County Superior 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 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 Kevin Ringus
District and Municipal Court Judges' Association
Fife Municipal Court

Judge Ann Schindler
Court of Appeals, Division I

Judge Laurel Siddoway
Court of Appeals, Division III

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

Vacant
Superior Court Judges' Association

NON-VOTING MEMBERS:

Ms. Callie Dietz
State Court Administrator

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

Mr. William Hyslop, President
Washington State Bar Association

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

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

Court Management Council (CMC) Members

July 1, 2015– June 30, 2016

Callie Dietz, Co-Chair
State Court Administrator
Administrative Office of the Courts

Renee S. Townsley, Co-Chair
Court of Appeals Division III
Clerk/Administrator

Frank Maiocco
Association of Washington Superior Court Administrators
Administrator, Kitsap County Superior Court

Jane Severin
Association of Washington Superior Court Administrators
Administrator, San Juan County Superior Court

Paulette Revoir
District and Municipal Court Management Association
Administrator, Lynnwood Municipal Court

Linda Baker
District and Municipal Court Management Association
Administrator, Poulsbo Municipal Court

Dennis Rabidou
Washington Association of Juvenile Court Administrators
Administrator, Okanogan County Juvenile Court

Pete Peterson
Washington Association of Juvenile Court Administrators
Administrator, Clallam County Juvenile Court

Ruth Gordon
Washington State Association of County Clerks
Jefferson County Clerk

Kim Morrison
Washington State Association of County Clerks
Chelan County Clerk

Ronald R. Carpenter
Supreme Court Clerk



Joint Board for Judicial Administration (BJA) and Court Management Council Meeting

Friday, December 18, 2015 (9:00 a.m. – Noon)

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

AGENDA

1. Call to Order	Chief Justice Barbara Madsen Judge Scott Sparks	9:00 a.m.
2. Welcome and Introductions	Chief Justice Barbara Madsen Judge Scott Sparks	9:00 a.m.
3. November 20, 2015 Meeting Minutes Action: Motion to approve the minutes of the November 20, 2015 meeting	Chief Justice Barbara Madsen Judge Scott Sparks	9:05 a.m. Tab 1
4. Court Manager of the Year Award/ Court Management Council Annual Update	Ms. Callie Dietz Ms. Renee Townsley	9:10 a.m. Tab 2
5. BJA Public Trust and Confidence Committee Appointment Action: Motion to appoint Ms. Mary Crawford to the BJA Public Trust and Confidence Committee	Judge Scott Sparks	9:40 a.m. Tab 3
6. Washington State Center for Court Research	Dr. Carl McCurley	9:45 a.m. Tab 4
7. Washington State Bar Association	Mr. Bill Hyslop Ms. Paula Littlewood	10:05 a.m. Tab 5
8. Administrative Manager's Report <ul style="list-style-type: none"> • Standing Committee Communication • BJA Orientation 	Ms. Misty Butler	10:20 a.m. Tab 6
Break		10:35 a.m.
9. Standing Committee Reports <ul style="list-style-type: none"> • Budget and Funding Committee • Court Education Committee • Policy and Planning Committee • Legislative Committee 	Judge Ann Schindler Judge Judy Rae Jasprica Judge Janet Garrow Judge Sean O'Donnell	10:50 a.m. Tab 7
10. BJA Next Steps Regarding the Office of Superior Court Judges	Judge Scott Sparks	11:05 a.m.
11. Other Business <ul style="list-style-type: none"> • Next meeting: February 19 AOC SeaTac Office 	Chief Justice Barbara Madsen Judge Scott Sparks	11:50 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.		

Tab 1



Board for Judicial Administration (BJA) Meeting

Friday, November 20, 2015 (9 a.m. – Noon)

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

MEETING MINUTES

BJA Members Present:

Chief Justice Barbara Madsen, Chair
Judge Scott Sparks, Member Chair
Judge Thomas Bjorgen
Judge Bryan Chushcoff
Judge Harold Clarke III
Ms. Callie Dietz
Judge Michael Downes
Judge Janet Garrow
Mr. William Hyslop
Judge Michael Lambo
Judge J. Robert Leach (by phone)
Ms. Paula Littlewood
Judge G. Scott Marinella
Judge Sean O'Donnell
Justice Susan Owens
Judge Kevin Ringus
Judge Ann Schindler
Judge Laurel Siddoway
Judge David Steiner

Guests Present:

Mr. Jeff Amram (by phone)
Ms. Linda Baker
Ms. Ruth Gordon
Mr. Dennis Rabidou
Judge Jeffrey Ramsdell

Public Present:

Dr. Page Carter

AOC Staff Present:

Ms. Misty Butler
Ms. Beth Flynn
Mr. Steve Henley
Mr. Dirk Marler
Ms. Mellani McAleenan (by phone)

Judge Sparks called the meeting to order.

The BJA discussed what should be done with the photo of the BJA members that was taken at the September BJA meeting. It was determined that it will be hung up in the SeaTac conference room and will be added to the BJA Web site. It was also suggested that extra copies of the BJA Member Guide be kept at SeaTac for reference during BJA meetings.

September 18, 2015 BJA Meeting Minutes

It was moved by Judge Ringus and seconded by Judge Lambo to approve the September 18, 2015 BJA meeting minutes. The motion carried.

BJA Public Trust and Confidence Committee Appointments

It was moved by Judge Garrow and seconded by Judge Siddoway to appoint Ms. Staci Mykelbust to the BJA Public Trust and Confidence Committee. The motion carried.

It was moved by Judge Garrow and seconded by Justice Owens to reappoint

Mr. Dennis Rabidou to the BJA Public Trust and Confidence Committee. The motion carried.

It was moved by Judge Ringus and seconded by Judge Lambo to reappoint Ms. Barbara Fox to the BJA Public Trust and Confidence Committee. The motion carried.

Chief Justice Madsen announced that the BJA Public Trust and Confidence Committee contacted the BJA Policy and Planning Committee letting them know they are requesting grants for public civics education. They requested that the BJA Policy and Planning Committee send a letter to Senator Patty Murray asking her to support the Elementary and Secondary Education Act which contains funding for civic education grants and also ask her to support the BJA Public Trust and Confidence Committee grant application.

Chief Justice Madsen asked if the BJA would like to send a similar letter. After discussion, it was decided that a letter would be sent.

2016 BJA Meeting Dates

It was moved by Judge Chushcoff and seconded by Judge Garrow to approve the proposed 2016 BJA meeting schedule. The motion carried.

During the discussion of the 2016 BJA meeting schedule, Ms. Butler was asked about a BJA member orientation that would be in addition to the regular BJA meetings. Ms. Butler will work on ideas about an orientation and bring the information back to a future BJA meeting.

Discussion on Expected Communication/Collaboration Between BJA Standing Committees

Ms. Butler stated that in recognizing the importance of the standing committees being the workhorses of the BJA, it is imperative that they work together. It is also important that each of the standing committees understands the timelines of the other committees. The timelines of the Budget and Funding and Legislative committees were included in the meeting materials.

Also included in the meeting materials was a list of questions that the standing committees should consider regarding efforts they are undertaking. Ms. Butler would appreciate feedback on the questions.

Ms. Butler asked if the standing committees reporting at the BJA meetings is sufficient communication. There was a comment that once the communication process is working better, hopefully the point will be reached that action items the committees bring to the BJA will be how the committees communicate.

There was some discussion about the standing committee staff meeting, which is held monthly, and having the standing committee staff determine the best way to communicate between the standing committees. Ms. Butler will discuss this with the standing committee staff and report on it at the December BJA meeting.

Proposed Office of the Superior Court Judges Association

Judge Sparks stated that the Superior Court Judges' Association (SCJA) did not ask to have this put on the agenda. This is a follow-up to the September meeting. The SCJA is making a proposal which is going to have some impact on Washington's judiciary so it should be discussed by the BJA.

The following motion was made early in the discussion and it was held until Judge Clarke arrived at the meeting.

It was moved by Judge Ringus and seconded by Judge Garrow to support the SCJA legislation.

It was moved by Judge Steiner and seconded by Judge O'Donnell to table the motion by Judge Ringus until the next BJA meeting. There were four members in support of the motion and seven members opposed. Judge Sparks abstained. The motion failed.

The question was called on the original motion.

Judge Steiner and Judge Sparks abstained and there were three members in support of the motion and seven opposed. The motion failed. No member of the SCJA opposed the motion.

Several concerns about the SCJA going forward with legislation were expressed. One is that the SCJA initially proposed creating the new office from a "carve out" of AOC staff and funds, but later said they decided to ask for a new general fund appropriation so AOC services would not be impacted. The Chair of the Senate Law and Justice Committee said today that he intended to move resources from AOC to the new SCJA office. Another concern is that taking this to the Legislature could result in some unintended consequences.

Several BJA members felt that something, short of legislation, should be done to resolve this issue. It was suggested that the AOC and SCJA work on a compromise. There could be a memorandum of understanding (MOU) between the associations and AOC outlining what happens in the event of conflict and there could be a mechanism to resolve that kind of conflict.

Judge Downes stated that the SCJA recognizes there has been a suggestion to try to work this out. They will listen to any reasonable plans that are brought forward. If there is some resolution of this short of legislation, it will have to be meaningful. The SCJA is not willing to set this aside and do nothing and then have it devolve into nothing. That is why they are going forward. It has nothing to do with being disloyal or not caring about the branch. They have as much regard for the judicial branch as anyone else in the room.

Ms. Dietz stated that it is not that AOC is unwilling to work with the SCJA. AOC is unable to give staff to the SCJA to manage. AOC wants to work with the SCJA. The BJA speaks with one voice and that cannot be done if everyone does not work together. AOC has tried to work with each of the associations. That does not mean it was always done perfectly and AOC is

open to suggestions. In addition, Ms. Dietz would like the SCJA to give the new BJA committee system an opportunity to work.

Chief Justice Madsen stated that it is unfortunate that the issues the SCJA had with the AOC were never brought to the BJA to try to resolve. If there was an MOU, there are two sides and both sides have the right to demand that it be followed. In any event, the BJA is the place that was decided to hash these issues out. The BJA can do a number of things with this proposed legislation—support, oppose, take no position, there are many options.

It was moved by Judge Garrow and seconded by Judge Steiner that under the auspices of the BJA a mediation process be undertaken with all levels of court and AOC to try to resolve the issues of staff support. Judge Sparks abstained. No SCJA member voted in favor of the motion. Therefore, the motion failed due to an SCJA court level veto.

Administrative Manager's Report

Ms. Butler reported that BJA account information was included in the meeting materials. She stated that \$8,475 has been collected from the BJA dues for four of the nine justices, 17 of the 22 Court of Appeals judges, 65 out of 192 superior court judges, and 80 of 211 district and municipal court judges.

The BJA has asked that the account be audited and an auditor has been identified. The audit will be done in January so the 2015 transactions can be included.

Washington State Center for Court Research

Because of time constraints this presentation was delayed until a future meeting.

Standing Committee Reports

Budget and Funding Committee: Judge Schindler is asking the BJA to take action and vote on the proposed budget criteria that were submitted at the last meeting. The criteria give everyone an opportunity to see what types of funding they will move forward with.

It was moved by Judge O'Donnell and seconded by Judge Garrow to adopt the Budget and Funding Committee Criteria. The motion carried.

The Committee is working on criteria for budget reductions and they will bring them to the BJA for approval at a future meeting.

Court Education Committee: Judge Siddoway reported that the Court Education Committee's last meeting was October 30. The major topic of discussion was a retreat they will have next year to discuss the big picture of education needs for the future. They will invite associations and commissions and have identified a preferred facilitator and timing. They also decided that they might apply for a grant to get the facilitator's assistance going forward.

Policy and Planning Committee: Judge Garrow thanked the Policy and Planning Committee members for attending a 7:30 a.m. meeting today. They set up subcommittees and discussed

possible chairs. The subcommittees will flesh out details about possible BJA initiatives. The Committee will select one or two initiatives to give to the BJA to recommend moving forward on.

They are also working on other issues assigned to their committee.

Legislative Committee: Judge O'Donnell stated that the next Legislative Committee meeting is scheduled for December. They did not have an October meeting but did communicate via e-mail on a number of issues. During the last legislative session, their major success was protecting the budget. The new budget projection is a \$500 million shortfall in the budget. The Committee will take up the transcriptionist bill which did not pass during the last legislative session. Other legislation that will come back are LFO reforms. In addition, Certificate of Restoration of Opportunities Act (CROP) legislation will also be looked at for consideration of support.

The Committee is working on developing criteria for legislation reviewed by the BJA and provided information regarding criteria in the meeting materials. If you have suggestions, please send them to Ms. McAleenan. The Committee will discuss the criteria at their next meeting.

There being no further business the meeting was adjourned.

