



DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION

BOARD MEETING

April 12, 2019

**AOC SEATAC OFFICE
SEATAC, WASHINGTON**

DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION SCHEDULE OF BOARD MEETINGS

2018-2019

<i>DATE</i>	<i>TIME</i>	<i>MEETING LOCATION</i>
<i>Friday, July 13, 2018</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Aug. 10, 2018</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Sunday, Sept. 23, 2018</i>	9:00 a.m. – 12:00 p.m.	2018 Annual Judicial Conference, Yakima, WA
<i>Friday, Oct. 12, 2018</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Nov. 9, 2018</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Dec. 14, 2018</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Jan. 11, 2019</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, Feb. 8, 2019</i> CANCELLED	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, March 8, 2019</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, April 12, 2019</i>	12:30 – 3:30 p.m.	AOC SeaTac Office Center
<i>Friday, May 10, 2019 & Saturday, May 11, 2019</i>	May 10: 12:00-5:00 p.m. May 11: 9:00-1:00 p.m.	2019 DMCJA Board Retreat, Location: Olympia, WA
<i>June 2, 2019</i>	9:00 a.m. – 12:00 p.m.	2019 DMCJA Spring Conference, Location: Skamania Lodge, Stevenson, WA

AOC Staff: Sharon Harvey

Updated: April 5, 2019

Persons with a disability, who require accommodation, should notify Sharon Harvey at 360-705-5282 or sharon.harvey@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.



DMCJA BOARD MEETING
FRIDAY, APRIL 12, 2019
12:30 PM – 3:30 PM
AOC SEATAC OFFICE
SEATAC, WA

PRESIDENT REBECCA C. ROBERTSON

AGENDA

PAGE

Call to Order

General Business

- A. Minutes – March 8, 2019
- B. Treasurer's Report
- C. Special Fund Report
 - 1. March Report
 - 2. February Report
 - 3. January Report
- D. Standing Committee Reports
 - 1. Legislative Committee – *Judge Meyer*
 - 2. Rules Committee
 - a. Minutes for January 23, 2019
- E. Judicial Information System (JIS) Report – *Ms. Cullinane*

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Liaison Reports

- A. Administrative Office of the Courts (**AOC**) – *Ms. Dawn Marie Rubio*
- B. Board for Judicial Administration (**BJA**) – *Judges Ringus, Jasprica, Logan, and Johnson*
- C. District and Municipal Court Management Association (**DMCMA**) – *Ms. Margaret Yetter*
- D. Misdemeanant Probation Association (**MPA**) – *Ms. Stacie Scarpaci*
- E. Superior Court Judges' Association (**SCJA**) – *Judge Kitty-Ann van Doorninck*
- F. Washington State Association for Justice (**WSAJ**) – *Rachel Hamar, Esq.*
- G. Washington State Bar Association (**WSBA**) – *Kim E. Hunter, Esq.*

Discussion

- A. Judicial Needs Methodology – Carl McCurley, PhD
 - 1. Description of Courts of Limited Jurisdiction Judicial Needs Estimation
 - 2. Judicial Workload Study – February Update
 - 3. Washington Judicial Workload Proposal – Superior Courts
 - 4. Washington Judicial Workload Proposal – All Court
- B. Council on Independent Courts Proposed Amendment for General Rule 29
 - 1. DMCJA Rules Committee Memorandum
 - 2. GR Cover Sheet

