

BOARD FOR JUDICIAL ADMINISTRATION



**WASHINGTON
COURTS**

MEETING PACKET

**FRIDAY, AUGUST 19, 2016
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 Bryan Chushcoff
Superior Court Judges' Association
Pierce County Superior Court

Judge Scott Collier
Superior Court Judges' Association
Clark County Superior Court

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

Judge George Fearing
Court of Appeals, Division III

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

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

Judge Bradley Maxa
Court of Appeals, Division II

Justice Susan Owens
Supreme Court

Judge Kevin Ringus
District and Municipal Court Judges' Association
Fife Municipal Court

Judge James E. Rogers
Superior Court Judges' Association
King County Superior Court

Judge Ann Schindler
Court of Appeals, Division I

NON-VOTING MEMBERS:

Judge Scott Ahlf, President-Elect
District and Municipal Court Judges' Association
Olympia Municipal Court

Ms. Callie Dietz
State Court Administrator

Mr. William Hyslop, President
Washington State Bar Association

Ms. Paula Littlewood, Executive Director
Washington State Bar Association

Judge Sean Patrick O'Donnell, President-Elect
Superior Court Judges' Association
King County Superior Court

Judge Lisa Worswick, Presiding Chief Judge
Court of Appeals, Division I



Board for Judicial Administration (BJA)

Friday, August 19, 2016 (9:00 a.m. – 12:00 p.m.)

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. June 17, 2016 Meeting Minutes <i>Action: Motion to approve the minutes of the June 17, 2016 meeting</i>	Chief Justice Barbara Madsen Judge Scott Sparks	9:05 a.m. Tab 1
4. Committee Appointments <i>Action: Motion to reappoint Judge Greg Tripp to the Washington State Civil Legal Aid Oversight Committee</i> <i>Action: Motion to reappoint Judge Brad Maxa to the BJA Public Trust and Confidence Committee</i>	Chief Justice Barbara Madsen Judge Scott Sparks	9:10 a.m. Tab 2
5. BJA Orientation Pt. 1	Chief Justice Barbara Madsen Judge Scott Sparks Judge Kevin Ringus	9:15 a.m. Tab 3
Break		10:15 a.m.
6. BJA Orientation Pt. 2	Ms. Callie Dietz Ms. Misty Butler	10:30 a.m.
7. Standing Committee Reports Court Education Committee Budget and Funding Committee Legislative Committee Policy and Planning Committee	Judge Scott Collier Judge Ann Schindler Judge Kevin Ringus Judge Janet Garrow	11:20 a.m. Tab 4
8. Courtroom Security Resolution	Judge Sean O'Donnell	11:40 a.m. Tab 5
9. Other Business <ul style="list-style-type: none"> • Next meeting: September 15, 2016 AOC SeaTac Office • BJA Business Account Q2 Statement • Agenda Items for Next Meeting? 	Chief Justice Barbara Madsen Judge Scott Sparks	11:50 p.m. Tab 6
10. Adjourn		12:00 p.m.

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, June 17, 2016 (9 a.m. – Noon)

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

MEETING MINUTES

BJA Members Present:

Judge Scott Sparks, Member Chair
Judge Scott Ahlf
Judge Bryan Chushcoff
Judge Scott Collier
Ms. Callie Dietz
Judge Michael Downes
Judge George Fearing
Judge Janet Garrow
Mr. William Hyslop
Judge Judy Rae Jasprica
Judge G. Scott Marinella
Judge Bradley Maxa
Judge Sean Patrick O'Donnell
Judge Kevin Ringus
Judge James Rogers
Judge Ann Schindler
Judge Lisa Worswick

Guests Present:

Mr. Jeff Amram (by phone)
Ms. Linda Baker
Judge Harold Clarke III
Justice Mary Fairhurst
Mr. Dennis Rabidou

Public Present:

Dr. Page Carter

AOC Staff Present:

Ms. Misty Butler
Ms. Beth Flynn
Mr. Steve Henley
Mr. Dirk Marler
Mr. Ramsey Radwan

The meeting was called to order by Judge Sparks.

May 20, 2016 BJA Meeting Minutes

It was moved by Judge Garrow and seconded by Judge Ringus to approve the May 20, 2016 BJA meeting minutes. The motion carried.

Administrative Manager's Report

Ms. Butler reported that the current membership lists for the BJA and the BJA standing committees were distributed in the meeting materials. She noted that the term ending dates for the Court of Appeals judges should be in March instead of June. Judge Jasprica stated that Ms. Andra Motyka retired and Ms. Fona Sugg is her replacement on the Court Education Committee. Ms. Butler recommended a final vote on the BJA standing committee assignments.

It was moved by Judge Garrow and seconded by Judge Chushcoff to adopt the BJA standing committee assignments with the revisions noted during the discussion. The motion carried.

A portion of the August 19 meeting will be set aside for a BJA orientation to cover the mission and goals of the BJA, emphasize the BJA's purpose, and to discuss where the BJA is going in the future. An updated Member Guide will be distributed during the meeting.

The standing committees have drafted orientation plans for new members. They will be used this year.

Court Management Council Rule Changes

The Court Management Council (CMC) is requesting technical changes to GR 17 and GR 30 and they would like the BJA's endorsement.

Ms. Dietz stated that the changes to the rules are very minor and the CMC believes faxes will be obsolete in the future. Until then, they need to have a rule in place that reflects current practice. The proposed revisions make it easier and less stringent than the current rules.

It was moved by Judge Maxa and seconded by Judge Ringus to endorse the proposed Court Management Council GR 17 and GR 30 rule changes. The motion carried.

Public Trust and Confidence Committee Annual Presentation

Justice Fairhurst presented the annual report of the BJA Public Trust and Confidence Committee. A written report was provided in the meeting materials.

The Committee completed the following projects between January 2015 and June 2016:

- The Legislative Scholars Program is a yearly program to provide teachers with information regarding the legislative and judicial branches of government and it is always well received.
- The Committee is marketing the established Judges in the Classroom Project to schools and the judiciary. The Web site has been updated and there has been a special promotion the last few years to encourage judges to participate.

The Committee's current projects include:

- Create and disseminate a PSA video to encourage citizens to respond for jury duty, with a special outreach to diverse audiences.
- Review, repackage and market all past products of the Committee.
- Access to Justice public education campaign for the public.
- Catalog LRE materials.
- Elevator speech for cynics.
- Procedural justice projects.

Justice Fairhurst stated that she appreciates the BJA continuing the Committee's work through the BJA Policy and Planning Committee.

Standing Committee Reports

Court Education Committee (CEC): Judge Jasprica reported that the CEC hired a consultant to work with them to assist in determining the best way to educate judicial officers and other court personnel in the state. They also submitted a budget request to fund court education and they hope the BJA approves the request.

Budget and Funding Committee (BFC): Judge Schindler stated that the charter for the BFC requires them to review and make recommendations for budget requests. The current budget requests were discussed at the last BJA meeting and are on the agenda for the BJA's consideration later during this meeting.

Legislative Committee (LC): Judge Rogers reported that the 2016 Legislative Bill Summary was distributed. The BJA needs to appoint a Chair for the Legislative Committee. Ms. Butler said Judge Rogers is the interim chair to fill in for Judge O'Donnell who was moved to the Policy and Planning Committee because he is now the President-elect of the Superior Court Judges' Association. The next Legislative Chair needs to come from the District and Municipal Court Judges' Association or the Court of Appeals and the eligible candidates are Judge Ringus and Judge Maxa.

It was moved by Judge Garrow and seconded by Judge Jasprica to nominate Judge Ringus as the Chair of the Legislative Committee. The motion carried.