Recap of Motions from the November 20, 2015 meeting

Motion Summary	Status
Approve the September 18, 2015 BJA meeting minutes.	Passed
Approve the appointment of Ms. Staci Myklebust to the BJA Public Trust and Confidence Committee.	Passed
Approve the reappointment of Mr. Dennis Rabidou to the BJA Public Trust and Confidence Committee.	Passed
Approve the reappointment of Ms. Barbara Fox to the BJA Public Trust and Confidence Committee.	Passed
Approve the proposed 2016 BJA meeting schedule	Passed
Support the SCJA legislation	Failed
Table the motion on the SCJA legislation until the December BJA meeting.	Failed
Approve a mediation process to be undertaken with all levels of court and AOC to try to resolve the issues of association support.	Failed
Adopt the Budget and Funding Committee funding criteria.	Passed

Action Items from the November 20, 2015 meeting

Action Item	Status
<u>September 18, 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

Board for Judicial Administration Meeting Minutes

November 20, 2015

Page 6 of 6

Action Item	Status
<u>Miscellaneous</u> <ul style="list-style-type: none"> • Hang BJA photo at SeaTac • Post BJA photo on BJA Web site • Put extra BJA Member Guides in the AOC SeaTac conference room • Send letter regarding BJA Public Trust and Confidence Committee grant request and Elementary and Secondary Education Act passage to Senator Patty Murray 	<p>Done</p> <p>Done</p>
<u>BJA Public Trust and Confidence Committee Appointment and Reappointments</u> <ul style="list-style-type: none"> • Send appointment/reappointment letters 	<p>Done</p>
<u>2016 BJA Meeting Schedule</u> <ul style="list-style-type: none"> • Post online 	<p>Done</p>
<u>Expected Communication/Collaboration Between BJA Standing Committees</u> <ul style="list-style-type: none"> • Ms. Butler will discuss communication strategies with the AOC staff to the standing committees and present more information at the December meeting • Add to December meeting agenda 	<p>Done</p> <p>Done</p>
<u>Budget and Funding Committee</u> <ul style="list-style-type: none"> • Post the funding criteria online 	
<u>Washington State Center for Court Research</u> <ul style="list-style-type: none"> • Add to December BJA meeting agenda 	<p>Done</p>
<u>BJA Member Orientation</u> <ul style="list-style-type: none"> • Create an orientation plan • Add to December BJA meeting agenda 	<p>Done</p>

Tab 2



WASHINGTON
COURTS

**Board for Judicial
Administration
And
Court Management Council
Joint Meeting**

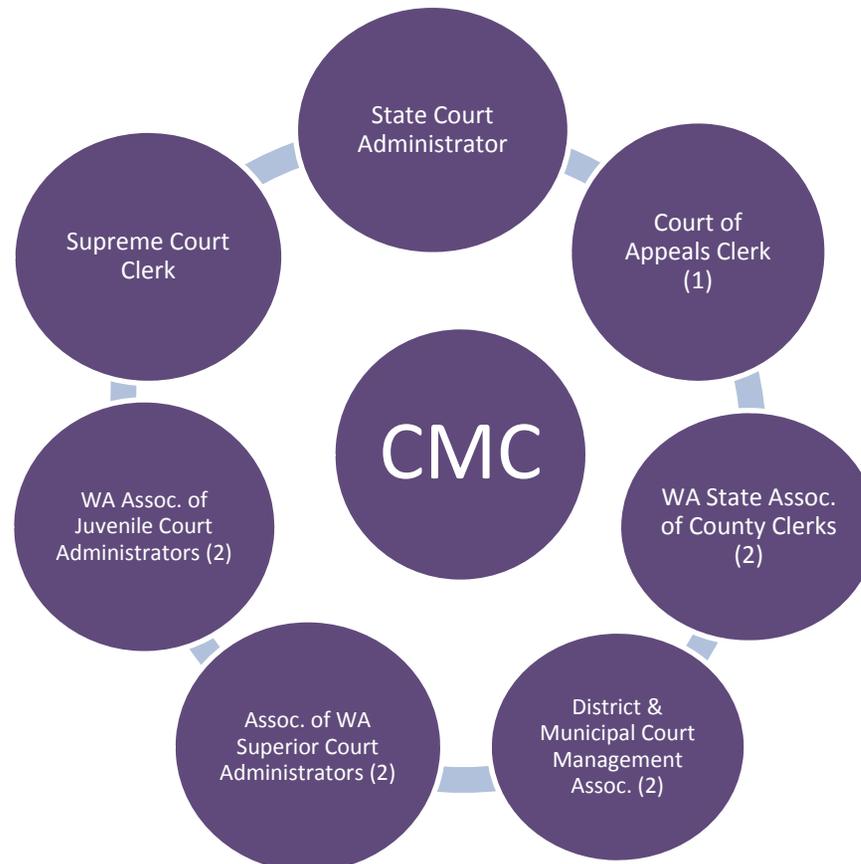
December 18, 2015

2015 CMC Information



Court Management Council (CMC)

The CMC was established in 1987 by Supreme Court Order 25700-B-217 to encourage communication and coordination among court administrative personnel at all levels of court.



2015 CMC Members

- **Callie Dietz**, Co-Chair, State Court Administrator
- **Renee S. Townsley**, Co-Chair, Clerk/Administrator, Court of Appeals Division III
- **Ron Carpenter**, Supreme Court Clerk
- **Frank Maiocco**, Kitsap Superior Court, AWSCA
- **Jane Severin**, San Juan Superior Court, AWSCA
- **Paulette Revoir**, Lynnwood Municipal Court, DMCMA
- **Linda Baker**, Poulsbo Municipal Court, DMCMA
- **Dennis Rabidou**, Okanogan Juvenile Court, WAJCA
- **Pete Peterson**, Clallam Juvenile Court, WAJCA
- **Ruth Gordon**, Jefferson County Clerk, WSACC
- **Kim Morrison**, Chelan County Clerk, WSACC
- **AOC Staff Support**: Dirk Marler and Caroline Tawes

CMC 2015 Projects

- **Jury Duty Scam**
 - Poster commissioned March 2015.
 - Packet sent to CMC members to be forwarded to associations, presented at conferences, sent to county offices, posted in public places.
 - Information posted under Dept. of Financial Institutions Web site, consumer alerts.
 - Poster distributed by NCSC to other states.
- **Transcriptionist Court Rule changes**
 - Adopted by Supreme Court Rules Committee June 2015
 - Transcriptionist bill did not pass; will try again in 2016.

2015 CMC Information Sheet



Court Management Council (CMC)

The CMC was established in 1987 by Supreme Court Order 25700-B-217 to encourage communication and coordination among court administrative personnel at all levels of court.

Specifically, the CMC serves as a statewide forum for enhancing the administration of the courts. It is uniquely comprised of non-judicial court professionals, and established to recommend policy development and facilitate statewide organizational improvements that promote the quality of justice, access to the courts, future planning, and efficiency in court and clerks' office operations statewide.

CMC members serve as administrative subject-matter resources in the development and implementation of judicial branch legislation; provide direction to the Administrative Office of the Courts (AOC) on other matters affecting the administration of the courts; and foster communication among the various entities providing court administration. Members include:



CMC Staff Contacts:

Dirk Marler, Director
AOC, Judicial Services Division
360-705-5211
dirk.marler@courts.wa.gov

Caroline Tawes
AOC, Judicial Services Division
360-705-5307
caroline.tawes@courts.wa.gov

CMC Contacts

- Callie Dietz
 - Callie.dietz@courts.wa.gov
- Dirk Marler
 - Dirk.marler@courts.wa.gov
- Caroline Tawes
 - Caroline.tawes@courts.wa.gov

Tab 3



WSBA

OFFICE OF THE EXECUTIVE DIRECTOR

Paula C. Littlewood
Executive Director

direct line: 206-239-2120
fax: 206-727-8310
e-mail: paulal@wsba.org

November 17, 2015

Ms. Margaret Fisher
Administrative Office of the Courts
P.O. Box 41170
Olympia, WA 98504-1170

RE: Nomination of Mary Crawford to the Board for Judicial Administration Public Trust & Confidence Committee

Dear Ms. Fisher, *Margaret*

At its November meeting, the WSBA Board of Governors acted upon a request from the Board for Judicial Administration's Public Trust & Confidence Committee to nominate Mary Crawford to the Committee. The term would begin January 1, 2015 and end December 31, 2017.

Thank you for considering this nomination.

Sincerely,

A handwritten signature in cursive script that reads "Paula C. Littlewood".

Paula C. Littlewood
Executive Director

cc: Justice Mary Fairhurst, Washington State Supreme Court
Mary Crawford

Working Together to Champion Justice



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October 21, 2015

Sent Via Electronic Mail: barleaders@wsba.org

WSBA – Communications Department

1325 Fourth Avenue, Suite 600

Seattle, WA 98101-2539

Re: Board for Judicial Administration Public Trust and Confidence Committee

Dear Selection Board Members,

It was a pleasure speaking with Margaret Fisher, Court Program Analyst with the Washington State Administrative Office of the Courts, on October 6-7, 2015, concerning the Board for Judicial Administration Public Trust and Confidence (PTC) Committee. My conversation with Ms. Fisher further confirmed my interest in serving as a board member for the Judicial Administration PTC Committee.

The committee's mission to enhance the public's trust in Washington's judicial system and to develop and implement strategies to increase that trust and confidence directly aligns with my personal values. This mission also aligns with the corporate values of my employer, Professional Credit Service.

During my experience as a Pro Bono Attorney with the Northwest Immigrant Rights Project, Housing Justice Project, and King County Bar Association's Domestic Violence Protection Order Revision Squad, I personally observed how fostering trust and a commitment to continuously improving Washington's judicial system greatly impacts indigent clients within our community. In addition, as a Staff Attorney with Professional Credit Service, I am committed to being a good steward of our community and judicial system. It is for these reasons, among others, I am very interested in becoming a board member for the Judicial Administration PTC Committee.

If you have any questions, please don't hesitate to contact me directly at (425) 434-4075 or mcrawford@professionalcredit.com. Thank you for your time and consideration.

Sincerely,

Mary Crawford
Staff Attorney

Encl: Resume

Better Starts Here

MARY CRAWFORD

16300 Christensen Road, Ste. 203, Tukwila, WA 98188 | (425) 434-4075 | mcrawford@professionalcredit.com

SUMMARY | Attorney who specializes in providing public interest and in-house counsel services.

QUALIFICATIONS

- Licensed to practice law in the State of Washington and Oregon.
- 3+ years of litigation experience in Municipal, District and Superior Courts.
- Knowledge of debt collection, criminal law, civil litigation, and labor and employment law.
- Proven ability to collect and evaluate findings, and develop strategies to address community issues.
- Committed to ensuring access to justice for low-income individuals.
- Experience representing and protecting the constitutional rights of domestic violence victims and the accused.

WORK HISTORY

Staff Attorney Professional Credit Service	2015-present Tukwila, WA
Employee & Labor Relations Representative (TLT/Contract) King County Metro, Department of Transportation	2014-2015 Seattle, WA
Employment & Conflict Criminal Defense Attorney Crawford Codrington Legal, PLLC	2012-2015 Renton, WA
Rating Veterans Service Representative U.S. Department of Veterans Affairs	2008-2014 Seattle, WA
Sr. Workers Compensation Claims Examiner U.S. Department of Labor – EEOICP	2006-2008 Seattle, WA

COMMUNITY INVOLVEMENT

Volunteer Attorney Domestic Violence Protection Order Revision Squad	2012-present Seattle & Everett, WA
Class of 2015 Fellow Leadership Eastside	2014-2015 Redmond, WA
Volunteer Attorney Housing Justice Project	2012-2014 Kent, WA
Volunteer Attorney Northwest Justice Project	2008-2014 Seattle, WA

EDUCATION

Juris Doctor The Ohio State University	2005
Bachelor of Arts in Political Science & Philosophy, Cum Laude Western Michigan University	2001

MEMBERSHIPS

Federal Bar Association for the Western District of Washington (2010-present)
King County Bar Association (2014-present)
Loren Miller Bar Association (2014-present)

Tab 4

Administrative Office of the Courts

Washington State Center
for Court Research

AOC Research Section – Prior to 2004 Supreme Court Order Establishing WSCCR

1. Authority
2. Staffing
3. Projects
4. Programs

Authority – RCWs

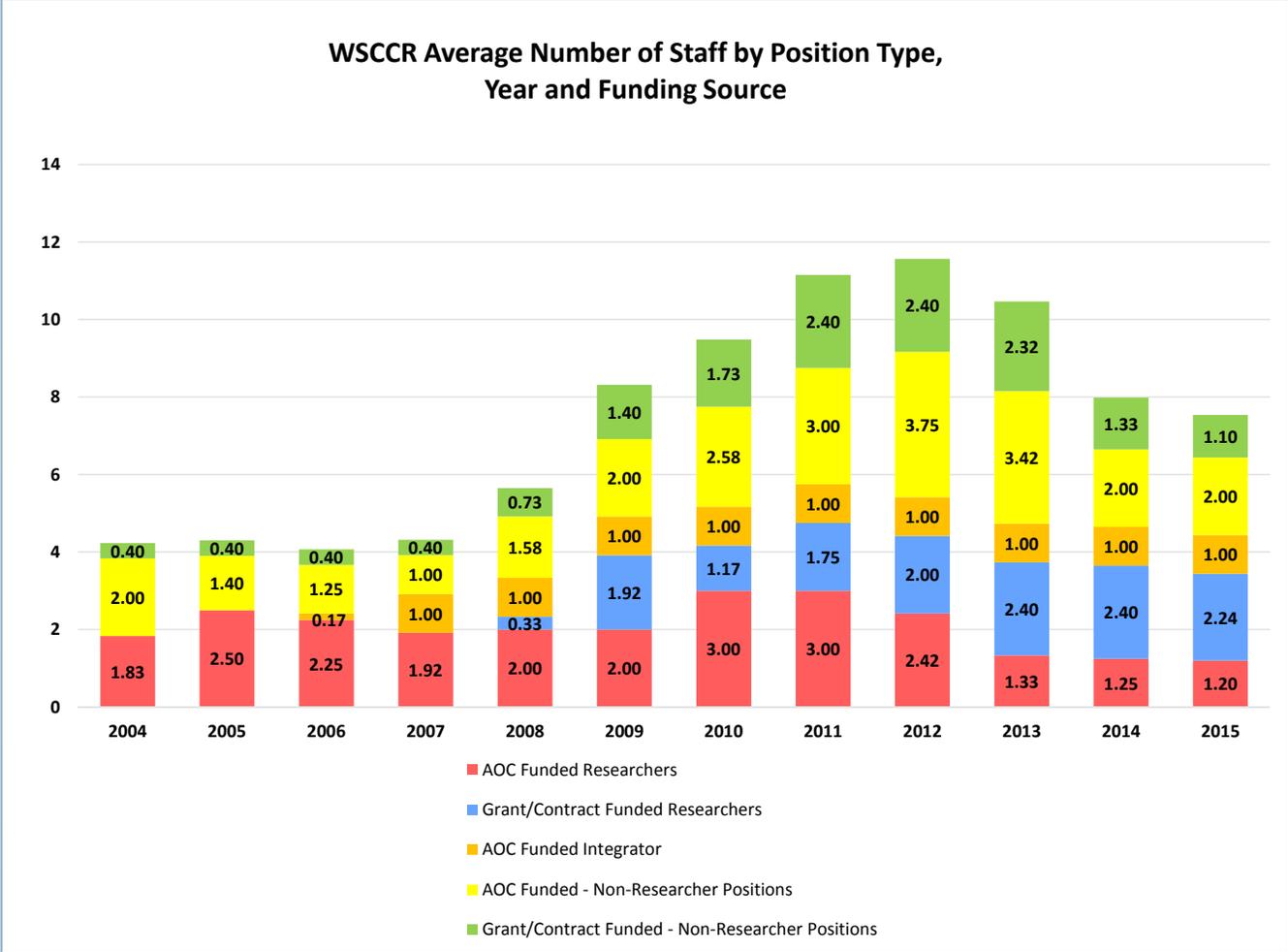
❖ RCW 2.56.030 (4) and RCW 2.56.030 (11)

“required to ‘compile statistical and other data and make reports of the business transacted by the courts’ and ‘examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same’”

❖ Traditionally the focus of the in-house research unit was statistical reporting requirements and quality assurance for caseload statistics.