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<p>3. Proposed Amendment</p> <p>C. DMCJA Rules Committee Recommendations for Proposed Rule Amendments</p> <ul style="list-style-type: none"> a. Washington Defender Association (WDA) CrRLJ 3.1 b. Washington Bar Association (WSBA) CrRLJ 4.4 c. Washington Association of Criminal Defense Lawyers (WACDL) CrRLJ 4.7 d. Proposal to Amend GR 31 <p>D. Proposed Rule 13 – Electronic Court Record Systems</p> <p>E. Information Technology Governance Request 268: Olympia Municipal Court (See web link: https://www.courts.wa.gov/jis/?fa=jis.ITGRequestDetail&requestID=268)</p> <p>F. Board Position #5, Full-Time Municipal Court Judge Vacancy: Request for Ratification of Appointment</p> <p>G. Joint Judicial Legislative Reception (Cont'd): Whether it should occur immediately following State of the Judiciary Address</p> <p>H. Request to Distribute Legal Financial Obligations Stakeholder Consortium Judges Survey</p> <p>I. DMCJA Conference Planning Committee: Request for \$300 in Additional Funding for Trivia Night</p>	<p>92-93</p> <p>94-96 97-100 101-106 107-111</p> <p>112</p> <p>113-114</p>
<p>Information</p> <ul style="list-style-type: none"> A. 2019-2020 DMCJA Slate of Candidates (Revised) B. Board members are encouraged to apply for DMCJA representative positions. Available positions include: <ul style="list-style-type: none"> 1. Presiding Judge & Administrator Education Committee C. DMCJA Board members are encouraged to submit Board agenda topics for monthly meetings. D. The DMCJA sent flowers to the family of Retired Judge David Koss, Cowlitz County District Court, who passed away in March 2019. 	<p>115</p>
<p>Other Business</p> <ul style="list-style-type: none"> A. The next DMCJA Board Meeting is May 11, 2019, 11:10 a.m. to 1:00 p.m., at the Double Tree Hotel, Olympia Room, in Olympia, WA. 	



DMCJA Board of Governors Meeting
Friday, March 8, 2019, 12:30 p.m. – 3:30 p.m.
AOC SeaTac Office
SeaTac, WA

MEETING MINUTES

Members Present:

Chair, Judge Rebecca Robertson
Judge Scott Ahlf
Judge Linda Coburn
Judge Jennifer Fassbender
Judge Michelle Gehlsen
Judge Robert Grim (by phone)
Judge Drew Ann Henke
Commissioner Rick Leo
Judge Aimee Maurer (by phone)
Judge Samuel Meyer
Judge Charles Short (by phone)
Judge Jeffrey Smith (by phone)

Members Absent:

Judge Michael Finkle
Judge Damon Shadid

Guests:

Judge Fred Gillings (by phone)
Judge Jeffrey Goodwin
Judge Kevin Ringus, BJA (non-voting)
Judge Kimberly Walden
Ms. Rachel Hamer, WSAJ
Ms. Stacie Scarpaci, MCA
Ms. Margaret Yetter, DMCMA

AOC Staff:

Ms. J Benway (by phone)
Ms. Vicky Cullinane
Ms. Sharon R. Harvey
Ms. Sondra Hahn
Ms. Dawn Marie Rubio (by phone)

CALL TO ORDER

Judge Robertson, District and Municipal Court Judges' Association (DMCJA) President, noted a quorum was present and called the DMCJA Board of Governors (Board) meeting to order at 12:33 p.m. Judge Robertson asked attendees to introduce themselves.

GENERAL BUSINESS

A. Minutes

The Board moved, seconded, and passed a vote (M/S/P) to approve the Board Meeting Minutes for January 11, 2019, with one abstention and two corrections, which are as follows:

1. **Liaisons Report, A. Board for Judicial Administration (BJA)** – “We still need a small District Court Jurisdiction Judge to come forward, as Judge Marinella declined the invitation” should be amended to read, “ Judge Robertson appointed Judge Dan Johnson, Lincoln County District Court, to the BJA Trial Court Security Task Force.”
2. **Action, A. The New Hope Act, House Bill 1041** – Add “The Board had concerns regarding language that would allow a defendant to vacate a record without paying non-restitution legal financial obligations.”

B. Treasurer's Report

M/S/P to accept the Treasurer's Report provided in the meeting materials.

C. Special Fund Report

M/S/P to accept the Special Fund Report. Judge Gehlsen shared that the balance is \$50,826.38 as of February 28, 2019, and a hardcopy report will be provided in future meeting materials. The account now earns \$50 per month in interest.