Judge Ringus will become the Chair of the Legislative Committee on July 1. Judge Rogers will remain the Chair until that time.

Judge O'Donnell requested an update on the hiring process for the Associate Director – Judicial and Legislative Relations position. Ms. Dietz stated that the job announcement was posted and it will remain open until filled. So far, 23 applications have been received and they have been screened by the Human Resources office and were also reviewed by Ms. Dietz and four additional AOC staff. After the screening, it was determined that eight applicants will be interviewed and there will be two interview panels. The first round will move the candidates that did well onto the second round of interviews. If a candidate is offered the job he/she will have to pass a background check.

Policy and Planning Committee (PPC): Judge Garrow stated that the PPC report is included in the meeting materials. There are new members on the PPC and at this point in time they have not chosen to fill the public member position yet because they have been busy with the Strategic Issue Management (SIM) Initiative.

Revenue Update

Mr. Radwan reported that a state revenue forecast was released in the last few days. The current forecast compared to February's forecast shows a small change in revenue. It is fairly neutral. A snapshot of revenue was included in Figure 1 of the handout.

While there is an increase in the revenue between biennia there is also an increase in costs (see Figure 2). The current official outlook has a \$314 million deficit for the ensuing biennium. If that were all, it would be okay, but that deficit does not include policy increases such as

Hepatitis C costs, employee salary increases or McCleary. If only the anticipated costs for McCleary are included in the estimated costs, then expenditures would exceed revenue by approximately 8%, which is huge. Pent up demand as well as known and unknown costs will far exceed the anticipated revenue in the near general fund accounts. Because of this pressure, the Legislature may implement budget reductions as one tool to balance the budget. As an example, a 1% reduction in AOC's non-protected budget would result in a \$500,000 reduction which would equate to approximately three staff at AOC.

At the state level about 60% the budget is protected. That leaves approximately \$13.5 billion that could be cut. However, a 1% reduction would amount to \$135 million, which is far lower than the projected deficit. The judicial branch has been diligent in the past when submitting funding requests to the Legislature. If the branch sends huge requests now, it will appear that the judicial branch is tone deaf.

Figure 3 shows the growth in the judicial branch budget through 2015-2017 and the 2017-2019 growth that would occur if all of the judicial branch's near general fund requests were approved. The branch as a whole has been increasing its resources. It is not even across the board but there has been overall growth.

The Office of Financial Management (OFM) is advising executive branch agencies to not ask for restoration of cuts or a "fair share" of the increase in revenue. The judicial branch needs to be aware of that and the pressure is on us to have deliberate and difficult conversations about the highest priorities.

The budget requests total about \$25 million. The amount could go down a little but it is still a substantial amount. If the Office of Civil Legal Aid and the Office of Public Defense budget requests are included, the request goes to about \$40 million. If the BJA moves forward with the requests as they are, there would be about a 15% increase for the upcoming biennium. The BJA needs to think carefully about how the budget requests are prioritized.

Prioritization of Decision Packages

Judge Schindler stated that this is a follow-up to the presentation regarding budget requests during the May BJA meeting. The BJA will prioritize the budget requests today.

There was discussion regarding what should be considered a top priority. Also discussed was whether or not to submit a large budget request.

The budget requests were prioritized as follows:

1. Trial Court Interpreter Services
2. Court Personnel Education
3. Pattern Forms
4. Web Services Support
5. Courthouse Facilitator Training
6. Telephonic Interpreter
7. Therapeutic Courts
8. Guardian Monitoring
9. CASA Program Expansion

The Board discussed whether to send all the budget requests forward to the Supreme Court.

It was moved by Judge Chushcoff and seconded by Judge Garrow to send all of the budget priorities to the Supreme Court. The motion carried.

Next steps were discussed and it was decided that talking points need to be developed to use with the Supreme Court and the Legislature. It was suggested that an interpreter be used to deliver the message regarding the Trial Court Interpreter Services funding request. AOC staff will begin working on the talking points. The talking points will be developed into one-page information sheets for the Legislature.

Strategic Issue Management Initiative

Judge Garrow stated that the Policy and Planning Committee's recommendations regarding the Strategic Issue Management Initiative proposals are included on pages 49 through 53 of the meeting materials.

It was moved by Judge Ringus and seconded by Judge Jasprica that the BJA adopt the BJA Policy and Planning Committee Strategic Issue Management recommendations as listed in the BJA meeting materials. The motion carried.

Judge O'Donnell asked that the topic "Renewal of BJA Resolutions" be added to the August BJA meeting agenda. He noted that he would like the BJA Court Security resolution to be reviewed for extension.

Judge Sparks commented that he would ask for future BJA meeting agenda items at the end of each BJA meeting.

There being no further business the meeting was adjourned.

Recap of Motions from the June 17, 2016 Meeting

Motion Summary	Status
Approve the May 20, 2016 BJA meeting minutes.	Passed
Adopt the BJA standing committee assignments with the revisions noted during the discussion.	Passed
Endorse the proposed Court Management Council GR 17 and GR 30 rule changes.	Passed
Nominate Judge Ringus as the Chair of the Legislative Committee.	Passed
Send all of the budget priorities to the Supreme Court.	Passed
Adopt the BJA Policy and Planning Committee Strategic Issue Management recommendations as listed in the BJA meeting materials.	Passed

Action Items from the June 17, 2016 Meeting

Action Item	Status
<p><u>May 20, 2016 BJA Meeting Minutes</u></p> <ul style="list-style-type: none"> • Post the minutes online • Send minutes to the Supreme Court for inclusion in the En Banc meeting materials 	<p>Done Done</p>
<p><u>BJA Standing Committees</u></p> <ul style="list-style-type: none"> • Update all standing committee lists and listservs with current members 	
<p><u>Budget Priorities</u></p> <ul style="list-style-type: none"> • Send all of the budget priorities to the Supreme Court • Create talking points for budget priorities to be used with the Supreme Court and legislators 	
<p><u>Strategic Issue Management Initiative</u></p> <ul style="list-style-type: none"> • The PPC recommendations were adopted and the PPC will move forward on the recommendations 	
<p><u>August Meeting Agenda</u></p> <ul style="list-style-type: none"> • Ask for future agenda items at the end of each BJA meeting • Add Renewal of BJA Resolutions to the August BJA meeting agenda; consider extending the BJA Court Security resolution 	

Tab 2



Washington State Civil Legal Aid Oversight Committee

1112 Quince St. SE
Olympia, WA 98504
MS 41183
360-704-4135

Jennifer Greenlee, Chair (Seattle)
Hon. Ellen Clark (Spokane County Sup. Ct.)
Hon. Michael Spearman (Ct. of App., Div. 1)
Hon. Greg Tripp (Spokane County Dist. Ct.)
Rep. Drew Stokesbary (R-31)
Rep. Laurie Jinkins (D-28)
Sen. Ann Rivers (R-18)
Sen. Jamie Pedersen (D-43)
Martin Bohl (Olympia)
Jesse Magaña (Vancouver)
Taylor Wonhoff (Office of the Governor)

June 30, 2016

Chief Justice Barbara Madsen, Co-Chair
Judge Scott Sparks
Board for Judicial Administration
415 12th Ave., SW
Olympia, WA 98504-0929

Re: Appointment to Civil Legal Aid Oversight Committee

Dear Chief Justice Madsen and Judge Sparks:

Pursuant to RCW 2.53.010(1)(e), the Board for Judicial Administration appoints two members of the eleven-member bipartisan Civil Legal Aid Oversight Committee. The Oversight Committee is a judicial branch entity that oversees the activities of the Office of Civil Legal Aid, reviews the performance of the Director of the Office of Civil Legal Aid and makes recommendations on matters relating to state civil legal aid services and funding. Historically, BJA appointments have been made on behalf of the trial court associations.