❖ The unit was able to conduct some research projects during this time but the caseload reporting function required the largest resource commitment.

Staffing



Projects

- ❖ Unified Family Court Study (2004)
- ❖ Juror Pay Study design and implementation (Started 2006, report 2008)
- ❖ Justice in Jeopardy analysis and status reports (2004-2009)
- ❖ Thurston County Domestic Violence Study (2006)

Programs and Committee Participation

- ❖ Caseload Reporting
- ❖ Judicial Needs Estimates
- ❖ Data Preparation for Salary Commission
- ❖ Participation with Caseload Forecast Council

2006 WSCCR Advisory Board Implemented

1. Authority
2. Budget and Staffing
3. Location in Organization
4. Projects
5. Programs
6. Prospects for the Future

Authority – 2004 Court Order to Establish WSCCR Advisory Board

2004 Supreme Court Order No. 25700-B-440

- ✓ Quoted RCW 2.56.030 (4) and RCW 2.56.030 (11)
- ✓ Established the WSCCR Advisory Board
 - ❖ “The advisory board shall guide the Center’s activities and make regular reports to the Supreme Court.”

Members: Appellate Court Judicial Officer
County Clerk
Washington State Bar Association
Academic Researcher (1)

Trial Court Judicial Officer
Trial Court Administrator
State Court Administrator
Executive or Legislative Branch Researcher

Authority – 2015 Change to Court Order Modifications to Advisory Board

2015 Supreme Court Amended Order No. 25700-B-556

✓ Changes to Advisory Board Membership and the Role of the Committee

- ❖ “The advisory board shall provide guidance to the Center on implementation of research projects, and facilitate coordination and communication with stakeholders.”

Members: Appellate Court Judicial Officer
District or Municipal Court Judicial Officer
Juvenile Court Administrator
Academic Researcher (2)

Superior Court Judicial Officer
Superior Court Administrator
District or Municipal Court Administrator
Executive or Legislative Branch Researcher

Authority – 2015 Change to Court Order Establish Strategic Oversight Committee

2015 Supreme Court Amended Order No. 25700-B-556

✓ Established the Strategic Oversight Committee

❖ The strategic oversight committee sets priorities for research projects.

Members:	Chief Justice of the Supreme Court	Current DMCJA President	Gender and Justice Commission Co-Chair	Commission on Children in Foster Care Co-Chair
	Current SCJA President	Interpreter Commission Chair	Minority and Justice Commission Co-Chair	JIS Committee Chair
	State Court Administrator	WSCCR Advisory Board Chair		

Budget and Staffing

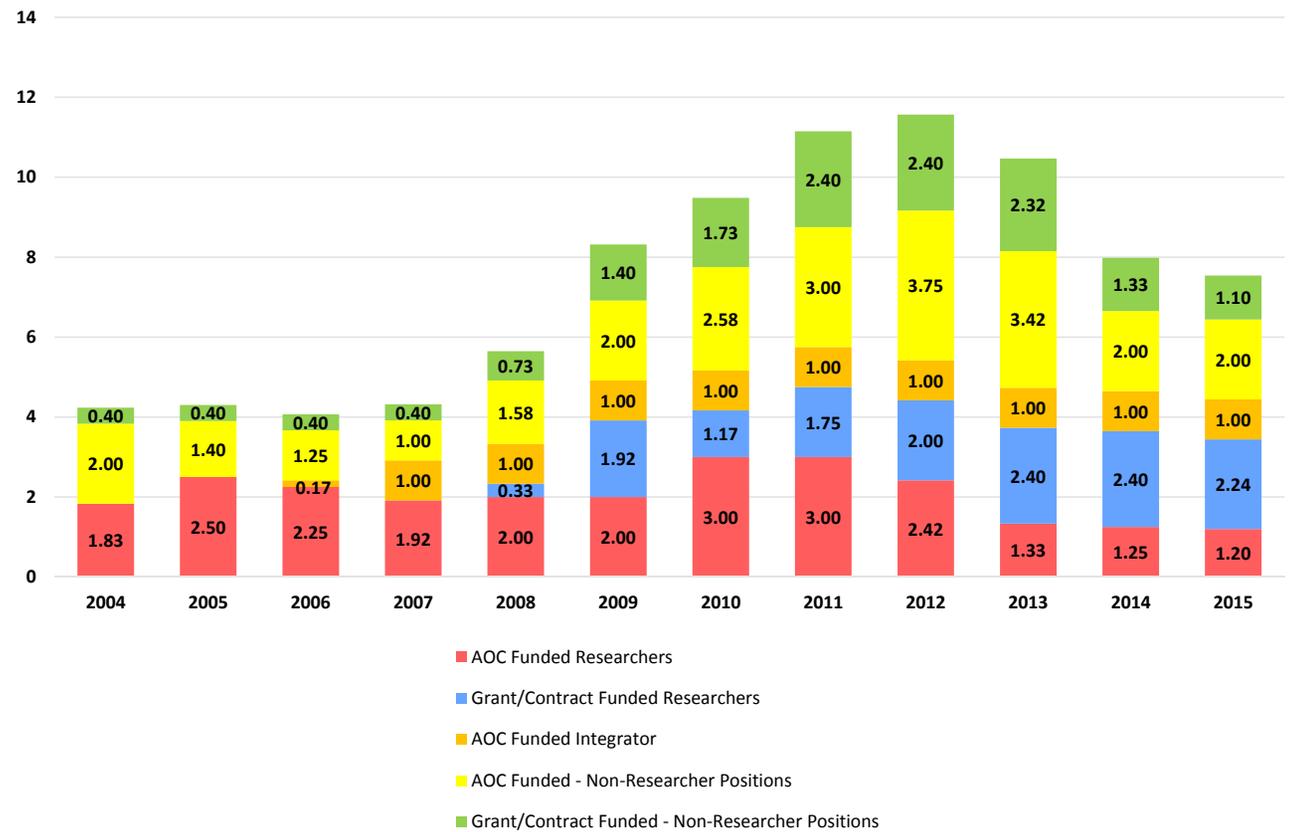
2008 Snapshot

Budget
 AOC Funding: \$546,970
 Grant/Contract Funding: \$211,420
 Total 2008 Budget: \$758,390
 Research Staff
 AOC Funded: 2
 Grant/Contract Funded: 0.33

2014 Snapshot

Budget
 AOC Funding: \$397,394
 Grant/Contract Funding: \$517,143
 Total 2014 Budget: \$914,537
 Research Staff
 AOC Funded: 1.25
 Grant/Contract Funded: 2.24

WSCCR Average Number of Staff by Position Type, Year and Funding Source





WSCCR Staff



AOC FUNDED RESEARCHERS



GRANT/CONTRACT FUNDED RESEARCHERS

INTEGRATOR



MANAGER

ADMINISTRATIVE ASSISTANT



CMAP ASSISTANT

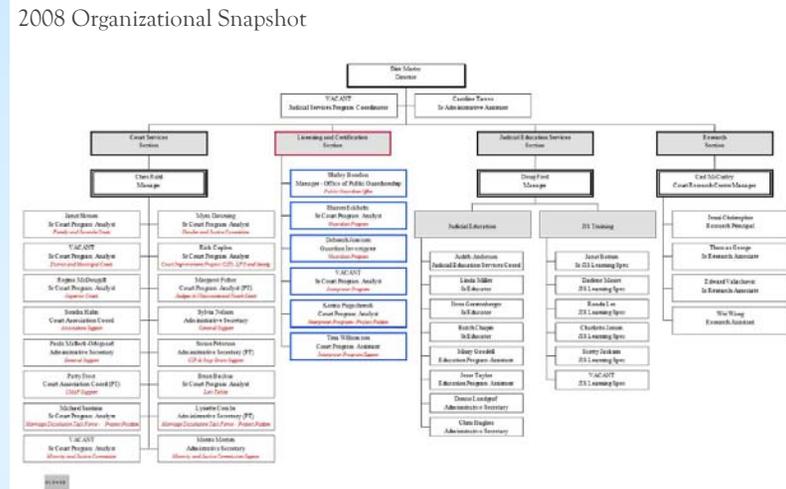
CMAP COORDINATOR



Location in Organizational Chart

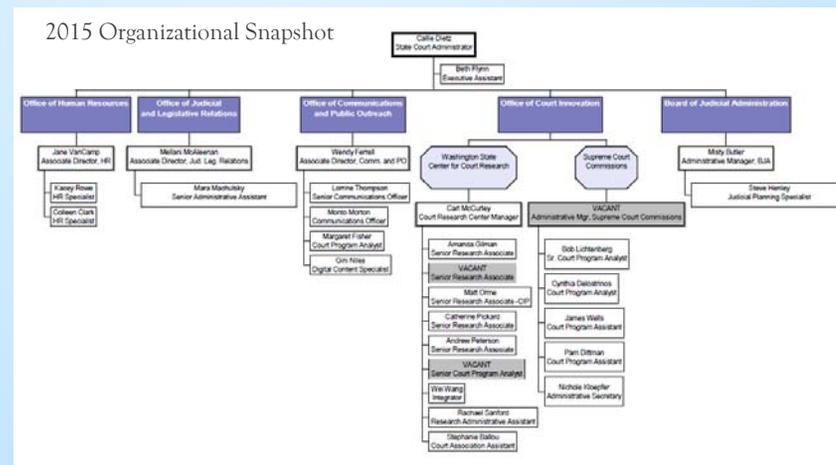
2004-2013

- ❖ Reported to the Judicial Services Division Director



2013-Present

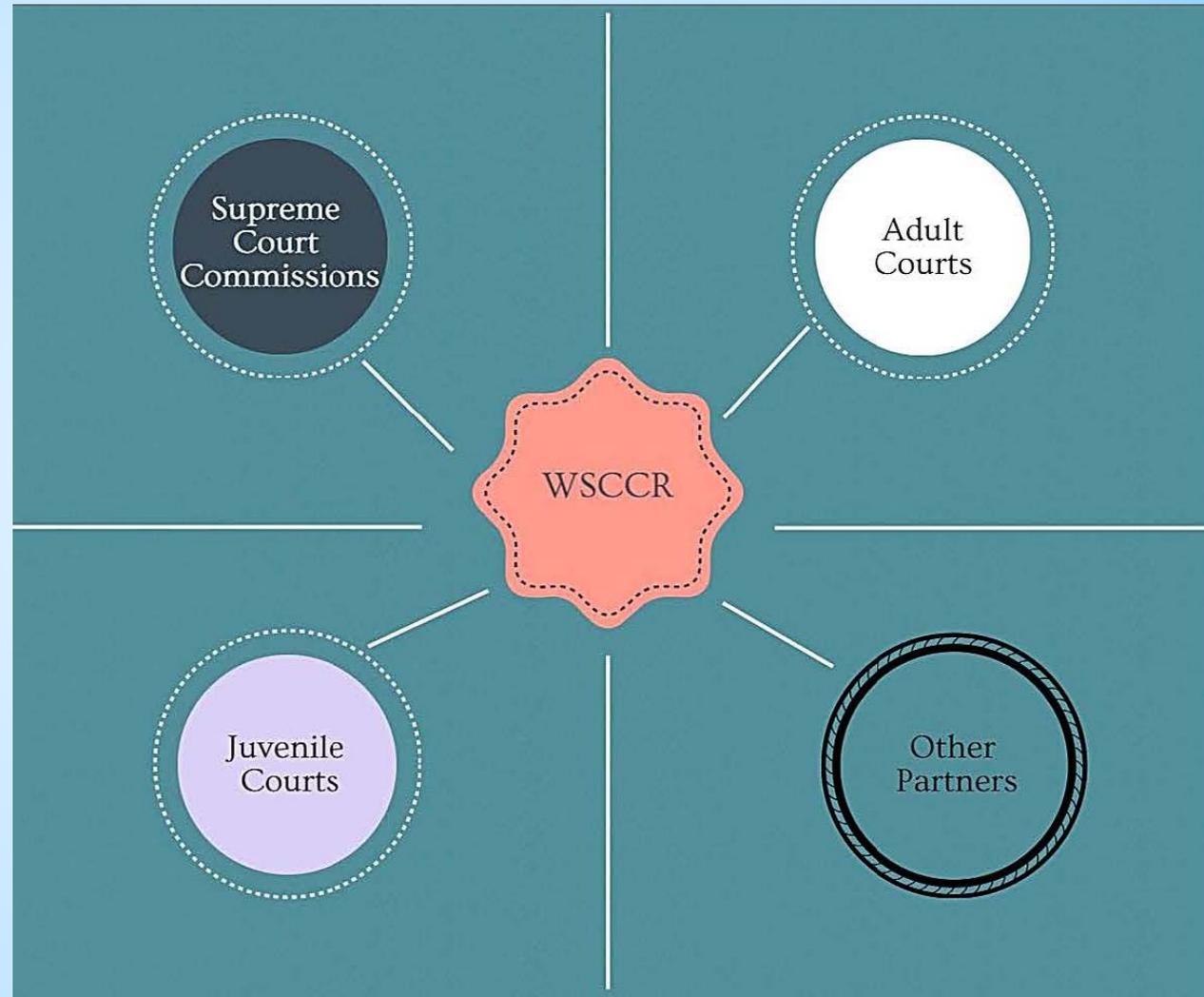
- ❖ Reporting directly to the State Court Administrator