D. Standing Committee Reports

1. Legislative Committee

Judge Meyer noted that Session is about half over, and March 13 is the house of origin cutoff. The Discover Pass bill did not pass, but the remaining four DMCJA-proposed bills continue to move.

- HB 1047/SB 5622—commissioners solemnizing marriages. Senate bill passed and has a House hearing next week. A commissioner will be assigned to testify.
- HB 1048—small claims court judgments. Representative Roger Goodman is helping to move this bill forward.
- HB 1305—notice of disqualification. The bill made it out of committee and continues to progress.
- HB 1350—temporary protection orders. The bill passed out of the House and awaits a Senate hearing.

Judge Meyer noted that a few driving while license suspended three (DWLS3) bills are still alive and aim to alleviate heavy legal financial obligations (LFO) on the indigent. He shared example scenarios that reflect the potential impact of the LFO bills if passed. SHB 1489/SB 5575 names AOC as the coordinating entity for a traffic-based LFO consolidation program, and this bill keeps changing. E2SSB 5444 is in response to the *Trueblood* settlement agreement and provides a DSHS forensic navigator to assist courts with a variety of diversion opportunities for individuals with mental health issues. SB 5621 raises the small claims jurisdiction amount for a “natural person” (meaning human being) to \$10,000, and corporations would remain a \$5,000 limit. SSB 5714 deals with informant testimony and requires a specific jury instruction regarding evaluation of informant testimony, specifically informants are held to a higher level of scrutiny. The BJA Legislative Committee is concerned about this bill due to separation of powers issues. If passed, the Pattern Jury Instructions Committee may be tasked with drafting language that meets the Legislature’s intent; however, it was noted that the existing jury instruction language may be adequate.

2. Diversity Committee

Judge Coburn noted that the Diversity Committee approved the sponsorship of the 2019 Judicial Institute Workshop. Every two years, they accept applications from individuals interested in a judicial career.

3. Rules Committee

Deferred to Discussion Calendar.

4. Education Committee

Judge Short shared that the Education Committee has cut some expenses in order to meet the Spring Program budget limitations. The majority of materials will only be available online, saving approximately \$3,000, and the reimbursement rate will be reduced from \$60 to \$50 per night. If participants prefer hardcopies of the materials, they will have the opportunity to print them prior to attending. Specialty items like bench cards will be provided at the Program.

5. Judicial Information System (JIS) Report

Ms. Cullinane noted that if courts receive letters from the Department of Licensing (DOL) regarding replacement records being rejected, they should scan the letters and submit them to the Administrative Office of the Courts through the eService Customer Service form on Inside Courts.

LIAISON REPORTS

A. Administrative Office of the Courts (AOC)

Ms. Rubio noted the March 1, 2019, memo from Mr. Ramsey Radwan highlighting the increase to district court judge salaries.

B. Board for Judicial Administration (BJA)

Judge Ringus reported that the February BJA meeting focused on general leadership goals and rule and bylaws issues. Their March 15, 2019, meeting will include discussion of technology-assisted forms. Judge Ringus noted that March 13 is the cutoff for bills to have moved out of the house of origin. BJA-sponsored bills continue to move, including the request for additional superior court judge positions (SB 5450), the Office of Public Guardianship bill (HB 1329), and the domestic violence terminology split (adding an intimate partner definition). The LFO traffic fine consolidation bill does not seem to be moving, but the New Hope Act bill is moving. Judge Ringus invited members to participate in BJA Legislative Committee weekly conference calls.