Since 2013, Spokane County District Court Judge (and former BJA member) Greg Tripp has served as one of the BJA's appointees to the Oversight Committee. Judge Tripp's term expires on June 30, 2016. Judge Tripp is eligible for reappointment and has expressed an interest in serving a second and final three-year term.

By this letter I request that the BJA reappoint Judge Tripp or appoint another individual to this position. I am enclosing a current roster of Oversight Committee members.

Please feel free to contact me with any questions about this matter.

Sincerely,

OFFICE OF CIVIL LEGAL AID

James A. Bamberger

James A. Bamberger, Director and Secretary to the
Civil Legal Aid Oversight Committee

C: Judge Greg Tripp
Jennifer Greenlee, Chair Civil Legal Aid Oversight Committee
Misty Butler, Administrative Manager, BJA

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

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

Nominee Name: Judge Brad Maxa

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

Term Begin Date: January 1, 2017

Term End Date: December 31, 2018

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

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

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

Judge Maxa has been a valuable member of the PTC and has co-chaired the revitalization of the Judges in the Classroom Program.

Please send completed form to:

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

Tab 3



2016-2017 BJA MEMBER GUIDE

A Complete Member Guide to the
BOARD FOR JUDICIAL ADMINISTRATION

Table of Contents



Welcome Letter	1
Membership	2
Member Responsibilities	4
BJA History	5
BJA Accomplishments	7
BJA Rules	8
Bylaws	10
Committee Information	13
Court Education Committee	13
Policy and Planning Committee	14
Legislative Committee	15
Budget and Funding Committee	16
Legislative Development Timeline	17
Budget, Revenue and Funding	18
Principal Policy Goals	19
Resolutions	20
Resolution Guidelines	20
Resolutions	21
Resolutions Cover Sheet	22
Rule Making	23
Acronyms	27
AOC Contact Information	28

Welcome Letter



Board for Judicial Administration Members,

Thank you for your service as a contributing member on the Board for Judicial Administration.

The vision for the Board for Judicial Administration (BJA) is that we serve as a unifying voice and provide strategic leadership to the judiciary. This can only be achieved with the consent and active participation of all the judges' affiliate associations.

From the inception of the BJA, one of the key issues facing us is to earn and maintain the trust of these associations. We must act in the best interest of the judiciary while remaining mindful of the needs of its constituent groups.

“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.” – BJAR Preamble

We invite you to take an active role in fulfilling this vision. It is our belief that a strong, cohesive BJA results in a strong, cohesive judiciary.

In order to develop a strong governance structure for the courts, BJA leadership has identified the following goals to work on during the next year:

1. Develop a plan and timeline to review the mission, vision and strategic goals of the BJA.
2. Craft and implement a plan to address membership concerns.
3. Implement the recommended course of action for the identified strategic initiatives.

As co-chairs of the BJA, we welcome your feedback on how we can achieve our vision and goals. You are needed. Your voice and commitment are needed. We look forward to our service together.

Chief Justice Barbara Madsen
Chair, BJA

Judge Scott Sparks
Member Chair, BJA

Board for Judicial Administration Membership



VOTING MEMBERS:

Chief Justice Barbara Madsen, BJA Chair
Supreme Court

Judge Scott Sparks, BJA Member Chair
Superior Court Judges' Association
Kittitas County Superior Court

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

Judge Scott Collier
Superior Court Judges' Association
Clark County Superior Court

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

Judge George Fearing
Court of Appeals, Division III

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

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

Judge Bradley Maxa
Court of Appeals, Division II

Justice Susan Owens
Supreme Court

Judge Kevin Ringus
District and Municipal Court Judges' Association
Fife Municipal Court

Judge James Rogers
Superior Court Judges' Association
King County Superior Court

Judge Ann Schindler
Court of Appeals, Division I

NON-VOTING MEMBERS:

Judge Scott Ahlf, President-Elect
District and Municipal Court Judges' Association
Olympia Municipal Court

Ms. Callie T. Dietz
State Court Administrator

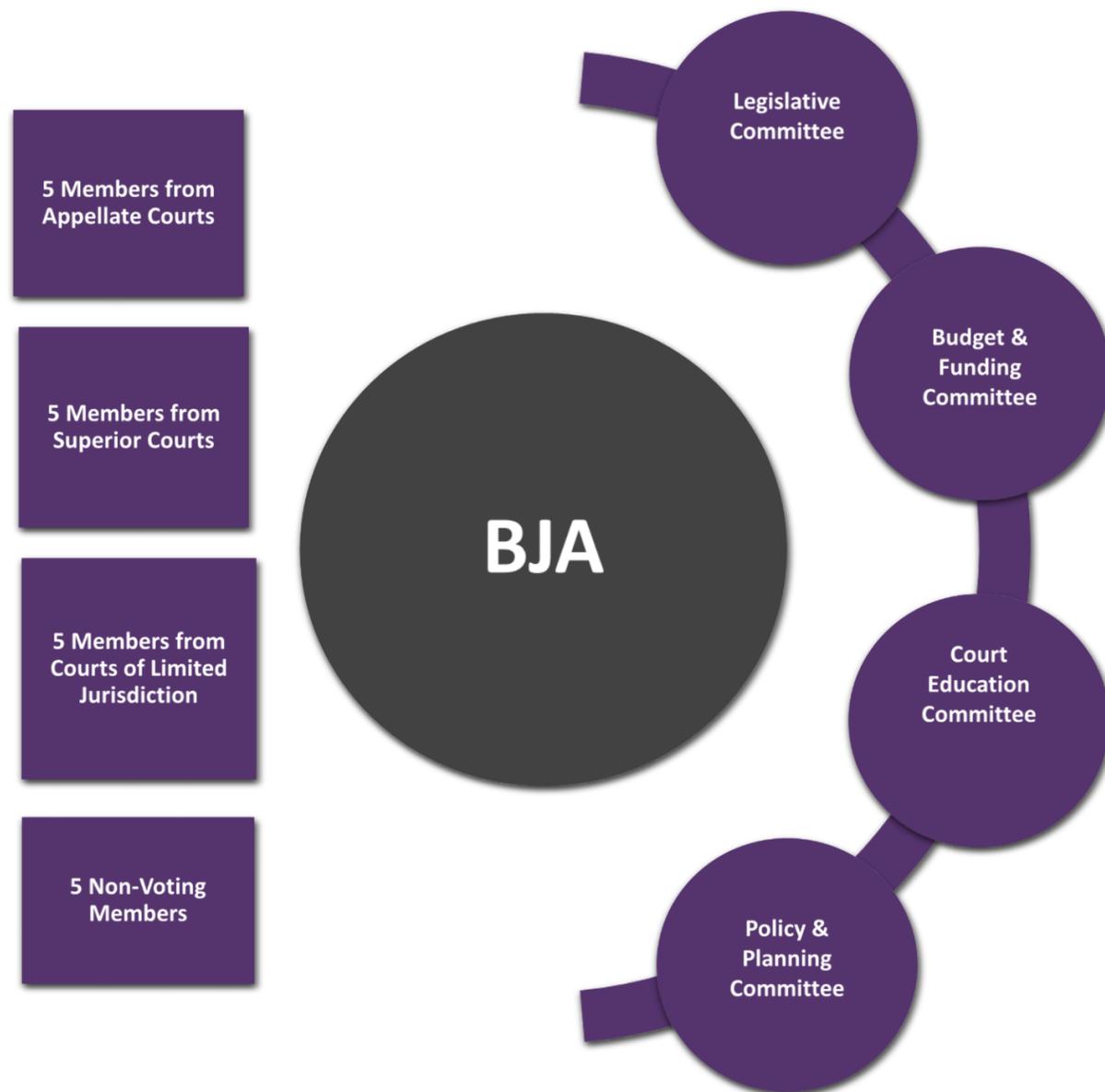
Mr. William Hyslop, President
Washington State Bar Association

Ms. Paula Littlewood, Executive Director
Washington State Bar Association

Judge Sean O'Donnell, President-Elect
Superior Court Judges' Association
King County Superior Court

Judge Lisa Worswick, Presiding Chief Judge
Court of Appeals, Division II

Board for Judicial Administration Membership



Member Responsibilities



The Board for Judicial Administration (BJA) is the governing body for the Washington State court system. Board members are charged with providing effective leadership to the state courts and developing policy to enhance the administration of justice. Judges on the Board pursue the best interests of the judiciary at large.