WSCCR Relationships

“ORDERED:

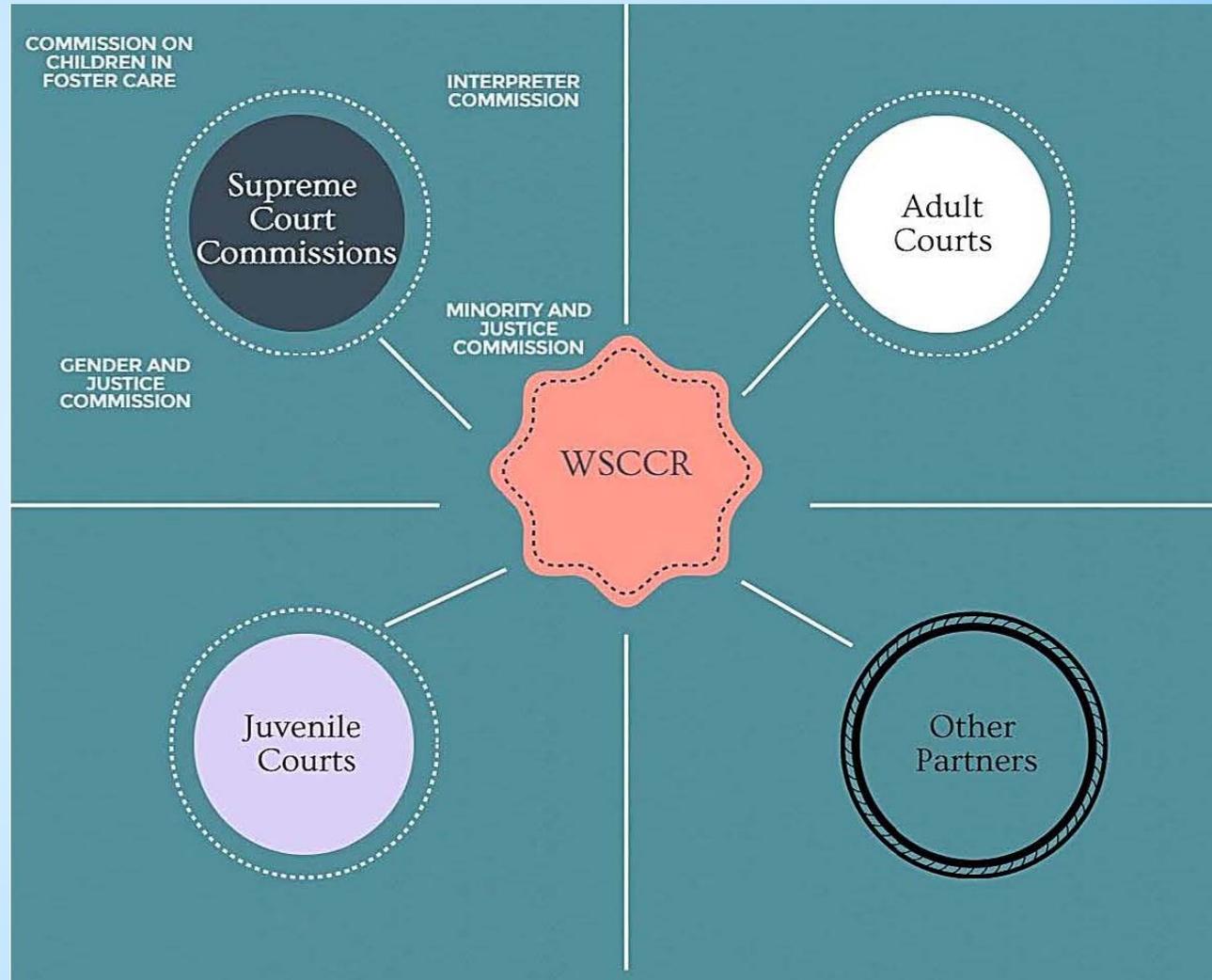
That a Washington State Center for Court Research established to provide informed, independent, and empirical research for the judicial branch to improve equal administration of justice by conducting research necessary to analyze court operations, processes, and programs; by facilitating strategic planning and the adoption and implementation of Board for Judicial Administration resolutions; by communicating research findings to the judicial branch; and by reviewing and commenting on court system related research conducted by the legislative and executive branches.” (Supreme Court Order establishing WSCCR)



Supreme Court Commissions

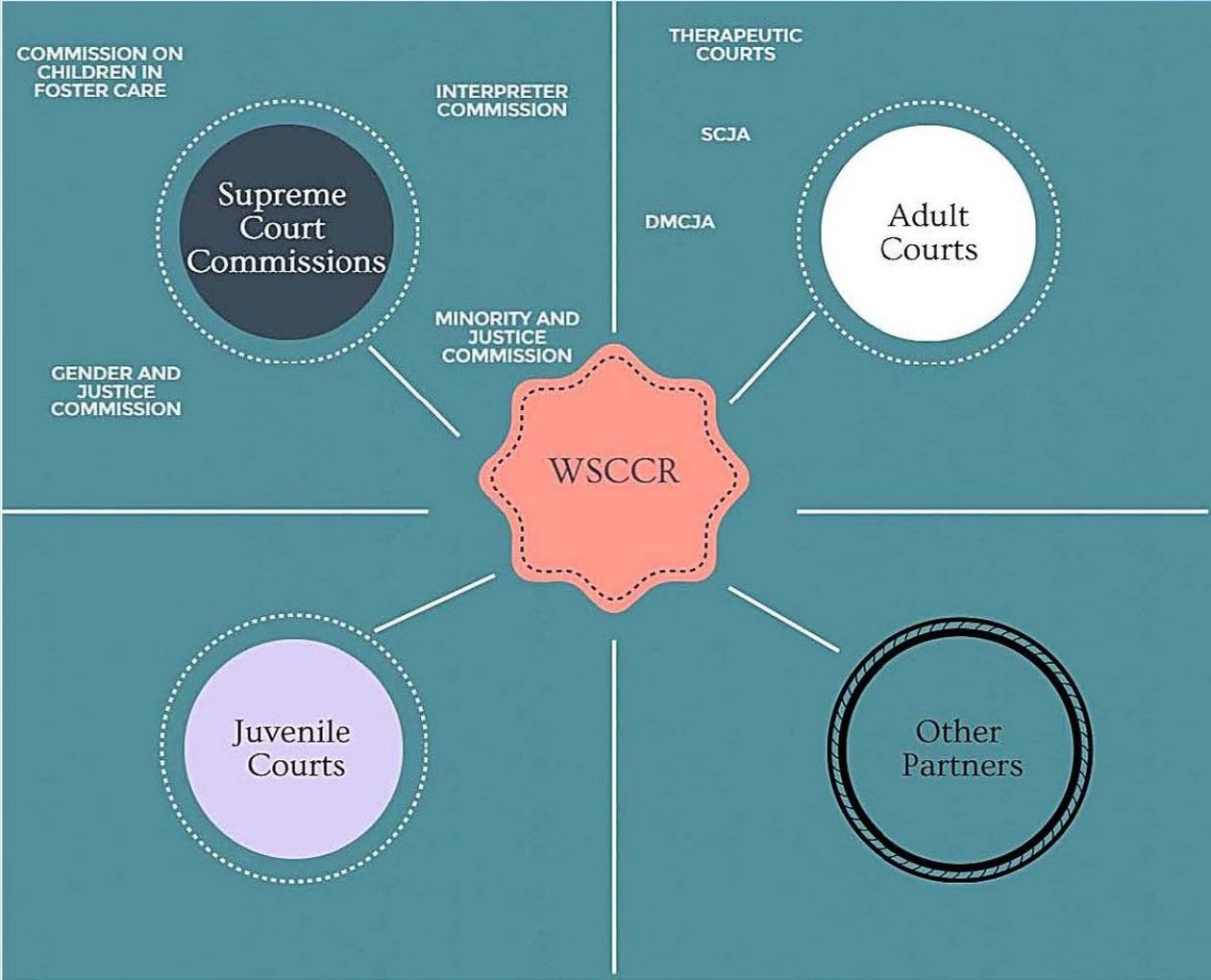
- ❖ Justice in Washington Survey
- ❖ Racial and Ethnic Disparity Reporting
- ❖ Domestic Violence Sentencing Study

“to analyze and improve court operations, processes, and programs to ensure equal justice” (Supreme Court Order establishing WSCCR)



Adult Courts

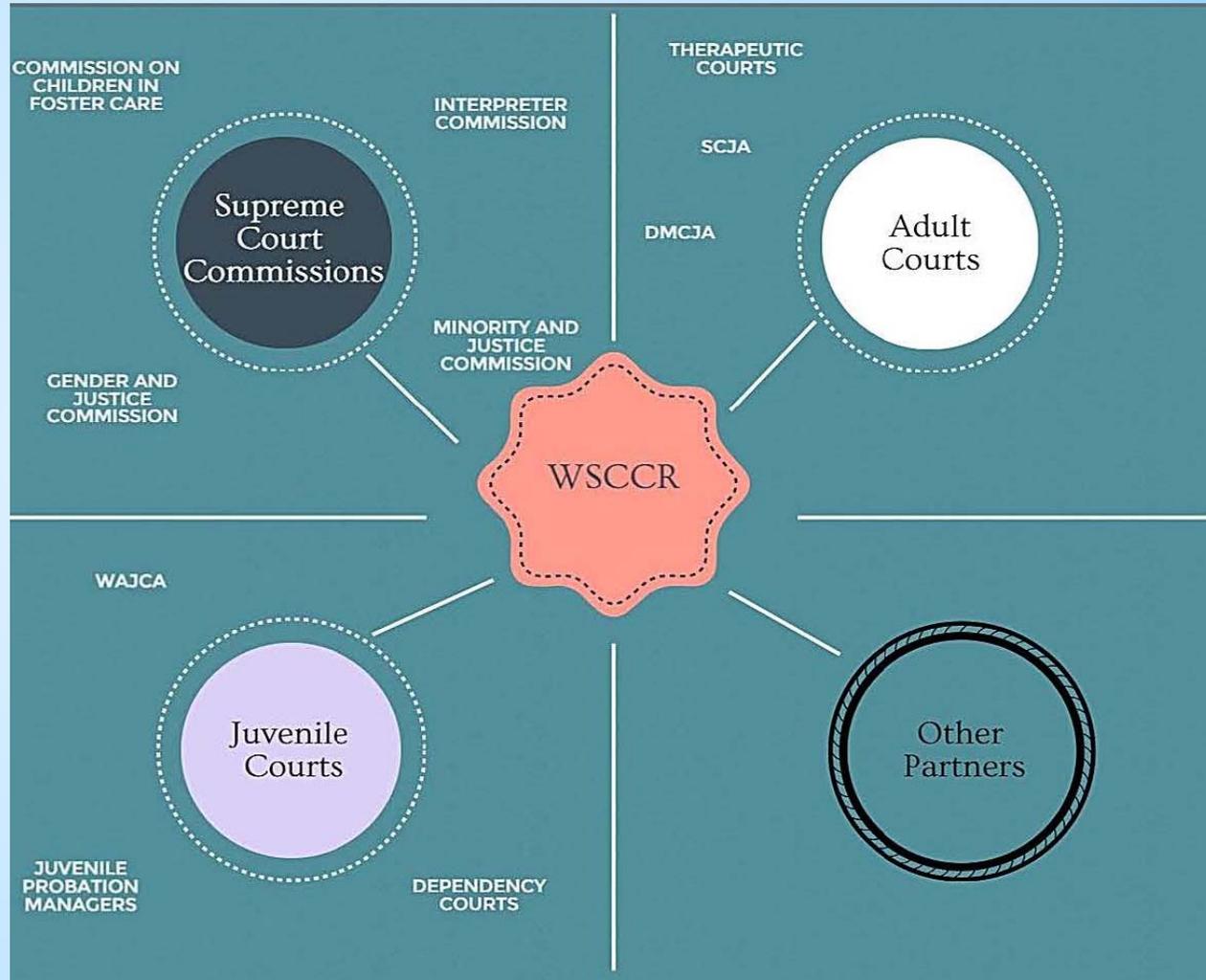
- ❖ Judicial Needs Estimates
- ❖ Adult Drug Court Reporting
- ❖ Trial Court Sentencing and Supervision



Juvenile Courts

- ❖ Dependency Timeliness Report
- ❖ Probation Reports
- ❖ Evidence Based Treatment Outcome Reports
- ❖ Multi-System Youth Reports
- ❖ Detention Reporting
- ❖ Racial and Ethnic Disparity Reporting
- ❖ Diversion Program Reporting
- ❖ Dispositional Alternative Reporting

