



**JIS CODES COMMITTEE MEETING**  
**CONFERENCE CALL**  
**TUESDAY, MARCH 25, 2008**  
**11:00 A.M. – 12:00 P.M.**

**APPROVED MEETING MINUTES**

**1. Call to Order**

Pat Swartos called the meeting to order at 11:10a.m.

- Members Present: Jeri Cusimano, Linda Enlow, Pam Springer, Pat Swartos, Geri Burt, Carol Vance, Kathy Martin, and Kathy Seymour.
- Members Absent: Pat Austin, Linda Bell, Angela Hollis.
- AOC Staff Present: Terri Paxton, Robin Trail, Jan Moore, Carola Norton, Celeste Maris, Ronda Lee, Charlotte Jensen, and Lori Murphy.
- Minutes were recorded.

**2. Review January 9, 2008 Minutes**

**Motion to Approve made by Linda Enlow, seconded by Geri Burt.**

The January 9, 2008 minutes were approved as written.

**3. Update of Work Completed Since Last Meeting**

- Robin Trail reported on an approval by the committee for a docket code ORDD – Order of Disposition on Dependency – has been reactivated and made valid for dependency cases effective March 17, 2008.
- Code “T” may now be used in the complied field of the Plea Sentencing screen that condition of sentence has been terminated.
- Outstanding code request for Dismissed after Deferred Prosecution Result has been sized at 8200 hours for SCOMIS, and 20 hours for JCS, and work has not been started on that yet.
- AOC’s currently concentrating focus on recent legislative changes and old eService tickets that were put on hold for CMS.

**4. Outstanding Codes Requests**

➤ **ESERVICE REF. #071011-000029 – JUVENILE COURT**

After discussion, the committee agreed to stick with their original recommendation to use the PAR code when entering parents/guardians on truancy cases, and if the case is filed with the parent as the Respondent and an AR is created, have the connection code changed to PAR.

➤ **ESERVICE REF. #071213-000007 – SUPERIOR COURT**

Request for JIS Search Form Code (JSEARCH) for Final Parenting Plan Surveys. Only one or two counties responded they were doing the searches and some are not allowed to.

**The Committee suggests that courts that use the form continue to use the “Note” or “RQ” codes for docket entry.**

➤ **ESERVICE REF. #080110-000049 – CLJ COURT**

CLJ code request for a new case condition code for use on the PLS screen in DISCIS. Cost Recovery Class (CRC). AOC estimates 24 hours of maintenance staff time to make the change.

**Motion to Approve request made by Jeri Cusimano, and seconded by Kathy Seymour was unanimously approved.**

#### 4. Outstanding Codes Requests, continued

- ESERVICE REF. #080125-000032 – SUPERIOR COURT

Superior Court request for Affidavit of Diligence code for probate cases. Suggested code AFD. Per RCW 11.40.012.

**Motion to Approve made by Kathy Martin, seconded: Linda Enlow. The motion was approved unanimously.**

- ESERVICE REF. #080129-000032 – SUPERIOR COURT

Request for new accounting code for passport photos. Suggested: 1592, but 1592 not available, so determined 1590 would work.

**Motion to Approve made by Linda Enlow, seconded by Kathy Martin. The motion was approved unanimously.**

- ESERVICE REF. #080130-000009 – SUPERIOR COURT

Order Establishing Financial Responsibility of Parent/Guardian. Suggested code: ORESFR.

JDRPR - Judgment Requiring Parent to Reimburse

ORPC – Order to Pay into Court

**Action Item:** Suggest that they use either of the above two codes. **Assigned To: Terri Paxton**

- ESERVICE REF. #080205-000027 – ALL COURT LEVELS

Order of release from Pre-Trial Conditions. Suggested code: ORRLPTC.

**Motion to Approve (for superior court use) made by Geri Burt, seconded by Linda Enlow. The motion was approved unanimously.**

- ESERVICE REF. #080212-000002 – SUPERIOR COURT

Temporary Custody Order. Suggested Code: TCO. It's a pattern form and there is already a TMO and TMRO on it.

**Request Denied.**

- ESERVICE REF. #080304-000021 – SUPERIOR COURT

Affidavit/Declaration of Jurisdictional facts. Suggested code: AFDJF. Other courts are just using the Affidavit.

**Action Item:** Suggest that they use AF and fill in the rest.

**Assigned To: Terri Paxton**

#### 5. Miscellaneous

- DNA LINE CODES FOR CLJ COURTS AND FOR MEDIATION/DISSOLUTIONS

Committee members agreed that nine codes would make a good starting point since there wouldn't be more than nine agencies such as Sheriff or Police Departments taking DNA samples. Linda Enlow added that AOC should go ahead and create the codes for the Dissolution and Mediation services, and Carola Norton thought the AOC could make three codes for that.

- ALLOW RESTRAINING ORDERS ON CASE TYPE 7 – DEPENDENCY/TRUANCY CASES

- PRIORITIZATION OF APPROVED REQUESTS:

- 1) 080129-000032-- 1590 PASSPORT PHOTO CODE,
- 2) 080205-000027—ORRLPTC CODE
- 3) 080125-000032---AFD CODE
- 4) 080110-000049—CRC CODE

- SCHEDULE FOR NEXT MEETING

Tuesday, May 6, 2008, 11:00 a.m. to 12:00 p.m.