As members of the BJA it is imperative that you have a clear understanding of what your membership entails and what it means to be an effective member of the Board.

The following responsibilities constitute what it means to be a member of the Board for Judicial Administration.

- Prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on given assignments.
- Serve on at least one standing committee.
- Be informed about the Board's mission, policies, and initiatives.
- Communicate with respective organizations to ensure there is an understanding of the BJA and its initiatives.
- Be a catalyst for change.
- Be cohesive and effective in working with other branches of government.
- Listen, analyze, think clearly and creatively, work well with people individually and in groups.
- Act in the best interest of the judiciary while remaining mindful of the needs of its constituent groups.
- Speak with one voice to address issues related to the administration of justice. Have robust discourse and debate, but then present a cohesive message.

BJA History



1925

The Washington Judicial Council was created by statute. It had the authority and obligation to periodically review the judicial business of the Washington courts and continuously examine statutes and rules of pleading, practice and procedure.

1957

The Washington Judicial Conference, created by statute, met annually on call of the Supreme Court. Matters relating to judicial business and improvement of the judicial system as well as the administration of justice were discussed throughout the program.

The Conference is composed of judges of the courts of record, however, all full-time judges of the courts of limited jurisdiction are customarily invited to attend. The Administrator for the Courts serves as the Executive Secretary of the Conference.

1981

In an effort to improve communication and coordination between the levels of Washington's court system, Chief Justice Robert F. Brachtenbach established the Board for Judicial Administration (BJA). The BJA is comprised of the chief justice and acting chief justice of the Supreme Court, the presiding chief judge and acting presiding chief judge of the Court of Appeals and the president and president-elect of the Superior Court Judges and Washington State Magistrates Associations. Meeting on a quarterly basis, these key judicial leaders review various issues affecting the administration and operation of Washington's court system. The recommendations of the BJA serve to advise and inform the Supreme Court of issues and concerns common to all court levels.

1986

The Board for Judicial Administration Rules became effective December 8, 1986. The Board's role was to speak on behalf of the judicial branch of government on those matters which it had unanimously approved.

1987

At its July 27, 1987 meeting, the BJA adopted their bylaws.

1993

The Court amends the BJAR to clarify the role and responsibilities of the BJA and to provide that judges serving on the Board shall pursue the best interests of the judiciary at large.

1999

The Commission on Justice, Efficiency and Accountability conducted a thorough examination, including interviews with past members. The Commission made over 20 recommendations for changes in the governance and leadership structure of Washington's judiciary. Some of the recommendations that were implemented:

- The Mission of the Board for Judicial Administration should be revised to emphasize a governance versus "representative" purpose.
- The Chief Justice of the Washington State Supreme Court should chair the Board for Judicial Administration. The co-chair should be elected from the membership.
- The chair in consultation with the co-chair should establish the meeting agenda and meetings should be held bi-monthly. The chair and co-chair should each have independent authority to convene meetings of the BJA.

BJA History



•In order to reinforce the governance versus representative role of the Board for Judicial Administration, the membership of the Board for Judicial Administration should be revised. Membership should include:

- Supreme Court – 2 (one being the Chief Justice)
- Court of Appeals – 3 (one from each division)
- Superior Courts – 5 (one being the President)
- District and Municipal Courts – 5 (one being the President)
- Washington State Bar Association – 2 (non-voting)
- State Court Administrator (non-voting)

2000

At the January 21, 2000 meeting the Board voted to adopt the bylaws reflecting the recommendations made by the Commission on Justice, Efficiency and Accountability. At that same meeting, the reconstituted BJA, under the leadership of former Chief Justice Richard P. Guy, the membership of the BJA elected its first co-chair—Spokane County Superior Court Judge James M. Murphy.

2003

The membership of the Board was expanded to include, as non-voting members, the Presiding Chief Judge of the Court of Appeals, the President-elect of the Superior Court Judges' Association and the President-elect of the District and Municipal Court Judges' Association.

2007

The position of BJA co-chair was modified to member-chair to be filled by members elected to two-year terms, alternating between a superior court judge and a district or municipal court judge.

2012

In September, the BJA hosted a two-day retreat attended by judges, court managers, branch agency directors, AOC leadership and invited guests, to discuss the role of the BJA in governing and planning within the judicial branch of Washington State.

2013

The Board adopted recommendations from the Committee Unification Workgroup to restructure the standing committees of the BJA.

The Board adopted a recommendation of the Committee Unification Workgroup that oversight for judicial education be brought within the ambit of the BJA.

2014

The Board approved proposed amendments to BJAR to the Supreme Court to implement reorganization of the standing committees.

Charters for the new standing committees were approved by the Board: the Court Education Committee, the Budget and Funding Committee, the Legislative Committee, and the Policy and Planning Committee.

2015-2016 Accomplishments



- Made recommendation to the Supreme Court to implement GR 31.1 on January 1, 2016.
- Creation of BJA Member Guide.
- Expanded Supreme Court Budget Process to include BJA and TCAB input.
- The Budget and Funding Committee (BFC) developed budget criteria to review budget requests prior to giving them to the BJA for approval.
- Approved the 2017 budget requests to move forward to the Supreme Court Budget Committee.
- The Budget and Funding Committee developed budget reduction criteria. The criteria will guide the BFC in determining cuts to take in the event of a budget reduction.
- The BJA Court Education Committee received a State Justice Institute Technical Assistance Grant to cover the costs of a consultant to work with them to develop short-term and long-term goals and to conduct a judicial leadership retreat.
- The BJA Policy and Planning Committee narrowed their potential campaigns into five issues, analyzed them and made recommendations for action. The BJA approved the recommendations in June 2016.
- The Committee for the Education of Court Employees (CECE) is continuing to work on identifying the court education available to administrators, county clerks and line-staff and to identify the gaps in education which are missing.
- The Judicial Education Task Force is conducting a review of education gaps for new judicial officers.
- The BJA Policy and Planning Committee is developing a plan and timeline to review the mission, vision and strategic goals of the BJA.
- The Legislative Committee successfully passed HB 1111; Updating the court transcriptionist statutes and implementing the recommendations of the Court Management Council to comport with recently adopted court rule.
- The Legislative Committee actively tracked 25 bills and took positions on 9.
- Released the Trial Court Improvement Account Use Report with 2014 data. The report went to trial court judges, administrators, and managers, as well as key legislative committees. These reports can be found at http://www.courts.wa.gov/programs_orgs/pos_bja/?fa=pos_bja.funding.
- Compiled 2016 Legislative Summary and disseminated to the BJA, judges, clerks, and court administrators.
- Planned and implemented the BJA Legislative Reception. 38 legislators and staff attended along with almost 50 judges and justice partners.