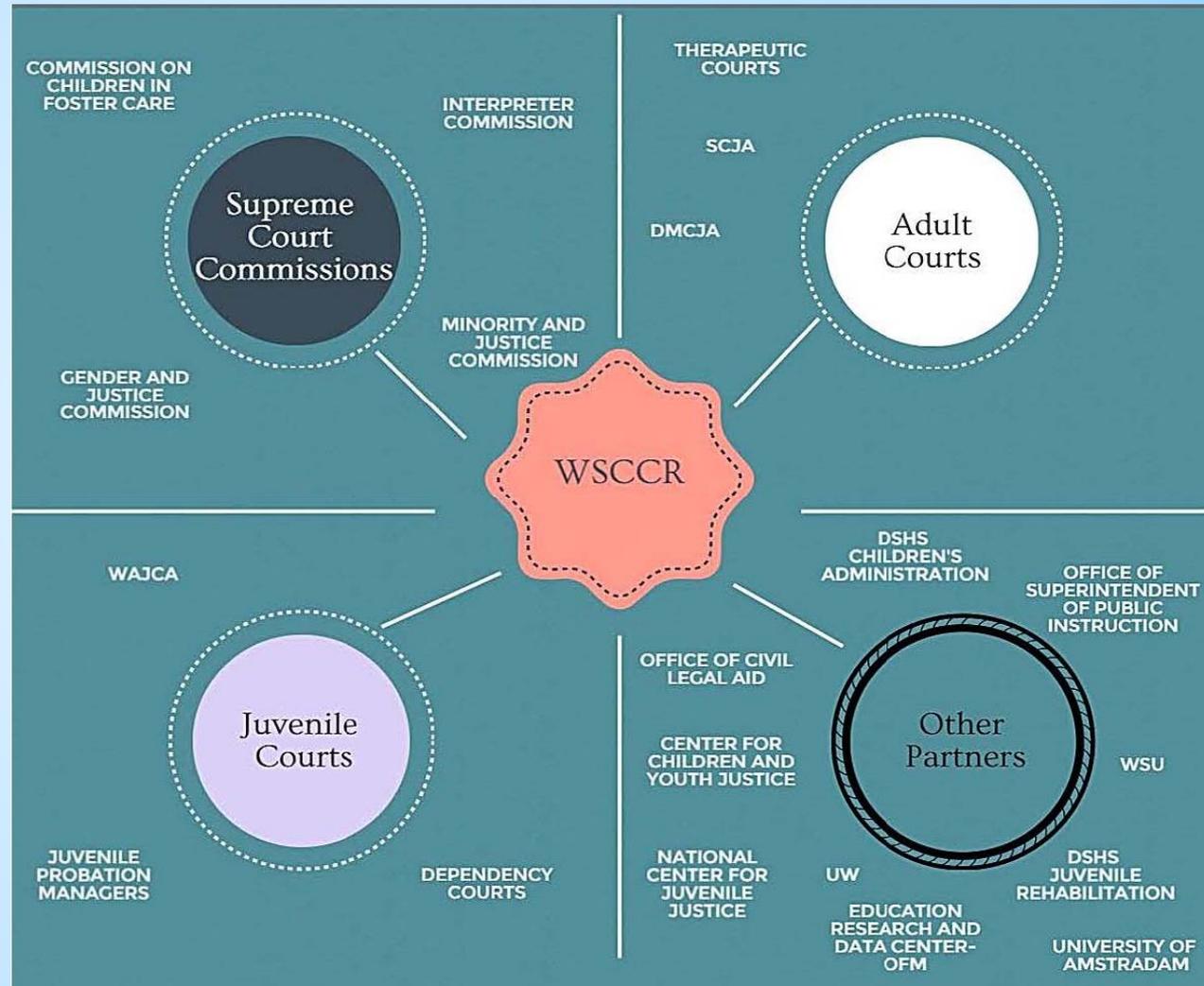
“examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts” (Supreme Court Order establishing WSCCR)



Other Partners

- ❖ Truancy Reporting (UW-T)
- ❖ Validation of the Juvenile Probation Risk/Needs Assessment (WSU)
- ❖ Community Juvenile Accountability Act Committee’s Environmental Assessment Workgroup, translating academic research into guidance on assessing probation implementation (JJ&RA, George Mason U.)
- ❖ Pew Charitable Trusts Public Safety Performance Project to develop routine recidivism reporting for all juvenile offenders (Pew, National Center for Juvenile Justice, JJ&RA)

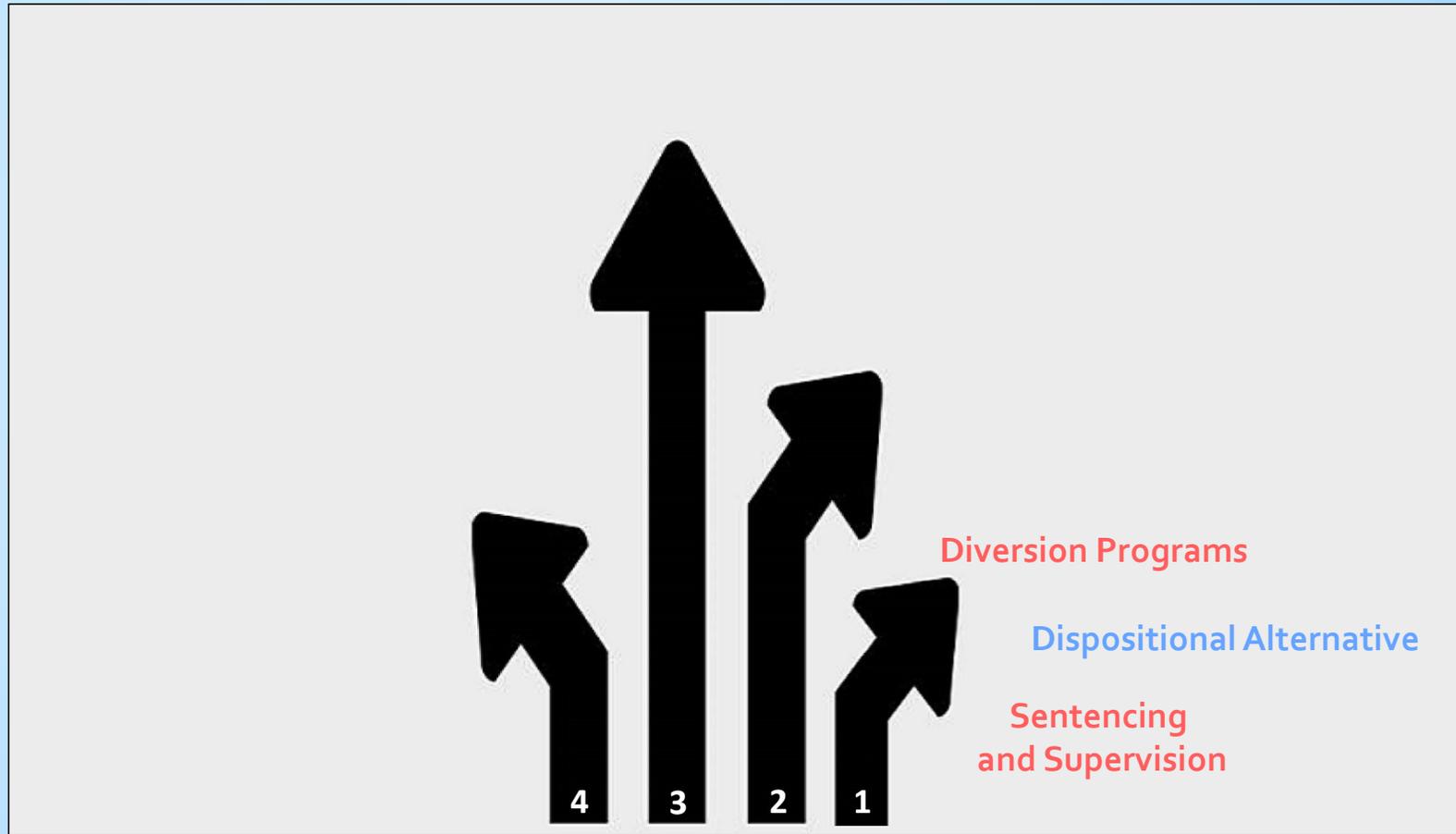
“evaluate and respond to executive and legislative branch research affecting the operation of the judicial branch” (Supreme Court Order establishing WSCCR)



Researchers in Action



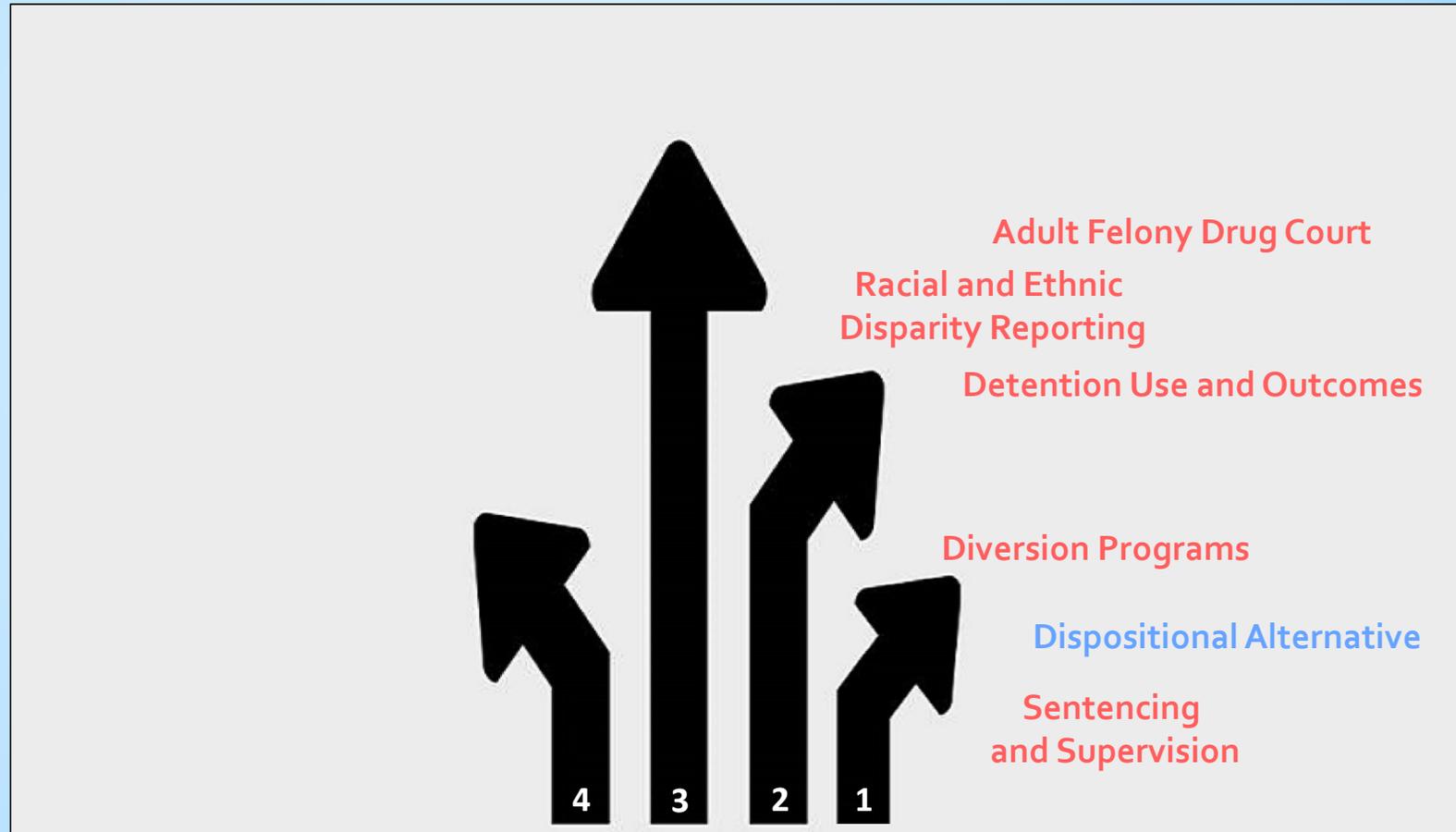
Programs – Level 1 Maturity, Beginning Stages



