JUDICIAL INFORMATION SYSTEM COMMITTEE RULES (JISCR)

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RULE 1
JUDICIAL INFORMATION SYSTEM

It is the intent of the Supreme Court that a statewide Judicial Information System be developed. The system is to be designed and operated by the Administrator for the Courts under the direction of the Judicial Information System Committee and with the approval of the Supreme Court pursuant to RCW 2.56. The system is to serve the courts of the state of Washington.

[Effective May 15, 1976.]

RULE 2
COMPOSITION

(a) Membership. The Judicial Information System Committee (JISC) shall be appointed by the Chief Justice. The Chief Justice will consider for appointment those individuals who have been suggested by representative groups and associations from within the judicial system but shall not be bound thereby. In addition, the Chief Justice shall consider for appointment only those individuals who have demonstrated an interest and commitment to judicial administration and to automation of judicial systems and functions. The committee shall be composed of four members from the appellate court level (Supreme Court and Court of Appeals), five members from the superior court level, two of whom shall be members of the Superior Court Judges' Association, and one of whom shall be a member of the Washington Association of Juvenile Court Administrators, five members from the courts of limited jurisdiction

level, one of whom shall be a member of the Misdemeanant Corrections Association, and three at large members from outside the judiciary, one of whom will be a member of the Washington State Bar Association, one of whom will be a member of the Washington Association of Sheriffs and Police Chiefs, and one of whom will be a member of the Washington State Association of Prosecuting Attorneys.

(b) Terms of Office. The term of membership for those who are appointed to represent specific organizations shall be for a term of 3 years with the initial term as determined by lot, staggered so as to insure that an equal number of terms expire each year. Any vacancy in the membership of the committee shall be filled in the same manner in which the original appointment was made and the term of membership shall expire on the same date as the original appointment expiration date.

(c) Operation. The Supreme Court Justice shall be the chairperson. The members of the committee shall elect a vice-chairperson from among themselves. Meetings of the committee shall be called regularly and at a minimum of four times per year at the discretion of the chair. Any members with two unexcused absences from regularly scheduled JISC meetings during any calendar year shall be requested to resign and the respective association shall appoint a successor to fulfill the unexpired term. User advisory committees shall be established for each level of court and will be representative of the users at each level. Ad hoc committees shall also be established for the purpose of monitoring specific projects undertaken by the Judicial Information System.

[Adopted effective July 1, 1976; amended effective July 1, 1987; June 4, 1996; December 29, 1998; February 11, 2010.]

RULE 3
STAFF

Staff for the Judicial Information System Committee will be provided by and be responsible to the Administrator for the Courts who will be charged with providing operational, statistical, and other information to legitimate and appropriate users of judicial information.

[Effective May 15, 1976.]

RULE 4
BUDGETS

The Administrator for the Courts, under the direction of the Judicial Information System Committee, and with the approval of the Supreme Court, shall prepare funding requests for personnel, hardware, and software as required for a phased implementation of the Judicial Information System. Any budget requests prepared by the Administrator for the Courts shall address the issues of control and dissemination of data from court files, developmental and operational priorities, a clear definition of operational expenses and security, and privacy of information and facilities within the system.

[Effective May 15, 1976.]

RULE 5
STANDARD DATA ELEMENTS

A standard court data element dictionary for the Judicial Information System shall be prepared and maintained by the Administrator for the Courts with the approval of the Judicial Information System Committee. Any modifications, additions, or deletions from the standard court data element dictionary must be reviewed and approved by the Judicial Information System Committee.

[Effective May 15, 1976.]

RULE 6
REPORTS

The Administrator for the Courts shall furnish to the courts and clerks of the state standard report formats as recommended and approved by the Judicial Information System Committee. Records and reports either in computerized or manual formats shall be in accordance with the standard court data elements established by the Judicial Information System Committee and consistent with the definitions contained therein.

[Effective May 15, 1976.]

RULE 7
CODES AND CASE NUMBERS

The Administrator for the Courts shall establish, with the approval of the Judicial Information System Committee, a uniform set of codes and case numbering systems for criminal charges, civil actions, juvenile referrals, attorney identification, and standard disposition identification codes.

[Effective May 15, 1976.]

RULE 8
RETENTION

The Administrator for the Courts shall establish retention periods for all computerized records based upon the recommendations of the Judicial Information System Committee and consistent with state law.

[Effective May 15, 1976.]

RULE 9
COMMUNICATIONS LINK WITH OTHER SYSTEMS

The Judicial Information System will serve as the communications link for the courts with all local, regional, statewide, and national noncourt systems. The Judicial Information System shall perform all functions relating to the transfer of computerized judicial data or information except as specifically approved by the Supreme Court upon the recommendations of the Judicial Information System Committee.

[Effective May 15, 1976.]

RULE 10
ATTORNEY IDENTIFICATION NUMBERS

The Office of the Administrator for the Courts will assign and maintain a uniform attorney identification number consistent with the number currently utilized by the Washington State Bar Association. The use of such code numbers will be subject to rules promulgated by the Supreme Court upon recommendations by the Judicial Information System Committee and the Board of Governors of the Washington State Bar Association.

[Effective May 15, 1976.]