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 (BJA) is charged with providing effective leadership to the state courts and developing policy to enhance the administration of the court system in Washington State. Judges serving on the Board pursue the best interests of the judiciary at large. [Adopted effective 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 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.]

BJA 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.

BJA Bylaws



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.

BJA Bylaws



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.

[Amended 03/16/07]

Court Education Committee Charge & Membership



Charge

The Court Education Committee will improve the quality of justice in Washington by fostering excellence in the courts through effective education. The CEC will promote sound adult education policy, develop education and curriculum standards for judicial officers and court personnel, and promote coordination in education programs for all court levels and associations.

Representative	Name	Term
BJA Member, Appellate Courts	Judge George Fearing	First population of members will be staggered (3 years term)
BJA Member, SCJA	Judge Scott Collier	First population of members will be staggered (3 years term)
BJA Member, DMCJA	Judge Judy Rae Jasprica - Chair	First population of members will be staggered (3 years term)
Appellate Court Education Chair or Designee	Justice Debra Stephens	Term determined by Chief Justice
SCJA Education Committee Chair or Designee	Judge T.W. Small	Term determined by their association
DMCJA Education Committee Chair or Designee	Judge Douglas Fair, Co-Chair	Term determined by their association
Annual Conference Chair or Designee	Justice Susan Owens	Term determined by Chief Justice
AWSCA Education Committee Chair or Designee	Ms. Fona Sugg	Term determined by their association
DMCMA Education Committee Chair or Designee	Ms. Margaret Yetter	Term determined by their association
WAJCA Education Committee Chair or Designee	Ms. Paula Holter-Mehren	Term determined by their association
WSACC Education Committee Chair or Designee	Ms. Kimberly Allen	Term determined by their association
Washington State Law School Dean	Dean Annette Clark	3 year term

Policy and Planning Committee Charge & Membership



Charge

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

Representative	Name	Term
Chief Justice	Chief Justice Barbara Madsen	Indefinite
BJA Member, SCJA	Judge Scott Sparks	6/18
BJA Member, DMCJA	Judge Janet Garrow, Chair	6/17
COA Presiding Chief Judge	Judge Lisa Worswick	3/17
SCJA President Elect	Judge Sean Patrick O'Donnell	6/17
DMCJA President Elect	Judge Scott Ahlf	6/17
Superior Court Judge	Judge John Chun	6/18
District Municipal Judge	Judge Joseph Burrows	6/18
Court Management Council Member	Ms. Paulette Revoir	6/18
WSBA Executive Director	Ms. Paula Littlewood	6/18
At-Large Member	Vacant	

Legislative Committee Charge & Membership



Charge

The purpose of the Legislative Committee is to develop proactive legislation on behalf of the Board for Judicial Administration and to advise and recommend positions on legislation of interest to the BJA and/or the BJA Executive Committee when bills affect all levels of court or the judicial branch as a whole.

Representative	Name	Term
BJA Member, Appellate Courts	Judge Brad Maxa	9/18
BJA Member, SCJA	Judge Jim Rogers	9/18
BJA Member, DMCJA	Judge Kevin Ringus - Chair	6/20
Chief Justice	Chief Justice Barbara Madsen	1/17
BJA Member Chair	Judge Scott Sparks	6/17
COA Presiding Chief Judge	Judge Lisa Worswick	3/17
SCJA President	Judge Michael Downes	6/17
DMCJA President	Judge Scott Marinella	6/17
DMCJA Legislative Committee Chair	Judge Samuel Meyer	6/16
SCJA Legislative Committee Chair	Judge Stephen Warning/Judge Kitty-Ann van Doorninck	6/16

Budget and Funding Committee Charge & Membership



Charge

The Budget and Funding Committee is created by the BJA and is responsible for 1) coordinating efforts to achieve adequate, stable and long-term funding of Washington's courts to provide equal justice throughout the state, and 2) reviewing and making recommendations, including prioritization, regarding proposed budget requests routed through the BJA.

Representative	Name	Term
DMCJA BJA Member	Judge Mary Logan	6/20
SCJA BJA Member	Judge Bryan Chushcoff	6/18
COA BJA Member	Judge Ann Schindler - Chair	6/19

2017 Legislative Development Timeline



The legislative session begins the second Monday in January.

Regular 105-day Session - first year of the biennium - odd numbered years.

Supplemental 60-day Session - second year of the biennium - even numbered years.

June

- BJA prioritizes budget requests (June 17th).

July

- Follow-up from BJA request legislation solicitation letters that were sent in January.

August

- Supreme Court Budget Committee presentation (August 4th).

September

- Supreme Court Administrative En Banc - approve 2017-2019 Budget Request (September 23rd).
- First meeting of BJA Legislative Committee - member orientation and overview of 2017 BJA legislative agenda development (September 26th).

October

- Results of Judicial Needs Assessment available
- Second meeting of the BJA Legislative Committee - Review and recommend 2017-2019 BJA legislative agenda (October 21st).

November

- Get approval of legislative agenda (as proposed by the BJA Legislative Committee) from the full BJA (November 18th).
- BJA Legislative Committee meets to strategically plan the proactive approach to lobby the legislative agenda.
- Get Z drafts for the proposed legislation from the Code Reviser.

November - December

- Get sponsors and signatures on request legislation.
- Meet with key legislators to review legislative agenda and distribute Legislator's Guide to the Judiciary.
- Distribute the updated Legislator's Guide to the Judiciary.

December

- Submit bills to Legislature (Prefile).

Budget, Revenue and Funding



Supreme Court Budget Process

In December 2007, the Washington Supreme Court officially adopted the first budget development and approval process for the judicial branch. The purpose of the process and its related procedures is to ensure that budget development, review, and submittal is consistent and objective, providing several opportunities for review and discussion. The previous process was strengthened to establish a rigorous and transparent budget process that results in funding requests that align with judicial branch policy objectives and priorities. All state judicial branch budget requests, whether for new funding or increases to existing funding, are subject to this process for modification, denial, final approval or endorsement by the Supreme Court. The Court of Appeals, Office of Civil Legal Aid and Office of Public Defense, whose budgets are not included in the Supreme Court's, have voluntarily agreed to submit to the process, as well. The final Supreme Court budget is submitted to the Legislature in October.

Court Revenue

During state fiscal year 2015, over \$300 million in revenue was collected from court fees and fines and over \$229 million was held in trust (bail, restitution, garnishment, etc.).

Of the \$300 million, approximately \$80 million is deposited to the state general fund and \$38 million to various dedicated state accounts; therefore, the state annually receives approximately \$118 million from revenue generated from court fees and fines.

A portion of the state funds collected, approximately \$23 million, are used to fund a number of services and programs including domestic violence prevention; emergency medical services, trauma care services, rehabilitative services, and the planning and development of related services for reimbursement by the department of social and health services; and to provide a public awareness campaign and services relating to traumatic brain injury.

A portion of the revenue from traffic infractions, approximately \$15 million, is deposited into the Judicial Information System Account, a dedicated, non-general fund account that is used by the Administrative Office of the Courts to maintain, modernize, and otherwise update several computer applications designed to improve and enhance the operation of the trial and appellate courts. Those systems, collectively known as the Judicial Information System (JIS), serve as a statewide clearinghouse for civil and criminal case history information, protection orders, and outstanding warrants. For example, JIS is used to protect victims of domestic violence by assuring judges, police, prosecutors, and community corrections and probation officers can access domestic violence-related court orders in a timely manner.