Dedicated Grant/
Contract Funded

General Funded
Research Positions

Programs – Level 2 Maturity



Dedicated Grant/
Contract Funded

General Funded
Research Positions

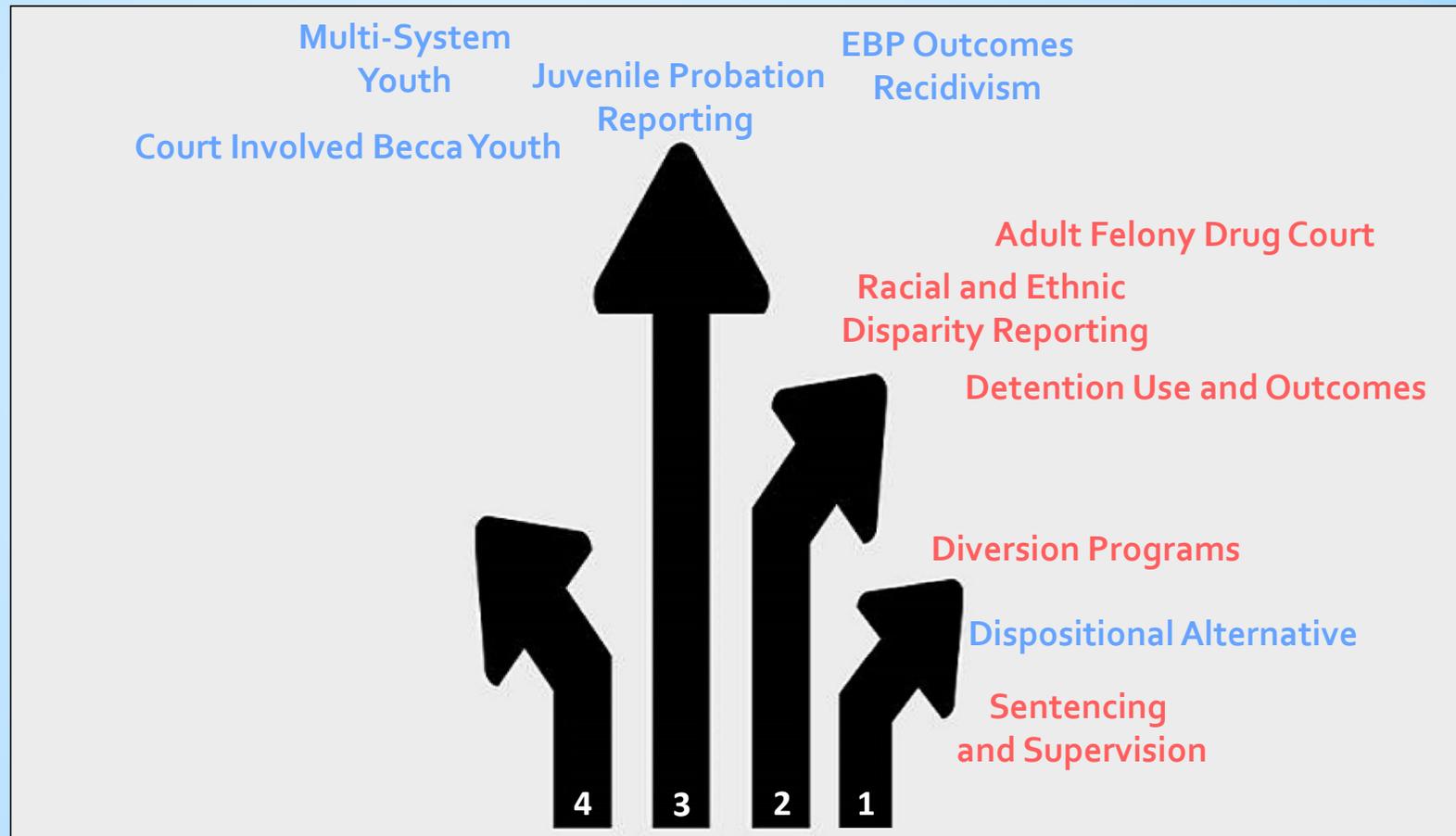
Courts, lawmakers, OJJDP,
WAJCA, JDAI, Becca Taskforce,
the public

Goal: annual state-wide
detention report

Juvenile Detention State-Wide
Reporting

Juvenile detention reform goal
setting and tracking, increased
transparency, better services
for youth

Programs – Level 3 Maturity



Dedicated Grant/
Contract Funded

General Funded
Research Positions

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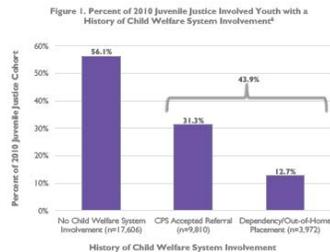


Overview

The Washington State Center for Court Research (WSCCR) released its preliminary state-wide report on multi-system involved youth in 2014¹. Multi-system youth are broadly defined as children who have experience in both the juvenile justice and child welfare systems. Prior research has identified multi-system youth as at higher risk for negative outcomes than their peers who are only involved with one system, including an increased rate of juvenile offender recidivism, a greater need for mental health treatment, and reduced educational success². While multi-system youth may be at higher risk for negative outcomes, additional research is necessary to enhance our understanding of the particular needs of this population within Washington State. The initial WSCCR multi-system prevalence report found that in Washington State, 43.9% of all youth referred to juvenile courts in 2010 had a record of previous child welfare system involvement³ (Figure 1). The prevalence rate of 43.9% includes youth who were referred to juvenile court for offender matters, as well as those who were petitioned as non-offenders through Truancy, At-Risk Youth (ARY) or Child in Need of Services (CHINS) (collectively known as Becca petitions⁴). The previous study also found that in Washington State, females and minority youth with a history of child welfare system involvement have a greater likelihood of subsequent referral to the juvenile justice system. The current report builds upon this initial state-wide analysis of multi-system prevalence and presents analysis by individual court. This approach sets the stage for an examination of how local system characteristics, programs and policies may contribute to varying regional rates of multi-system involvement.

Methods

This second report in a series on multi-system youth in Washington State seeks to further our understanding of the 2010 cohort of youth who were referred to the juvenile justice system, and identifies the jurisdiction where each youth was referred to juvenile court in 2010. A youth may be referred⁵ to court by more than one jurisdiction, yet for the purpose of this study, a youth's "home" court is determined by the location of the youth's initial offender



1 Funding from the Federal Court Improvement Program helps support this research. The initial report can be found at http://www.courts.wa.gov/wscsr/docs/MultiSystemYouthWA_Final.pdf
2 Pecora, R.J., Jensen, P.S., Romanelli, L.H., Jackson, L.J., & Ortiz, A. (2009). Mental health services for children placed in foster care: An overview of current challenges. *Child Welfare*, 88(1), 5-26.
3 "previous child welfare system involvement" indicates the youth was previously reported to the Department of Social and Health Services (DSHS) Children's Administration for alleged abuse and/or neglect or placed for any period of time in out-of-home care. The report or placement could have occurred at any age.
4 See RCW 26A.225 and RCW 13.32A for more detailed information on the Washington State Compulsory School Attendance and Admission Laws and the Family Reconciliation Act.
5 "referred to the juvenile justice system" indicates the youth was referred to court on an offender matter or through Becca petition. This does not automatically indicate that a case has been filed, nor does it imply the outcome of the case. All cases including those with an outcome of deferred, diverted, dismissed, or guilty are included in this study. Becca petitions include: At-Risk Youth (ARY), Child in Need Of Services (CHINS), and Truancy.
6 Youth are only assigned to their highest level of child welfare system involvement.

Collaboration across agencies to enhance the coordination of services. Prevention of multi-system involvement and improved long-term outcomes those youth and families with multi-system experience.

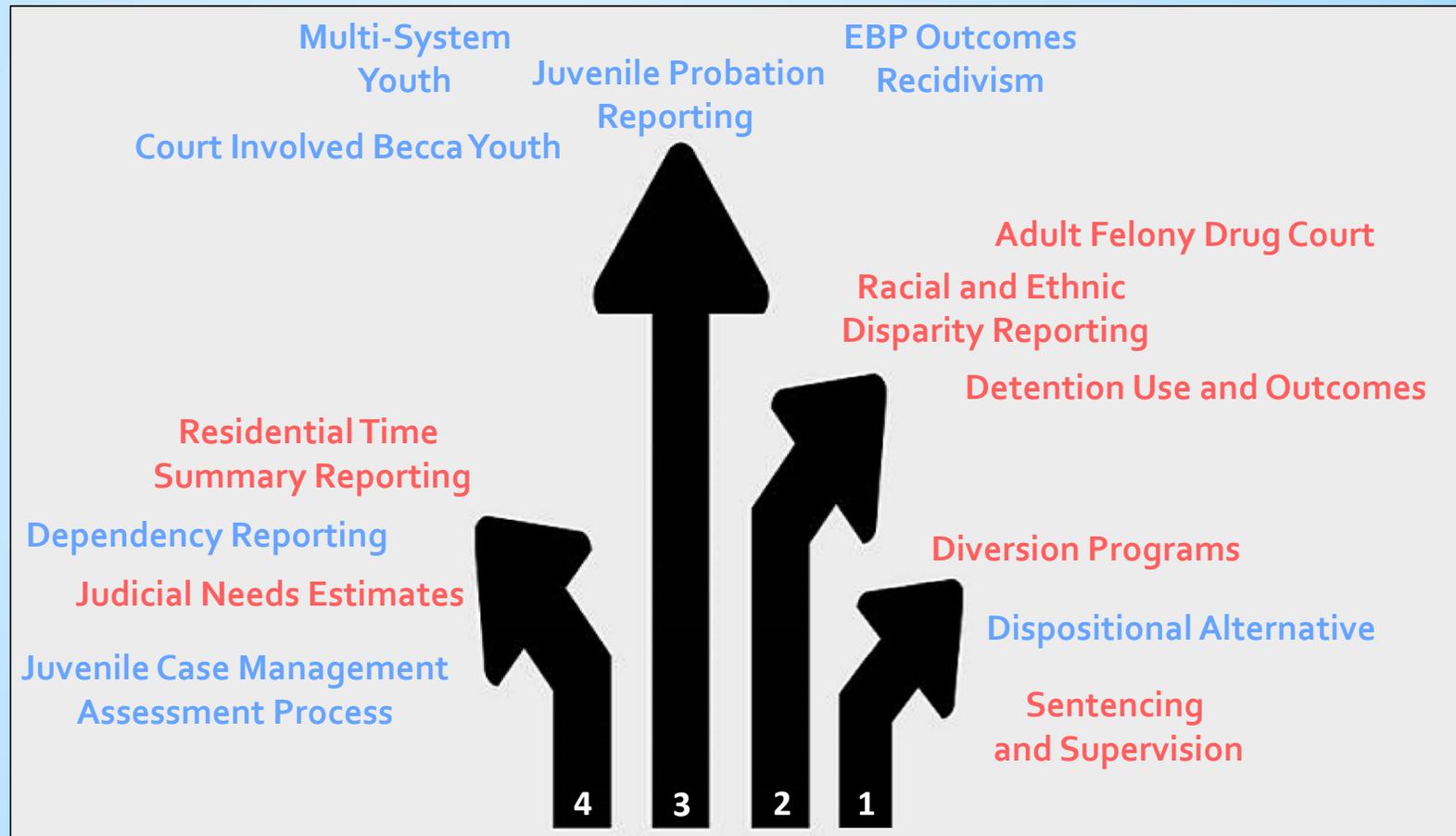
Courts, CJAA board, WSART, FFT
Inc., JCAs, Probation Managers

Primary report with additional
related reports to follow

Evidence-Based Program

Re-evaluation of the
application of current EBPs, as
well as improvements to data
quality and collection related
to EBPs.

Programs – Level 4 Maturity, Most Mature

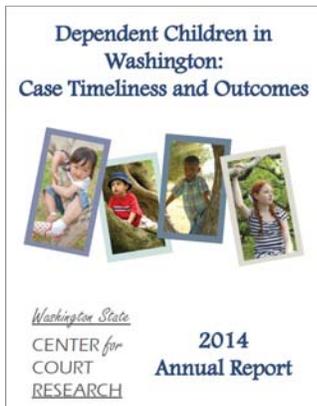


Dedicated Grant/
Contract Funded

General Funded
Research Positions

- o Federal CIP (Program)
- o AOC
- o DSH
- o DSH
- o WA
- o OPD
- o UW
- o OCL
- o WA
- o Con
- o Wa
- o AGs

Annual Dependency Timeliness Report



In 2007, the Washington State Center for Court Research (the Center) was directed by the Legislature to begin providing annual analyses of dependency cases processed by the juvenile division of the Superior Courts of Washington. The Timeliness of Dependency Case Processing Annual Report provides an analysis of dependency court operations with respect to statutorily mandated timelines intended to improve court services and facilitate permanent outcomes for dependent children and their families.

- DEP
- Dism
- Case
- DEP

The inter data broa

Dependency Reporting

Quick access to up-to-date information on dependency cases.

STATEWIDE COMPLETION RATES FOR 2012 ELIGIBILITIES

PROGRAM	Number of starts	Number of successful completes	Rate of successful completion for the 2012 cohort of eligibilities
ART	1,342	945	70.4%
COS	296	279	94.3%
FFT	646	468	72.4%
FIT	32	26	81.3%
MST	55	42	76.4%
TOTAL FOR ALL EBPs	2,371	1,760	74.2%

Track the utilization and accessibility of juvenile probation evidence-based programming in Washington State. Assist courts with the process of making data-informed programming and policy decisions.



INTRODUCTION

In 2007, the Washington State Legislature directed the Administrative Office of the Courts (AOC), in consultation with the Department of Social and Health Services Division of Child Support, to report on information obtained from Residential Time Summary Reports (RTSRs). This publication presents information obtained from RTSRs from January 1, 2013, through December 31, 2013.

According to RCW 26.09.231, parties involved in dissolution matters are required to complete an RTSR and file it along with the court order. RTSRs summarize information from original or modified Parenting Plans. They contain information on the amount of time children are to spend with each parent; the representation status of the parties; whether risk factors (e.g., abuse or neglect) have been found for the mother and/or the father; the type of dispute resolution to be used by the parties; and whether the Parenting Plan was agreed to by both parties, entered by default, or decided by the court after a contested hearing. If the same residential schedule does not apply to all children in a family, separate RTSRs are completed for each child's schedule.

Because RTSRs are not signed by a judicial officer and the information contained in the report is not verified against the final Parenting Plan by any court staff, the degree to which RTSR filings represent complete and accurate information is unknown.

From January 2013 through December 2013, 2,911 RTSRs were filed in Washington's superior courts. Of the 2,911 reports filed, 2,695 involved opposite sex couples and fifteen involved same sex couples¹. One hundred and nine families submitted more than one RTSR. The average residential schedule covers 1.5 children. Of the RTSRs with information regarding the type of order, almost ninety-five percent (94.4%) summarized Parenting Plans that were part of the original orders, 5.6% were related to modifications of prior orders².

Residential Time Summary Report

collection related to child custody agreements.