C. District and Municipal Court Management Association (DMCMA)

Ms. Yetter reported that DMCMA is preparing for their DMCMA Spring Program and regional line staff trainings. The DMCMA Board meets March 14, 2019, and will discuss the possibility of creating an administrative rule regarding mandatory administrator education instead of the general rule that was previously proposed. Although the DMCJA Board supports DMCMA's mandatory administrator education proposal, DMCMA received pushback from the BJA Court Education Committee (CEC) citing a need for vetting through BJA CEC. Ms. Yetter noted that Judge N. Scott Stewart delivered Ms. Lynne Campeau's eulogy, and DMCJA Board members expressed their condolences. Judge Gehlsen, DMCMA Board Liaison, inquired about purchasing something to share with the DMCMA Board in honor of the memory of Ms. Lynne Campeau. The Board discussed the issue. M/S/P to move to an action item.

D. Misdemeanant Probation Association (MPA)

Ms. Scarpaci reported that MPA membership reminders have been sent to probation officers and compliance clerks. They are preparing for the May 5-8, 2019, MPA Conference in Walla Walla, and judges are welcome to submit MPA of the Year nominations. Judge Robertson shared that she is a keynote speaker at the conference and she welcomes agenda topics from Board members.

E. Superior Court Judges' Association (SCJA)

Judge Meyer shared for informational purposes the National Center for State Courts (NCSC) Judicial Workload Study proposal provided in the supplemental materials. The SCJA Board discussed this proposal at their March 2, 2019, meeting. There are concerns about who would pay for the study and the possibility of an outcome implying a need to cut positions. This topic will carryforward to the April 12 DMCJA Board Discussion Calendar. Ms. Rubio noted that the proposal is directed to the AOC, and AOC is tasked with developing an objective workload analysis. Currently an input/output model is used, and the National Center's proposed method would provide triangulating results after labor intensive data collection. Ms. Rubio indicated that in order to move forward on the proposal, a branch-wide decision and evaluation are necessary. Discussion included a request for an explanation of the current judicial needs methodology and further explanation of the NCSC proposal.

F. Washington State Association for Justice (WSAJ)

Ms. Hamar reported that the WSJA has been working hard on the wrongful death statute changes bill working its way through the legislature. The bill passed out of the Senate and is now in the House. The WSJA will honor judges at their May Law Day Program, and further information on this event will be distributed to judges soon.

G. Washington State Bar Association (WSBA)

Judge Robertson noted that Ms. Paula Littlewood resigned from the Executive Director position, and the Bar may be moving in a new direction.

ACTION

1. *LIAISON REPORTS, C. District and Municipal Court Management Association (DMCMA)*

M/S/P to authorize up to \$150 from the Special Fund Account for Judge Gehlsen to purchase a gift in honor of Ms. Campeau.

2. *CCJ/COSCA Western Region Summit Invitation “Improving the Court Community Response to those with Mental Illness”*

M/S/P to approve up to \$1,500 of the Public Outreach Committee’s budget in support of Judge Mary Logan’s, Spokane District Court, participation in the CCJ/COSCA Mental Illness Summit.

3. *DMCJA Rules Committee Request for Board to Oppose Washington Association of Criminal Defense Lawyers (WACDL) Proposed Rules*

M/S/P to adopt the DMCJA Rules Committee recommendation to oppose CrRLJ 3.7, CrRLJ 3.8, CrRLJ 3.9, and CrRLJ 4.11. Judge Goodwin will work with Ms. Benway to draft the opposition letter for Judge Robertson’s signature.

4. *DMCJA Rules Committee Request for Revision of Rules Committee Charges and Inclusion in DMCJA Bylaws*

M/S/P to move the revision of Rules Committee Charges and inclusion in DMCJA Bylaws to a vote of the membership at the DMCJA June 2019 Business Meeting.

DISCUSSION

A. CCJ/COSCA Western Region Summit Invitation “Improving the Court Community Response to those with Mental Illness” – Request for DMCJA to Sponsor Judge to Attend

Chief Justice Mary Fairhurst recommends sponsorship of Judge Mary Logan to join a multi-court level team attending the COSCA Mental Illness Summit. Sponsorship would include a \$415 registration fee plus travel expenses. The hope is that judge participants will work to galvanize treatment court efforts around the state. There will be some state team-focused Summit strategic planning and then post-Summit follow-up activities. M/S/P to move this topic to the Action Calendar.