The remainder of the annual amount collected, \$188 million, is deposited into various local (city and county) accounts. The vast majority, \$176 million, is deposited into the local current expense fund (local general fund) that can be used for most operational purposes.

Principal Policy Goals of the Judicial Branch



“Justice in all cases shall be administered openly, and without unnecessary delay.”
Washington State Constitution, Article I, Section 10.

Washington State’s judicial branch is a constitutionally separate, independent and co-equal branch of government. It is the duty of the judicial branch to protect rights and liberties, uphold and interpret the law, and resolve disputes peacefully through the open and fair administration of criminal and civil justice in the state.

The judicial branch in Washington State is not structurally unified at the statewide level. Ours is a local and state partnership where local courts, court managers and court personnel work in concert with statewide courts, judicial branch agencies and support systems.

The judicial branch maintains effective relations with the executive and legislative branches of state and local governments which are grounded in mutual respect for the constitutional prerogatives of each branch and constitutional separation of powers considerations.

The following represent the principal policy goals 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.

Approved En Banc June 5, 2008

Resolution Guidelines



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 Administrative Manager 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 Administrative Manager 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.

Resolutions



BJA Court Security Resolution

CCJ and COSCA - Court Security Resolution

CCJ and COSCA - Support of Continued Federal Funding for Legal Services Corporation

CCJ and COSCA - Support of Reauthorization of the Violence Against Women Act

Drug Courts and Other Problem Solving Courts

Language Access Services In Court

Civil Legal Needs Study

Working Interdisciplinary Network of Guardianship Stakeholders

Full text of the resolutions can be found at

http://www.courts.wa.gov/programs_orgs/pos_bja/?fa=pos_bja.resolutions

Resolutions Request Cover Sheet



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.)

Supreme Court Rule Making



RULE GR 9 SUPREME COURT RULEMAKING

(a) Statement of Purpose. The purpose of rules of court is to provide necessary governance of court procedure and practice and to promote justice by ensuring a fair and expeditious process. In promulgating rules of court, the Washington Supreme Court seeks to ensure that:

- (1) The adoption and amendment of rules proceed in an orderly and uniform manner;
- (2) All interested persons and groups receive notice and an opportunity to express views regarding proposed rules;
- (3) There is adequate notice of the adoption and effective date of new and revised rules;
- (4) Proposed rules are necessary statewide;
- (5) Minimal disruption in court practice occurs, by limiting the frequency of rule changes; and
- (6) Rules of court are clear and definite in application.

(b) Definitions. As used in this rule, the following terms have these meanings:

- (1) "Suggested rule" means a request for a rule change or a new rule that has been submitted to the Supreme Court.
- (2) "Proposed rule" means a suggested rule that the Supreme Court has ordered published for public comment.

(c) Request for Notification. Any person or group may file a request with the Supreme Court to receive notice of a suggested rule. The request may be limited to certain kinds of rule changes. The request shall state the name and address of the person or group to whom the suggested rule is to be sent. Once filed, the request shall remain in effect until withdrawn or unless notice sent by regular, first-class U.S. mail is returned for lack of a valid address.

(d) Initiation of Rules Changes. Any person or group may submit to the Supreme Court a request to adopt, amend, or repeal a court rule. The Supreme Court shall determine whether the request is clearly stated and in the form required by section (e) of this rule. If the Supreme Court determines that a request is unclear or does not comply with section (e), the Supreme Court may

(1) Accept the request notwithstanding its noncompliance, (2) ask the proponent to resubmit the request in the proper format, or (3) reject the request, with or without a written notice of the reason or reasons for such rejection.

(e) Form for Submitting a Request to Change Rules

(1) The text of all suggested rules should be submitted on 8 1/2 – by 11-inch line-numbered paper with consecutive page numbering and in an electronic form as may be specified by the Supreme Court. If the suggested rule affects an existing rule, deleted portions should be shown and stricken through; new portions should be underlined once.

Supreme Court Rule Making (cont.)



(2) A suggested rule should be accompanied by a cover sheet and not more than 25 pages of supporting information, including letters, memoranda, minutes of meetings, research studies, or the like. The cover sheet should contain the following:

(A) Name of Proponent - the name of the person or group requesting the rule change;

(B) Spokesperson - a designation of the person who is knowledgeable about the proposed rule and who can provide additional information;

(C) Purpose - the reason or necessity for the suggested rule, including whether it creates or resolves any conflicts with statutes, case law, or other court rules;

(D) Hearing - whether the proponent believes a public hearing is needed and, if so, why;

(E) Expedited Consideration - whether the proponent believes that exceptional circumstances justify expedited consideration of the suggested rule, notwithstanding the schedule set forth in section (i).

(F) Consideration of Suggested Rule by Supreme Court.

(1) The Supreme Court shall initially determine whether a suggested rule has merit and whether it involves a significant or merely technical change. A "technical change" is one which corrects a clerical mistake or an error arising from oversight or omission. The Supreme Court shall also initially determine whether the suggested rule should be considered under the schedule provided for in section (i) or should receive expedited consideration for the reason or reasons to be set forth in the transmittal form provided for in section (f)(2).

The Supreme Court may consult with other persons or groups, in making this initial determination.

(2) After making its initial determinations, the Supreme Court shall forward each suggested rule, except those deemed "without merit", along with a transmittal form setting forth such determinations, to the Washington State Bar Association, the Superior Court Judges Association, the District and Municipal Court Judges Association, and the Chief Presiding Judge of the Court of Appeals for their consideration. The transmittal shall include the cover sheet and any additional information provided by the proponent.

The Supreme Court shall also forward the suggested rule and cover sheet to any person or group that has filed a notice pursuant to section (c), and to any other person or group the Supreme Court believes may be interested. The transmittal form shall specify a deadline by which the recipients may comment in advance of any determination under section (f) (3) of this rule. If the Supreme Court determines that the suggested rule should receive expedited consideration, it shall so indicate on the transmittal form. The form may contain a brief statement of the reason or reasons for such consideration.

(3) After the expiration of the deadline set forth in the transmittal form, the Supreme Court may reject the suggested rule, adopt a merely technical change without public comment, or order the suggested rule published for public comment.

(G) Publication for Comment.

Supreme Court Rule Making (cont.)



(1) A proposed rule shall be published for public comment in such media of mass communication as the Supreme Court deems appropriate, including, but not limited to, the Washington Reports Advance Sheets and the Washington State Register. The proposed rule shall also be posted on such Internet sites as the Supreme Court may determine, including those of the Supreme Court and the Washington State Bar Association. The purpose statement required by section (e)(2)(C) shall be published along with the proposed rule. Publication of a proposed rule shall be announced in the Washington State Bar News.

(2) Publication of a proposed rule in the Washington State Register shall not subject Supreme Court rulemaking to the provisions of the Administrative Procedures Act.

(3) All comments on a proposed rule shall be submitted in writing to the Supreme Court by the deadline set forth in section (i).

(4) If a comment includes a suggested rule, it should be in the format set forth in section (e). All comments received will be kept on file in the office of the Clerk of the Supreme Court for public inspection and copying.

(H) Final Action by the Supreme Court, Publication, and Effective Date.

(1) After considering a suggested rule, or after considering any comments or written or oral testimony received regarding a proposed rule, the Supreme Court may adopt, amend, or reject the rule change or take such other action as the Supreme Court deems appropriate.

Prior to action by the Supreme Court, the court may, in its discretion, hold a hearing on a proposed rule at a time and in a manner defined by the court. If the Supreme Court orders a hearing, it shall set the time and place of the hearing and determine the manner in which the hearing will be conducted.