Prospects for the Future

1. Therapeutic Courts
2. Sentencing, community supervision, and treatment
3. Criminal career analysis (juvenile, adult misdemeanor, adult felony)
4. Pretrial risk assessment
5. Detention
6. Recidivism analysis
7. Education and employment outcomes
8. Legal Financial Obligation (LFO) analysis
9. Juvenile Firearm Use
10. Adult racial and ethnic disparity

Questions or Comments?

Please contact:

Carl McCurley
Research Manager
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WASHINGTON
COURTS



Tab 5



WSBA
BOARD OF GOVERNORS

William D. Hyslop
President

phone: 509.455.9555
e-mail: whyslop@lukins.com

Presentation to the Board for Judicial Administration

By WSBA President Bill Hyslop and Executive Director Paula Littlewood

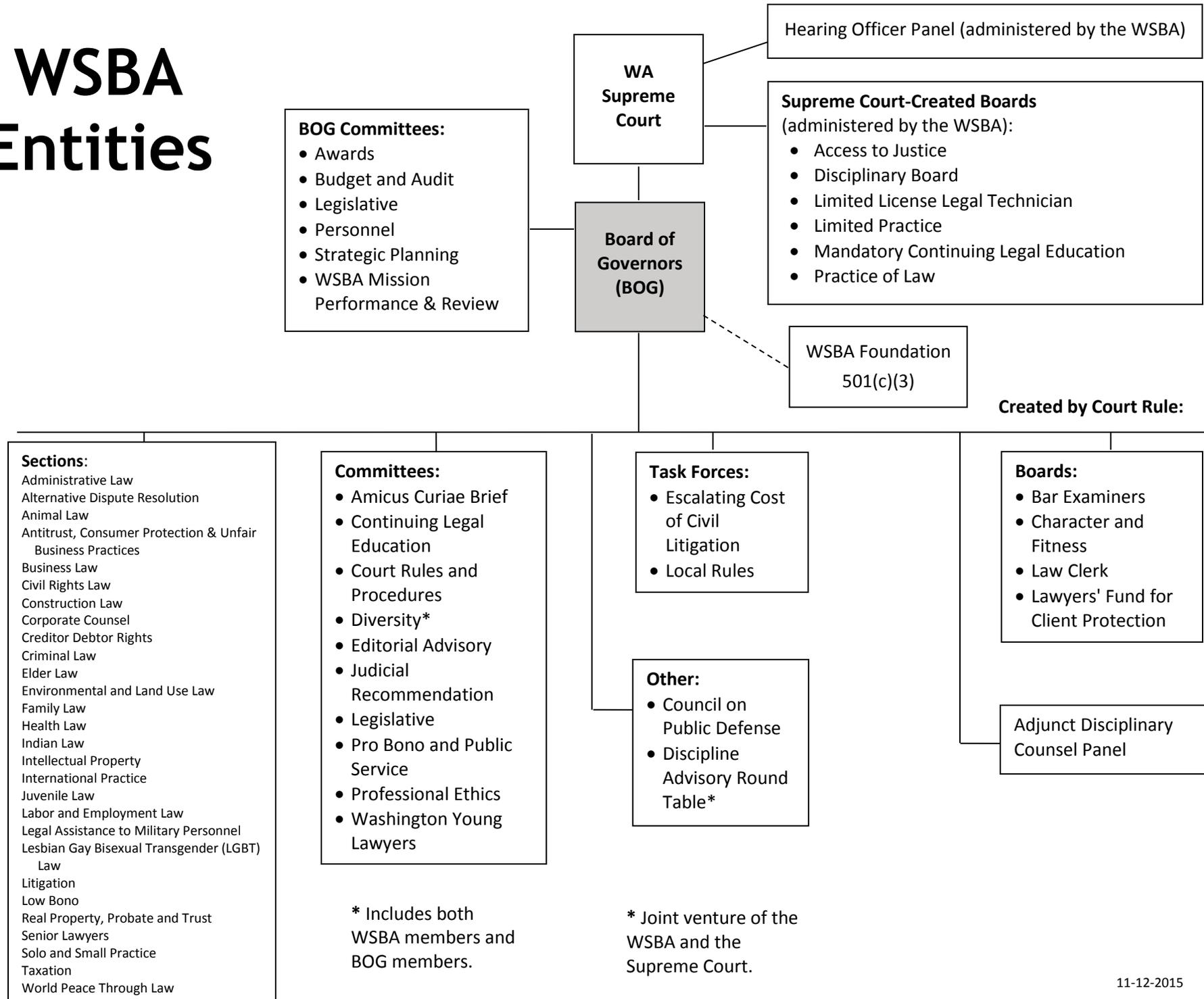
December 18, 2015

- 1. Today's WSBA**
- 2. Projected Membership Changes**
- 3. Governance for Today and Tomorrow**
- 4. The WSBA's Strategic Plan**
- 5. The Civil Legal Needs Update Study**
- 6. The Escalating Cost of Civil Litigation Task Force Recommendations**
- 7. Looking to the Future of the Legal Profession**
- 8. Summary**

Working Together to Champion Justice

717 W. Sprague Avenue, Suite 1600 /Spokane, WA 99201 / fax: 509.363.2477

WSBA Entities



MISSION

The Washington State Bar Association’s mission is to serve the public and the members of the Bar, ensure the integrity of the legal profession, and to champion justice.

GUIDING PRINCIPLES

The WSBA will operate a well-managed association that supports its members and advances and promotes:

- **Access to the justice system.**
Focus: Provide training and leverage community partnerships in order to enhance a culture of service for lawyers to give back to their communities, with a particular focus on services to underserved low and moderate income people.
- **Diversity, equality, and cultural understanding throughout the legal community.**
Focus: Work to understand the lay of the land of our legal community and provide tools to members and employers in order to enhance the retention of minority lawyers in our community.
- **The public’s understanding of the rule of law and its confidence in the legal system.**
Focus: Educate youth and adult audiences about the importance of the three branches of government and how they work together.
- **A fair and impartial judiciary.**
- **The ethics, civility, professionalism, and competence of the Bar.**

MISSION FOCUS AREAS

PROGRAM CRITERIA

Ensuring Competent and Qualified Legal Professionals

- Cradle to Grave
- Regulation and Assistance

Promoting the Role of Lawyers in Society

- Service
- Professionalism

- Does the Program further either or both of WSBA’s mission-focus areas?
- Does WSBA have the competency to operate the Program?
- As the mandatory bar, how is WSBA uniquely positioned to successfully operate the Program?
- Is statewide leadership required in order to achieve the mission of the Program?
- Does the Program’s design optimize the expenditure of WSBA resources devoted to the Program, including the balance between volunteer and staff involvement, the number of people served, the cost per person, etc?

2013 – 2015 STRATEGIC GOALS

- Prepare and equip members with problem-solving skills for the changing profession.
- Foster community with and among members and the public.
- Promote equitable conditions for members from historically underrepresented backgrounds to enter, stay and thrive in the profession.
- Support member transitions across the life of their practice.



Task Force *on the*
Escalating Costs of Civil Litigation

Final Report *to the*
Board of Governors

June 15, 2015

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Recommendations	15
Conclusion	45

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Chair

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WSBA Members

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Breean L. Beggs
Cynthia F. Buhr
Eric C. de los Santos
Jessica L. Goldman
William D. Hyslop

Don L. Jacobs
Jerry R. McNaul
Gail B. Nunn
Todd L. Nunn
Amit D. Ranade

Judiciary Members

The Hon. Marcine Anderson
The Hon. Ronald E. Cox
The Hon. Richard F. McDermott, Jr.
The Hon. Debra L. Stephens

Clerk's Association

Kevin Stock

Assisting Non-Member

Isham M. Reavis

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BOG Liaisons

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Ken Masters

WSBA Staff Liaison

Jeanne Marie Clavere

WSBA Staff Support

Darlene Neumann

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Alternative Dispute Resolution Subcommittee

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<i>Task Force Members</i>	Lincoln C. Beauregard	Cynthia F. Buhr
<i>Other Members</i>	Alan Alhadeff The Hon. Robert H. Alsdorf (retired) Gregg L. Bertram	Rina M. Goodman David J. Lenci
<i>Assisting Non-Member</i>	Andre Chevalier	

Discovery Subcommittee

<i>Chair</i>	Todd L. Nunn	
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<i>Other Members</i>	J.M. Bouffard Thomas Breen Michael R. Caryl Jean Cotton Larry G. Johnson Leslie S. Johnson Miquette Karnan	Endel Kolde Luke LaRiviere Gregory D. Lucas Milton G. Rowland M. Edward Taylor Kinnon W. Williams

District Court Subcommittee

<i>Chair</i>	The Hon. Marcine Anderson	
<i>Other Members</i>	The Hon. Alicia H. Nakata Linda M. Gallagher	The Hon. Donna Wilson Vonda M. Sargent

Pleadings and Motion Practice Subcommittee

Chair Eric C. de los Santos

Task Force Members The Hon. Ronald E. Cox Jessica L. Goldman

Non-Task Force Members Melissa Anderson Andrea Smith
Katherine Cameron Chrystina Solum
Leslie Hagin

Survey Subcommittee

Chair Eric C. de los Santos

Members Russell M. Aoki Milton G. Rowland
Breean L. Beggs

Trial Procedure Subcommittee

Co-Chairs The Hon. Richard F. McDermott, Jr.
Gail B. Nunn

Task Force Members Amit D. Ranade Kevin Stock

Non-Task Force Members Thomas Fain Jeffrey Tilden
Kathleen Garvin Lish Whitson
Simeon Osborn

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Introduction

The price of a lawsuit is high and growing higher. How costly, and the history and rate of growth, are difficult to measure directly, but lawyers—the individuals best positioned to witness the trend and effect of civil litigation costs—overwhelmingly report a problem. In a nationwide survey of 800 lawyers, the American Bar Association found 80 percent reported that civil litigation costs have become prohibitive.¹ Focusing only on members of its litigation section, a second ABA survey found that 81 percent of approximately 3,300 respondents believe that litigation is too expensive, and 89 percent believe litigation costs are disproportionate for small cases.² The WSBA surveyed its members in 2009, receiving 2,309 responses. Seventy-five percent of those responding *agreed* (39 percent) or *strongly agreed* (36 percent) that the cost of litigation has grown prohibitive.

In response, in April 2011 the WSBA Board of Governors chartered this Task Force on the Escalating Costs of Civil Litigation. The charter instructed the Task Force to:

- Assess the current cost of civil litigation in Washington State Courts and make recommendations on controlling those costs. “Costs” shall include attorney time as well as out-of-pocket expenses advanced for the purpose of litigation. The Task Force will focus on the types of litigation that are typically filed in the Superior and District Courts of Washington.
- In determining its recommendation, the Task Force shall survey neighboring and similarly situated states to compare the cost of litigation in Washington and review reports and recommendations from other organizations such as the Institute for the Advancement of the American Legal System, the American College of Trial Lawyers, the Public Law Research Institute.

Confronting escalating civil litigation costs also addresses access to justice. If litigation costs grow increasingly prohibitive, more individuals with meritorious claims will be unable to pay the price necessary to vindicate their rights, and more defendants will be forced to abandon valid defenses because of the costs for asserting them. Reining in civil litigation costs means increasing access to the civil justice system for all.

The Task Force has held regular meetings since July 2011, three times requesting that its initial charter be extended. It organized itself into six subcommittees, which also worked separately to address specific aspects of civil litigation. It heard presentations from WSBA Executive Director

¹ Stephanie Francis Ward, *Pulse of the Legal Profession*, 93 A.B.A. J. 30, 31 (Oct. 2007).

² ABA Section of Litigation Member Survey on Civil Practice: Full Report 2 (2009).

Paula Littlewood on the state of the legal profession; then-King County Superior Court Presiding Judge Richard McDermott on proposals to change the civil judicial system in King County; Jeff Hall, then-State Court Administrator, Administrative Office of the Courts, on statistics and trends examined by the AOC; U.S. District Court Judge James Robart on civil litigation and rules in the federal courts; and Task Force member Don Jacobs, a former president of the Oregon Trial Lawyers Association, on the expedited civil trial system in Oregon. Individual subcommittees sought extensive input from members of the bar and bench.

The Task Force reviewed literature from around the country, including other states' and federal courts' responses to rising civil litigation costs; case studies by the Institute for the Advancement of the American Legal System (IAALS) and the American College of Trial Lawyers (ACTL); and a nationwide litigation cost survey conducted by the National Center for State Courts (NCSC).

In accordance with its charge to seek input from affected lawyers, judges, and other entities, the Task Force also conducted its own survey of WSBA members involved in, or affected by, civil litigation. Over 500 bar members participated, most who reported themselves as experienced litigators. The respondents echoed the concerns found by previous surveys, identified specific factors contributing to runaway litigation costs, and expressed support for proposals aimed at curbing those costs. Preliminary versions of this report were circulated to litigation-related WSBA sections, minority bar associations and civil litigation associations the Washington State Association for Justice (WSAJ) and Washington Defense Trial Lawyers (WDTL) for comment, and the input received is reflected in the final report.

Based on this data and the work of the individual subcommittees, the Task Force has developed a set of recommendations. These recommendations seek to speed case resolutions—inside or out of the courtroom—while preserving the legal system's ability to reach just results. The centerpiece of the Task Force's recommendations is a system of early case schedules and discovery limits, assigned based on a case's complexity, counterbalanced by mandatory initial disclosures. Other recommendations address e-discovery, alternative dispute resolution, and judicial case management.

These recommendations come with a significant caveat: they do not specifically take up family law issues. During its fact-finding, the Task Force came to the conclusion that family law and its distinct constellation of concerns were beyond the Task Force's ability to fully consider without unreasonably extending its charter. Therefore, the Task Force's recommendations only reach family law to the extent they affect all other areas of civil litigation.