B. DMCJA Rules Committee Request for Board to Oppose Washington Association of Criminal Defense Lawyers (WACDL) Proposed Rules

Judge Goodwin, DMCJA Rules Committee Chair, noted that some of the rules published for opinion affect courts of limited jurisdiction (CLJ) and some do not. He gathered the rules with an April 30, 2019, comment deadline for the Board’s consideration. These rules largely address identification procedures. The Rules Committee recommends that the Board not support them due to conflicts with other procedural rules and, as written, they would generate a large number of additional pre-trial hearing. M/S/P to move discussion of WACDL Proposed Rules to the Action Calendar.

Judge Goodwin shared copies of a table reflecting other rule amendments published for comment and the Committee’s assessment of their impact on CLJs. A proposed amendment to GR 31 relating to limiting therapeutic courts record access is coming. It would protect treatment reports, evaluations, etc., and public access would be provided upon court approval. The DMCJA Therapeutic Courts Committee is not opposed to this amendment. The Rules Committee continues to review the infraction rules amendments published for comment and is working on a CLJ companion rule to superior CR 82.5 regarding concurrent jurisdiction with tribal court. Amendments to GR 29 would address required provision of the judge’s employment contract to make sure there are no conflicts with other existing rules. Notice of disqualification legislation continues to move forward.

C. DMCJA Rules Committee Request for Revision of Rules Committee Charges and Inclusion in DMCJA Bylaws

On behalf of the DMCJA Rules Committee, Judge Goodwin provided an overview of the DMCJA Bylaws change proposal affecting Rules Committee functions. He noted that clarification is needed to help direct the work and focus of the Committee. M/S/P to move consideration of the proposed changes to the Rules Committee charges to the Action Calendar.

D. Council on Independent Courts (CIC) – Proposals Received

Judge Robertson noted that the CIC continues to work on a few matters moving forward.

1. Whether to Contribute to Legal Fees Related to Judicial Independence Matters

Referenced Judge Robert Hamilton's request for legal fee reimbursement regarding SeaTac Municipal Court matter related to judicial independence. No action taken.

2. Whether to Fund the CIC

Judge Gillings provided in the materials a request to fund the CIC at a level that will allow for access to legal counsel as needed to address issues brought before the CIC. He clarified that he is not asking the Board to reimburse individual judge's requests for legal fee reimbursement. Judge Gillings suggested a \$10,000 budget, noting that it would not necessarily be spent. Judge Ahlf suggested deferring a decision until the Board's annual budget discussion during the May 2019 Board Retreat and that, if approved, it would be allocated from the Special Fund. If implemented, a procedure for deciding the types of authorized expenditures and decision authority is needed. Judge Robertson will discuss this with the CIC at their next meeting for further input prior to the DMCJA Board Retreat.

E. CLJ-CMS Project Update

Judge Walden has served on the CLJ-CMS Project Steering Committee since its inception in 2014 and previously chaired the DMCJA Technology Committee. Judge Walden seeks the Board's assurance of continued support for the CLJ-CMS Project. Gartner Consulting was hired to assist the Steering Committee in analyzing the costs and risks of three possible options for the future direction of the CMS project. The Steering Committee expects to make a decision based on Gartner's findings and ask the Judicial Information System Committee (JISC) for its approval in April. Gartner's evaluation includes: 1) an off-the-shelf option, either a single solution or a "best of breed," meaning linking separate applications for different functions, such as document management and probation, 2) modernizing the existing JIS by translating it into a modern language and custom developing new features, and 3) a hybrid of the first two, meaning modernize JIS and add off-the-shelf applications that have the other needed functions. The Steering Committee hopes to have the project direction decided before the DMCJA and DMCMA spring conferences.