The Supreme Court may also designate an individual or committee to conduct the hearing.

(2) Regarding action on a suggested rule:

(A) If the Supreme Court rejects the suggested rule, it may provide the proponent with the reason or reasons for such rejection.

(B) If the Supreme Court adopts the suggested rule without public comment, it shall publish the rule and may set forth the reason or reasons for such adoption.

(3) Regarding action on a proposed rule:

(A) If the Supreme Court rejects a proposed rule, it may publish its reason or reasons for such rejection.

(B) If the Supreme Court adopts a proposed rule, it may publish the rule along with the purpose statement from the cover sheet.

Supreme Court Rule Making (cont.)



(C) If the Supreme Court amends and then adopts a proposed rule, it should publish the rule as amended along with a revised purpose statement.

(4) All adopted rules, or other final action by the Supreme Court for which this rule requires publication, shall be published in a July edition of the Washington Reports advance sheets and in the Washington State Register immediately after such action. The adopted rules or other Supreme Court final action shall also be posted on the Internet sites of the Supreme Court and the Washington State Bar Association. An announcement of such publication shall be made in the Washington State Bar News.

(5) All adopted rules shall become effective as provided in section (i) unless the Supreme Court determines that a different effective date is necessary.

(i) Schedule for Review and Adoption of Rules.

(1) In order to be published for comment in January, as provided in section (i) (2), a suggested rule must be received no later than October 15 of the preceding year.

(2) Proposed rules shall be published for comment in January of each year.

(3) Comments must be received by April 30 of the year in which the proposed rule is published.

(4) Proposed rules published in January and adopted by the Supreme Court shall be republished in July and shall take effect the following September 1.

(5) All suggested rules will be considered pursuant to the schedule set forth in this section, unless the Supreme Court determines that exceptional circumstances justify more immediate action.

(6) The Supreme Court, in consultation with the Washington State Bar Association, the Superior Court Judges Association, the District and Municipal Court Judges Association, and the Chief Presiding Judge of the Court of Appeals, shall develop a schedule for the periodic review of particular court rules. The schedule shall be posted on such Internet sites as the Supreme Court may determine, including those of the Supreme Court and the Washington State Bar Association.

(j) Miscellaneous Provisions.

(1) The Supreme Court may adopt, amend, or rescind a rule, or take any emergency action with respect to a rule without following the procedures set forth in this rule. Upon taking such action or upon adopting a rule outside of the schedule set forth in section (i) because of exceptional circumstances, the Supreme Court shall publish the rule in accordance with sections (g) or (h) as applicable.

(2) This rule shall take effect on _____ and apply to all rules not yet adopted by the Supreme Court by that date.

[Adopted effective March 19, 1982; amended effective September 1, 1984; September 1, 2000.]

Acronyms



As with any large system with multiple organizations, committees, rules and more, the state's law and justice system has evolved into using a fair number of acronyms. While it would be unwieldy to list every acronym from every jurisdiction, here is a list of those which a BJA member might come across.

AOC	Administrative Office of the Courts
ABA	American Bar Association
ALJ	Administrative Law Judge
AWSCA	Association of Washington Superior Court Administrators
AWC	Association of Washington Cities
BJA	Board for Judicial Administration
BFC	Budget and Funding Committee
BBP	Bench-Bar-Press Committee
CASA	Court Appointed Special Advocate
CEC	Court Education Committee
CLJ	Courts of Limited Jurisdiction
CJC	Code of Judicial Conduct or Commission on Judicial Conduct
CMC	Court Management Council
COSCA	Conference of State Court Administrators
DMCJA	District and Municipal Court Judges' Association
DOJ	U.S. Department of Justice
DUI	Driving Under the Influence of Intoxicants
GJC	Gender and Justice Commission
GR	General Rule
JIS	Judicial Information System
LFO	Legal Financial Obligation
MJC	Minority and Justice Commission
NACM	National Association of Court Managers
NCSC	National Center for State Courts
OCLA	Office of Civil Legal Aid
OPD	Office of Public Defense
PJ	Presiding Judge
PPC	Policy and Planning Committee
PT&C	Public Trust and Confidence Committee
RCW	Revised Code of Washington
SCJA	Superior Court Judges' Association
SJI	State Justice Institute
TVB	Traffic Violation Bureau
WSBA	Washington State Bar Association

AOC Contact Information



Misty Butler
BJA Administrative Manager
Misty.Butler@courts.wa.gov
(360) 705-5226

Steve Henley
BJA Judicial Planning Specialist
Steve.Henley@courts.wa.gov
(360) 705-5287

Callie Dietz
State Court Administrator
Callie.Dietz@courts.wa.gov
(360) 357-2120

Beth Flynn
Executive Assistant to Callie Dietz and BJA
Beth.Flynn@courts.wa.gov
(360) 357-2121

Dirk Marler
Director, Judicial Services Division
Dirk.Marler@courts.wa.gov
(360) 705-5211

Ramsey Radwan
Director, Management Services Division
Ramsey.Radwan@courts.wa.gov
(360) 357-2406

Vonnie Diseth
Director, Information Services Division
Vonnie.Diseth@courts.wa.gov
(360) 705-5236

Tab 4



July 22, 2016

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 with Dr. Martin on June 10, 2016 to begin implementing the SJI grant on “Court Education Reengineering Project.” The CEC discussed overall goals, objectives, reviewed the tasks listed in the SJI grant, participated in a visioning exercise and were asked to research ways individuals are trained and educated (kids, college students, etc.).

Dr. Martin drafted an At-A-Glance Document that captured all the comments from the June 10, 2016 meeting. The next CEC SJI meeting is scheduled for August 29, 2016.

Ms. Anderson is managing the SJI grant and submitted the first quarterly report to SJI on the progress of the project.

The CEC biennial request has been reviewed by the Board for Judicial Administration’s Budget and Funding Committee as well as the full BJA and placed second on the priority list. Judge Jasprica and Judge Fair are preparing talking points for a meeting with the Supreme Court Budget Committee in August.

The upcoming meetings are:

- CEC meetings:
 - August 29, 2016 – Sea-Tac Office
 - September 19, 2016 - Online

II. Short-term Goals

The CEC plans to:

- Begin coordinating small CEC workgroups to work on the six tasks identified in the SJI grant.
- Review Committee for the Education of Court Employees (CECE) report.
- Adopt a communication plan to foster a holistic relationship between the other BJA standing committees.

III. Long-term Goals

- Continue to plan and develop judicial branch education with consultant.
- Develop a stable funding source for court education.
- Develop an in-state Judicial Education Leadership Institute.

IV. SJI Tasks (tasks may be modified as needed and additional tasks identified)

- Form an assessment and planning team and conduct a needs assessment and visioning session.
- Identify effective court learning and education approaches.
- Formulate a comprehensive 3-5 year learning and education strategic agenda.
- Implement improved education function governance and align learning and education activities among court committees, associations, and commissions.
- Begin to implement reengineering learning and education function priorities.
- Prepare two versions of a roadmap for learning and education improvement in the Washington State Courts.



August 19, 2016

TO: Board for Judicial Administration (BJA) Members
FROM: Misty Butler, BJA Administrative Manager
RE: BJA Legislative Committee Update

2017 BJA Legislative Agenda Development

The BJA Legislative Committee is in the process of developing the 2017 BJA Legislative Agenda. Solicitation letters for proposed legislative ideas were sent in January. Initial criteria for consideration of the development of proactive legislation includes whether a request has come from a board, commission, association, or a BJA committee; whether the legislation would affect multiple levels of court; whether the bill would further the administration of justice; and whether it fits within the Principal Policy Goals of the Washington State Judicial Branch, and BJA rules.