Executive Summary

The Task Force organized itself into five subcommittees to explore different aspects of civil litigation. These five—the Alternative Dispute Resolution Subcommittee, the Discovery Subcommittee, the Pleadings and Motion Practice Subcommittee, the Trial Procedure Subcommittee, and the District Court Subcommittee—worked independently, and each generated a final report. The Task Force also formed the Survey Subcommittee, which developed and implemented the Task Force Survey of WSBA members. With input from the Survey Subcommittee, the Task Force as a whole considered the recommendations in these subcommittee reports in making its final recommendations.

1. Initial case schedule and judicial assignment

The best way to control the length of litigation is setting a schedule at the outset. Upon filing, all cases will be issued a schedule setting out a trial date and other litigation deadlines.

The Task Force concluded that active judicial case management—including a willingness to enforce discovery rules—is indispensable in controlling litigation costs. Ideally, at the outset a single judge should be assigned to handle all discovery disputes and pretrial issues in a case. Recognizing this may not prove practical in the superior courts of some counties, the Task Force recommends amending the rules to describe such judicial assignment as a preferred practice.

2. Two-tier litigation

Litigation is not one-size-fits-all. A case's length, the breadth of discovery, and the scope of trial should be proportional to its needs. Two litigation tiers would be created in superior court: cases in Tier 1 would proceed along a 12-month case schedule and be subject to presumptive limits on discovery, and Tier 2 cases would have 18 months to trial and more extensive discovery—tailored specifically to the case—than permitted in Tier 1.

Tier 2 would be reserved for cases presenting complex legal or factual issues, involving significant stakes, or marked by other factors indicating likely complexity. Upon filing, all cases would default to Tier 1, with option to move to Tier 2 for good cause shown.

3. Mandatory disclosures and early discovery conference

In both superior court litigation tiers and in district court, case schedules would require an early discovery conference among the parties. Parties would also be required to make initial disclosures, expert witness material disclosures, and pretrial disclosures patterned on the federal rules of civil litigation. These recommendations are designed to promptly engage all parties in the discovery process and provide early access to necessary information. The Task Force considers these recommendations a necessary counterbalance to the new discovery limits and shorter case schedules also being recommended.

4. Proportionality and cooperation

Lowering litigation costs depends on keeping the costs of cases proportional to their needs, and on ensuring cooperation between attorneys as much as possible within our adversarial legal system. Proportionality and cooperation principles will be explicitly reflected in the rules.

5. E-discovery

Washington has already incorporated parts of the federal rules regarding e-discovery into CR 26 and CR 34. CR 26 and CR 37 will be amended to incorporate most of the remaining federal e-discovery rules. CRLJ 26 will be amended to follow the changes in CR 26.

Additionally, the Task Force recommends a state-wide e-discovery protocol for both superior and district courts. This will take the form of a model agreement and proposed order on e-discovery to be used on a case-by-case basis.

6. Motions practice

The Task Force recommends non-dispositive motions in superior and district court cases be decided on their pleadings, without oral argument. The court may permit oral argument on party request.

7. Pretrial conference

The current civil rules permit, but do not require, a pretrial conference aimed at focusing issues and laying out a framework for managing trial. In both superior and district court, the Task Force recommends requiring a pretrial meeting between the parties to reach agreement on trial management issues. The parties would then submit a joint report to the court, which would issue a pretrial order. For cases where a pretrial meeting does not occur or would be inappropriate, the current discretionary hearing will remain available.

8. District court

Most civil litigation occurs in superior court, but district court offers a potentially quicker and less expensive alternative for some cases. Many of the Task Force's recommendations apply to district court as well as superior court. In addition, the Task Force recommends extending concurrent jurisdiction to unlawful detainer proceedings, and issuing a case schedule in civil cases upon filing. District court cases would follow a 6-month schedule from filing to trial.

9. Alternative dispute resolution

The Task Force considered mediation, settlement conferences, private arbitration, and mandatory arbitration.

Mediation or settlement conferences often occur on the eve of trial, after the parties have incurred the bulk of litigation costs. The Task Force recommends mediation in the early stages of a case, well before completing discovery. Because different litigation types have different issues and timelines, the WSBA Sections should develop guidelines for what early mediation means in their respective practice areas.

The Task Force also recommends mandatory mediation in superior court cases no later than 60 days after party depositions (or 60 days before trial, if sooner). If one or more party wishes to forego mediation, the party or parties would have to file a statement following the early discovery conference that the case is not suited to mediation. The court could waive the mediation requirement for good cause based on such statements.

The Task Force also recommends a set of suggested mediation practices for parties to consider, including conducting mediation as a series of short meetings and pre-session contact between mediator, counsel, and client.

Most arbitration takes the form of a private contractual process. Though the Task Force makes no recommendation that would directly affect private arbitration, it recommends best practices for parties and arbitrators.

The Task Force makes no recommendation regarding the rules for mandatory arbitration in superior court.

Tab 6



Board for Judicial Administration (BJA) Standing Committees

COMMUNICATION PLAN

December 11, 2015

TO: Board for Judicial Administration (BJA) Members and Standing Committees
FROM: Misty Butler, BJA Administrative Manager
RE: COMMUNICATION BETWEEN BJA STANDING COMMITTEES

During its November 20th meeting, the BJA engaged in a discussion about the expected communication between the BJA and its standing committees. The standing committees facilitate the work of the BJA. Their success, and in turn the BJA's success, depends on their interdependence and collaboration.

Following is a brief summary of the discussion and recommendations and the subsequent action based on those recommendations.

Discussion and Recommendations

1. The majority of the communication should take place between the AOC staff supporting the standing committees. It was recommended that sharing of agendas and activities should take place during staff meetings. The BJA Administrative Manager informed the BJA that staff currently has regularly scheduled meetings and that she would take this recommendation back to them.
2. The committees should ask themselves the following questions when working on activities:
 - How is this effort going to impact the other committees?
 - Does this effort need to be presented to the other committees? Does this require their review and analysis?
 - Does this effort need to be presented to the BJA? Does it require their support?
 - When should the BJA/other committees be informed?
 - Who should share the information?
 - How should the information be sent (in writing, phone, in person)?
3. The BJA would like to know in advance of projects that are coming up.
4. The BJA believes that specific processes will work themselves out as the committees start producing.

5. The standing committees should have clear timelines for when others need to work with them.
6. It is important that the BJA also has open communication with other groups, including the commissions and the associations.

Action

1. The BJA Administrative Manager met with the AOC staff who support the standing committees and discussed the recommendations with them.
2. The BJA committee staff will use these questions when working on activities.
3. The BJA committee staff developed a tracking tool of activities to keep the BJA informed of current and upcoming activities (see attached). This will be shared during the BJA meetings
4. The BJA committee staff will keep track of developing processes as the committees start to produce.
5. Each BJA committee has or is developing timelines on what activities should be brought to them and when.
6. The BJA Administrative Manager currently meets monthly with the association staff to communicate what they and the BJA are working on. She will also meet with the Administrative Manager for the Supreme Court Commissions to discuss ways to improve communication.

BJA Standing Committee Activity Status Sheet

Committee	Action Item	Timeline	Status	Other Committees Working With	Contact Person	Other Information



Board for Judicial Administration (BJA)

ORIENTATION PLAN

In October 2014 the Board for Judicial Administration held a governance retreat. At that time members expressed that it would be beneficial to have an orientation process to help new members understand what is expected of them.

A member guide was published in July 2015. Highlights of the guide include:

- A welcome letter from the BJA Chair and Member Chair that clearly outlines the vision and goals of the BJA;
- An outline of member responsibilities;
- A history of the BJA;
- Membership lists—not only for the BJA, but also for its standing committees;
- The BJA legislative/budget development timelines;
- Text of the BJA rules, bylaws, resolutions, and the Supreme Court rule making process.

In addition, the BJA Administrative Manager spent the summer and fall of 2015 visiting one-on-one with BJA members. One of the questions she asked was if they had specific ideas on how to improve the new member orientation process. Based on that feedback the following is an orientation plan for new BJA members.

Annual BJA Photograph

A photograph will be taken during the first meeting of the fiscal year. It will be displayed on the wall in the large conference room at the AOC SeaTac office.

In-Meeting Orientation

During the first meeting of the fiscal year, a portion of time will be spent on an orientation. The orientation will include the following:

- An expert to speak on the role of boards in general and more specifically the BJA;
- An explanation of the structure of the BJA;
- Veteran members sharing their thoughts on what it means to be a BJA member;
- An overview of BJA accomplishments. Focusing on problems turning into solutions and why the BJA was the right body to address the issue.

Annual Presentations

Serving on the BJA requires an understanding of not just the judicial branch, but also the allied organizations that contribute to its success. Brief presentations from some of these organizations would be beneficial to help members have a better understanding of the system as a whole. Examples of those organizations include, but are not limited to, the Washington State Bar Association, the Court Management Council, the Access to Justice Board, etc.

Tab 7



December 14, 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

The CEC met December 11, 2015, to continue the work of the committee. We are moving forward and have contracted with Dr. John A. Martin to help the CEC establish short-term and long-term goals and objectives which include growing judicial branch education in our state.

The CEC budget committee met November 30, 2015, and continued to articulate the educational needs of the judiciary and draft a preliminary biennial request outlining those needs and the funding needed to address them. The budget committee identified the fundamental educational and training needs of the rural courts and the absence of ongoing education that meets their particular needs. They also recognize the need to bolster education funding to address the training of basic knowledge, skills, and abilities of new judicial officers, new administrators, new county clerks, new line-staff, and new courthouse and guardianship facilitators. They continue to articulate that general education for all judicial officers and personnel has languished for too long due to the lack of funding.

The CEC Judicial Education Taskforce (JET) met on November 23, 2015, and identified the need for pre-bench education for newly elected or appointed judicial officers. This would include instant online education, mentoring by experienced judges prior to attending the judicial college, and the need for post judicial college training to enhance the skills and abilities of new judicial officers. They also looked at specific education and training needs of appellate judges and commissioners that are not addressed within the existing Judicial College, including the costs.

The Committee for the Education of Court Employees (CECE) met for the first time on November 18, 2015. They are an ad hoc committee of administrators, county clerks, and members of the Court Management Council whose role is to look at education and training of administrators and court personnel. They are currently gathering information on what education is available to them. The goal is to provide an overview of current education and determine where there are education and training gaps in order to provide a robust training program that increases the knowledge, skills, and abilities of administrators, county clerks, and court personnel, including courthouse and guardianship facilitators throughout their careers.

The upcoming meetings are:

- December 16, 2015 – Committee for the Education of Court Employees - Online
- January 6, 2016 – Judicial Education Taskforce – Online
- January 22, 2016 – CEC meeting – Sea-Tac

II. Short-term Goals

The CEC plans to:

- Submit 2017-2019 Biennial Budget Request to the Board for Judicial Administration.
- Submit a State Justice Institute Technical Assistance Grant to cover the costs of a consultant to work with the CEC to develop short-term and long-term goals and to conduct a Judicial Education Leadership Retreat.
- Judicial Education Taskforce report on a proposed education and training curriculum for new judicial officers.
- Committee for the Education of Court Employees report on a proposed education and training plan for not only new administrators, county clerks, line-staff, courthouse facilitators, but the education of court personnel who run the court system.

III. Long-term Goals

- Develop a stable funding source for court education.



December 11, 2015

TO: Board for Judicial Administration Members
FROM: Judge Janet Garrow, Policy and Planning Committee
RE: REPORT OF POLICY AND PLANNING COMMITTEE

I. Strategic Issue Management Initiative

The Policy and Planning Committee has continued its work on the Strategic Issue Management Initiative. Five subject-matter workgroups have been formed, comprised of approximately forty volunteers from twenty judicial branch stakeholder organizations. Scheduling of meetings of the workgroups has been difficult, and meetings of the workgroups are now planned for January.

Each workgroup is tasked developing a brief analysis of the issue and outlining a short proposal for a viable two-year project to address some aspect of the issue. When these are completed they will be circulated to all stakeholder organizations as well as the BJA. Each stakeholder organization will then consider for itself whether and how to engage in advancing the proposal to an implementation stage. The Policy and Planning Committee will review the proposals and make recommendations to the full Board regarding any that the committee recommends be adopted as a strategic initiative, or campaign, of the BJA.

II. Expansion of Committee Membership

As discussed at the September meeting of the Board, the committee is considering expansion of its membership in order to maintain greater continuity in light of annual turnover, to increase workload capacity, and to expand the range of expertise and perspective on the committee. At present the committee is exploring asking the Board to amend the committee charter to add: one additional representative of the SCJA, one additional representative of the DMCJA, one representative of the WSBA Board of Governors, one

representative of court managers selected by the Court Management Council, and one public member.

III. Mission, Vision, Principal Policy Objectives, Goals of the BJA

The committee is charged with recommending a schedule and process for review of the higher-order elements of the Board's existing planning elements. The committee is considering a timeline for these processes and anticipates making a recommendation to the Board in February. If the committee's plan is acceptable to the Board then review of these elements will be the focus of the committee's work in 2016.

IV. Proposed Rule 35, Judicial Evaluations

In early 2015 the Board considered Proposed Rule 35, which would create a structure and process for conducting evaluations of judges and judicial candidates prior to elections. At its meeting of March 20, 2015, the Board voted to not support the proposal in the form presented, and referred the proposed rule to the Policy and Planning Committee for review and recommendation. The committee has reviewed the matter and is preparing a recommendation to the Board. The committee anticipates that this recommendation will be available for presentation to the Board at its next meeting.

Tab 8

BOARD FOR JUDICIAL ADMINISTRATION RULES (BJAR)

TABLE OF RULES

Rule

Preamble

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

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.

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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.)