RULE 11
SECURITY, PRIVACY, AND CONFIDENTIALITY

All court record systems must conform to the privacy and confidentiality rules as promulgated by the Supreme Court upon the recommendation of the Judicial Information System Committee, which rules shall be consistent with all applicable law relating to public records. Any modifications, additions, or deletions from the established rules must be reviewed by the Judicial Information System Committee and approved by the Supreme Court. Additionally:

(a) Courts obtaining information from computerized files subject to special security and privacy administrative rules or legislative direction must insure that all such rules or legislative enactments are followed in the handling of such information.

(b) In all automated systems, duplicate records must be prepared regularly and stored separately and a transaction log kept of all record changes covering the entire time period since the preparation of the last duplicate set of records.

(c) The Office of the Administrator for the Courts will maintain a library of court system documentation for the state. All automated information systems which have received approval from the Supreme Court to collect, store, and/or disseminate computerized judicial information must submit to the Office of the Administrator for the Courts and maintain on file a copy of all system documentation related to the collection, storage, and dissemination of such information.

[Effective May 15, 1976.]

RULE 12
DISSEMINATION OF COURT INFORMATION

The Judicial Information System Committee will adopt rules, consistent with all applicable law relating to public records, governing the release of information contained within the Judicial Information System. Such rules and any amendments thereto shall be forwarded to the Supreme Court and, unless altered by the court or returned to the Judicial Information System Committee for its further consideration and recommendations, shall take effect 45 days after the receipt of such rules by the Supreme Court.

[Effective May 15, 1976.]

RULE 13
LOCAL COURT SYSTEMS

Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval.

[Effective May 15, 1976.]

RULE 14
CONTROL OF DATA PROCESSING EQUIPMENT

Data processing for courts shall be processed on computer equipment managed and controlled by the courts. In exceptional instances where extreme care has been taken to insure the integrity of the internal function of the courts, explicit approval may be obtained from the Supreme Court upon the recommendation of the Administrator for the Courts and the Judicial Information System Committee to utilize facilities not totally managed and controlled by the courts.

[Effective May 15, 1976.]

RULE 15
DATA DISSEMINATION OF COMPUTER-BASED COURT INFORMATION

It is declared to be the policy of the courts to facilitate public access to court records, provided such disclosures in no way present an unreasonable invasion of personal privacy and will not be unduly burdensome to the ongoing business of the courts.

Due to the confidential nature of some court information, authority over the dissemination of such information shall be exercised by the judicial branch. This rule establishes the minimum criteria to be met by each information request before allowing dissemination.

(a) Application. This rule applies to all requests for computer-based

court information submitted by an individual, as well as public and private associations and agencies. This rule does not apply to requests initiated by or with the consent of the Administrator for the Courts for the purpose of answering a request vital to the internal business of the courts.

(b) Excluded Information. Records sealed, exempted, or otherwise restricted by law or court rule may not be released to the general public except by court order.

(c) Data Dissemination Committee. Rescinded.

(d) Data Dissemination Policies and Procedures. The Administrator for the Courts shall promulgate policies and procedures for handling applications for computer-based information. These policies and procedures shall be subject to the approval of the Judicial Information System Committee.

(e) Information for Release of Data. Information which must be supplied by the requestor and upon which evaluation will be made includes:

(1) Identifying information concerning the applicant;

(2) Statement of the intended use and distribution;

(3) Type of information needed.

(f) Criteria To Determine Release of Data. The criteria against which the applications are evaluated are as follows:

(1) Availability of data;

(2) Specificity of the request;

(3) Potential for infringement of personal privacy created by release of the information requested;

(4) Potential disruption to the internal, ongoing business of the courts.

(g) Cost. The requestor shall bear the cost of honoring the request for information in accordance with section (d).

(h) Appeal. If a request is denied by the Administrator for the Courts, the requestor may appeal the decision to the Judicial Information System Committee in accordance with section (d). The Judicial Information System Committee shall review and act upon the appeal in accordance with procedures promulgated by the Committee for this purpose.

[Adopted effective March 20, 1981; amended effective July 1, 1987.]

RULE JISCR 16
RECORD AND DISSEMINATION DATA PROCESSING

The Administrative Office of the Courts shall be responsible for the recording and dissemination of decisions concerning the policies of the Supreme Court in the area of data processing, except for such policies as relate to the preparation of appellate court opinions and their publication in the official law reports which are the responsibility of the Washington Court Reports Commission.

[Former Rule 15 renumbered as Rule 16 effective March 20, 1981; amended effective January 3, 2006.]

RULE 17
EFFECTIVE DATE

These rules, with the exception of rule 2, shall take effect on May 15,

1976. Rule 2 shall take effect on July 1, 1976, and until such time, the Superior Courts Management Information System (SCOMIS) Committee formed on February 21, 1974, shall continue to function as directed by this court.

[Former Rule 16 renumbered as Rule 17 effective March 20, 1981.]

RULE 18
ADDING RECORDS TO THE JUDICIAL INFORMATION SYSTEM

In all courts adding records to the Judicial Information System, for all persons on whom a juvenile or adult criminal offense, infraction, or a juvenile non-offender case is filed, a record will be created in the person data base according to rules and procedures adopted by the Judicial Information System Committee. Provided, truancy records associated with a juvenile who has no other case history, and records of a juvenile's parents who have no other case history, shall be removed from the Judicial Information System when the juvenile is no longer subject to the compulsory attendance laws under Chapter 28A.225 RCW.

[Adopted effective March 18, 1994; amended effective July 22, 2001.]