Proposed legislative ideas will be vetted and prioritized by the Legislative Committee during their September and October meetings. Approval of the legislative agenda (as proposed by the BJA Legislative Committee) will be voted on by the full BJA during their November 19th meeting.

After the legislative agenda is finalized, the Legislative Committee will meet to strategically plan the proactive approach to lobby the legislative agenda.

Committee Orientation

During their September 23rd meeting, the BJA Legislative Committee will receive an orientation on the roles and responsibilities of committee members.



August 8, 2016

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

This report summarizes committee activity since the last BJA meeting on June 17th.

I. Committee Membership

Effective July 1 the committee is expanded from 6 to 10 members. In addition, the two seats occupied by the presidents-elect of the trial court judicial association have new members. As a result, the current committee membership is:

Judge Janet Garrow, Chair (DMCJA)
Chief Justice Barbara Madsen (BJA Co-Chair)
Lisa Worswick (COA Presiding Chief Judge)
Judge Scott Sparks (SCJA)
Judge Sean O'Donnell (SCJA President-elect)
Judge John Chun (SCJA)
Judge Scott Ahlf (DMCJA President-elect)
Judge Joseph Burrowes (DMCJA Vice-president)
Ms. Paulette Revoir (Court Management Council)
Ms. Paula Littlewood (WSBA)

The committee is scheduled to meet next on the afternoon of September 16th, following the BJA meeting.

II. Strategic Issue Management Initiative

At the June BJA meeting the Board approved five motions related to five issue proposals produced through the Strategic Issue Management Initiative. Pursuant to the recommendations, committee staff is working with stakeholder participants in three of the proposals to advance the projects through implementation planning. Two proposals are being referred to the Minority and Justice Commission.

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 planning elements: the mission, vision, and strategic goals of the BJA, and the Principal Policy Objectives of the Judicial Branch. This will constitute the bulk of the committee's work into 2017.

BJA Standing Committee Activity Status Sheet						
Legislative	Development of BJA Legislative Agenda	Summer/ Fall 2016	Start in July after new Leg. Committee chair is in place	CEC, BFC, P&P	Misty Butler	
Legislative	Summary of 2016 Legislation	May 2016	Complete		Misty Butler	
Legislative	Update Legislators Guide to the Judiciary	October 2016	Start in summer		Misty Butler	
Legislative	Salary Commission Report	Nov. 2016	Start in fall		Misty Butler	
CEC	CEC met June 10, 2016 with SJJ consultant Dr. Martin	Completed	Ongoing		Judge Judy Rae Jasprica	
CEC	FY17—FY19 Biennial Budget Report to Supreme Court Budget Committee	Ongoing	August 4, 2016		Judge Doug Fair	
CEC	Committee for the Education of Court Employees – Final Report	Drafted	In review		Ms. Margaret Yetter and Ms. Judith Anderson	
CEC	SJJ 1 st Quarter Report	Drafted	In review		Judith Anderson	
CEC	CEC meeting with Dr. Martin on August 29, 2016 to continue work on SJJ grant	August 29, 2016	In progress		Judge Judy Rae Jasprica and Ms. Judith Anderson	
P&P	Strategic Issue Management Initiative	Ongoing	Recommendations prioritized by BJA		Steve Henley	
P&P	Mission, Vision, Principal Policy Objectives, Goals of the BJA	TBD	Developing Timeline		Steve Henley	
BFC	Presentation on budget priorities to Supreme Court Budget Committee	August 2016	Complete		Ramsey Radwan	

Tab 5

RESOLUTION of the BOARD FOR JUDICIAL ADMINISTRATION
of the State of Washington

In Support of the Importance of Court Security

WHEREAS, a safe environment is fundamental to the ability to access justice in our Courts; and

WHEREAS employees, jurors, litigants and members of the public have a right to safe and secure courthouses; and

WHEREAS our government has a duty to take reasonable steps to provide for security in our courthouses;

NOW THEREFORE, BE IT RESOLVED that the Board for Judicial Administration endorses and strongly advocates a well-coordinated effort by all branches of state and local government, the Washington State Bar Association, and interested stakeholders to ensure adequate funding and support necessary to provide basic security and safety measures for our courts.

ADOPTED BY the Board for Judicial Administration on March 16, 2012.

Tab 6

BJA BUSINESS ACCOUNT – SECOND QUARTER 2016 SUMMARY

APRIL - JUNE 2016			
ITEM	WITHDRAWALS	DEPOSITS	BALANCE
BEGINNING BALANCE			\$12,578.49
BOOKKEEPING SERVICES	\$300.00		
EXPENSES	\$172.40		
DEPOSITS		\$0.00	
ENDING BALANCE	\$472.40	\$0.00	\$12,106.09

BJA BUSINESS ACCOUNT: SECOND QUARTER 2016 ACTIVITY DETAIL

DATE	CK #	TO	FOR	AMOUNT	CLEARED
4-28-16	3738	REIMBURSE JAN NUTTING	LOCK BOX	77.90	YES
5-3-16	3739	REIMBURSE BETH FLYNN	MATS AND FRAMES FOR JUDGES LEACH, LAMBO, STEINER	94.50	YES
5-13-16	3725	JAN NUTTING	APRIL BOOKKEEPING	100.00	YES
6-6-16	3726	JAN NUTTING	MAY BOOKKEEPING	100.00	YES
6-29-16	3727	JAN NUTTING	JUNE BOOKKEEPING	100.00	YES
				\$472.40	

DEPOSIT DATE	AMOUNT
NONE	0.00

Tab 7

BOARD FOR JUDICIAL ADMINISTRATION RULES (BJAR)

TABLE OF RULES

Rule

Preamble

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

BJAR
PREAMBLE

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

[Adopted effective January 25, 2000.]

BJAR 1
BOARD FOR JUDICIAL ADMINISTRATION

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

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

BJAR 2
COMPOSITION

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

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

BJAR RULE 3
OPERATION

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

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

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

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

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

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

BJAR 4
DUTIES

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

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

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

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

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

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

[Adopted effective January 25, 2000.]

BJAR 5
STAFF

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

[Adopted effective January 25, 2000.]



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



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

BOARD FOR JUDICIAL ADMINISTRATION BYLAWS

ARTICLE I

Purpose

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

ARTICLE II

Membership

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

ARTICLE III

Officers and Representatives

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

ARTICLE IV

Duties of Officers

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

ARTICLE V

Vacancies

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

ARTICLE VI **Committees**

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

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

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

ARTICLE VII **Executive Committee**

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

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

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

ARTICLE VIII **Regular Meetings**

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

ARTICLE IX **Special Meetings**

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

ARTICLE X **Quorum**

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

ARTICLE XI **Voting**

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

ARTICLE XII **Amendments and Repeal of Bylaws**

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

Approved for Circulation--7/27/87
Amended 1/21/00
Amended 9/13/00
Amended 5/17/02
Amended 5/16/03
Amended 10/21/05
Amended 03/16/07

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

BOARD FOR JUDICIAL ADMINISTRATION

PROCESS AND GUIDELINES FOR RESOLUTION REQUESTS

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

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

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

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

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

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

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

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

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

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

BOARD FOR JUDICIAL ADMINISTRATION

RESOLUTION REQUEST COVER SHEET

(INSERT PROPOSED RESOLUTION TITLE HERE)

SUBMITTED BY: (INSERT NAME HERE)

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

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

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

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

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

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