Judge Walden stated that there has been confusion about the difference between a case management system (like JIS) and a document management system that manages the paper case files. She then explained the difference between JIS, the statewide case management system, and add-on systems that can be used in conjunction with JIS to take care of other needed functions in individual courts, such as document management, e-filing, interpreter scheduling, and smart forms. The Steering Committee is very concerned about individual courts deciding to not participate in a statewide system. The more courts go to their own case management systems, the more difficult it becomes for courts in the statewide system to share data with non-participating courts. To address this concern, a CLJ-CMS subcommittee may draft a court rule requiring courts with their own systems to enter their data into the statewide shared database. Judge Walden encouraged courts considering their own case management systems to review the Steering Committee's paper, "Responsibilities and Considerations for Courts Implementing Local Case Management Systems," provided in the Board meeting materials. She also encouraged members with questions to meet with a CLJ-CMS Project Committee member or AOC project staff to discuss their issues and options fully before proceeding with their own case management system. She offered to help courts understand solutions that other jurisdictions are using already to fulfill the document management and other functions they're looking for. The Board discussed the ramifications of judges not having complete information on defendants before them, and the costs and work involved for courts to connect to the statewide database through data exchange. Judge Robertson shared with the Board the difficulties her court has encountered with a separate case management system.

Judge Ringus suggested Judge Robertson distribute the white paper to the listserv and include her story in the email.

F. Joint Judicial Legislative Reception: Whether it should occur immediately following State of the Judiciary Address

Judge Robertson talked about whether it would be better to have the reception during the lunch hour immediately following the State of the Judiciary Address. Speculation of whether the legislative committee meetings could be deferred until after the reception. Judge Meyer talked about different scheduling conflicts and he prefers it in the evening. Judge Robertson tasked Judge Meyer to check with Ms. Melanie Stewart, DMCJA Lobbyist, to see if she thinks it is feasible for the legislature not to hold meetings immediately following the State of the Judiciary Address. Judge Meyer asked if BJA has interest in holding it right after, and Judge Gehlsen says Chief Justice Fairhurst thought it would be a reasonable move. Judge Ringus said they could try a test run next year when there is not a State of the Judiciary Address and do a flow reception around lunchtime. This topic will be on a future BJA meeting agenda. The DMCJA Board will discuss this topic again on April 12.

INFORMATION

Judge Robertson informed the Board of the following information items:

- A. 2019-2020 Slate of Candidates
Judge Alf provided a sample ballot in the materials. Judge Fassbender and Commissioner Leo plan to discuss the Secretary/Treasurer position to determine which single candidate will remain on the ballot.
- B. The following DMCJA representative positions are available:
 - 1. JIS CLJ "CLUG" User Group
 - 2. Presiding Judge & Administrator Education Committee
- C. Members are encouraged to submit agenda topics.
- D. DMCJA letter to DSHS regarding Moral Reconciliation Therapy.
- E. The Salary Commission's work is complete and salary information has been announced.
- F. The DMCJA sent Chief Justice Fairhurst flowers.
- G. The DMCJA Board voted to support New Hope Act HB 1041 with amended language stating non-restitution LFOs must be paid before a person may vacate a record or conviction.
- H. The Pretrial Reform Task Force Final Report, Bench Card, and Press Release have been published.

Judge Robertson informed the Board that she has appointed newly elected Judge Lizanne Padula, Pierce County District Court, to the JIS CLJ "CLUG" User Group.

OTHER BUSINESS

The next DMCJA Board Meeting is scheduled for April 12, 2019, from 12:30 p.m. to 3:30 p.m., at the AOC Office in SeaTac, WA.

The meeting adjourned at 2:53 p.m.

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SUMMARY OF REPORTS

**WASHINGTON STATE
DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION**

For the Period Ending March 31st, 2019

Please find attached the following reports for you to review:

- Statement of Financial Position
- Monthly Statement of Activities.
- Bank Reconciliation Reports
- Transaction Detail Report (year-to-date)
- Special Fund Bank Statement
- Current Budget Balance
-

Please contact me if you have any questions in regards to the attached.

PLEASE BE SURE TO KEEP FOR YOUR RECORDS

Washington State District And Municipal Court Judges Assoc.
Statement of Financial Position
As of March 31, 2019

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of America - Checking	28,063
Bank of America - Savings	168,818
US Bank - Savings	70,766
Washington Federal	50,652
Total Checking/Savings	<u>318,300</u>
Total Current Assets	<u>318,300</u>
Fixed Assets	
Accumulated Depreciation	(703)
Computer Equipment	579
Total Fixed Assets	<u>(124)</u>
Other Assets	
Prepaid Expenses	11,500
Total Other Assets	<u>11,500</u>
TOTAL ASSETS	<u><u>329,675</u></u>
LIABILITIES & EQUITY	
Equity	<u>329,675</u>
TOTAL LIABILITIES & EQUITY	<u><u>329,675</u></u>

Washington State District And Municipal Court Judges Assoc.
Statement of Activities
For the Nine Months Ending March 31st, 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19
Ordinary Income/Expense							
Income							
Interest Income	5	5	5	5	33	56	56
Membership Revenue	500	0	0	0	0	0	97,025
Other Revenue	0	370	0	0	0	0	0
Total Income	505	375	5	5	33	56	97,081
Gross Profit	505	375	5	5	33	56	97,081
Expense							
Prior Year Budget Expense	2,635	(70)	4,493	1,655	0	0	0
Board Meeting Expense	1,222	916	1,003	2,138	722	1,213	1,328
Bookkeeping Expense	312	345	345	918	318	318	318
Conference Calls	0	0	6	82	0	74	0
Diversity Committee	0	0	0	0	0	0	0
DMCJA/SCJA Sentencing Alt.	0	0	0	0	0	612	0
DMCMA Liaison Committee	0	0	0	0	31	0	32
Education Committee	0	0	0	905	233	0	0
Educational Grants	0	0	0	1,000	0	0	1,000
Judicial Assistance Committee	19	0	1,066	(3,103)	2,508	617	0
Judicial Community Outreach	0	0	0	0	0	0	1,600
Legislative Pro-Tem	195	0	0	0	0	0	150
Lobbyist Contract	5,833	5,833	5,833	5,833	5,833	5,833	5,833
Long-Range Planning Committee	0	0	0	0	0	0	0
National Leadership Grants	0	0	0	2,099	0	0	0
President Expense	0	38	0	0	80	0	335
Pro Tempore (Chair Approval)	0	0	0	0	0	0	163
Public Outreach (ad hoc workgrp)	0	0	0	0	0	0	0
SCJA Board Liaison	0	0	0	0	0	0	178
Therapeutic Courts Committee	0	0	0	0	0	200	0
Treasurer Expense and Bonds	0	0	10	0	0	0	31
Total Expense	10,216	7,062	12,756	11,528	9,725	8,867	10,968
Net Ordinary Income	(9,711)	(6,687)	(12,751)	(11,522)	(9,692)	(8,811)	86,113
Net Income	(9,711)	(6,687)	(12,751)	(11,522)	(9,692)	(8,811)	86,113

Washington State District And Municipal Court Judges Assoc.

Statement of Activities

For the Nine Months Ending March 31st, 2019

	Feb 19	Mar 19	TOTAL
Ordinary Income/Expense			
Income			
Interest Income	52	59	277
Membership Revenue	82,000	250	179,775
Other Revenue	0	0	370
Total Income	82,052	309	180,422
Gross Profit	82,052	309	180,422
Expense			
Prior Year Budget Expense	0	0	8,713
Board Meeting Expense	820	1,067	10,429
Bookkeeping Expense	477	398	3,748
Conference Calls	39	53	253
Diversity Committee	0	500	500
DMCJA/SCJA Sentencing Alt.	321	0	933
DMCMA Liaison Committee	0	0	63
Education Committee	0	0	1,138
Educational Grants	0	0	2,000
Judicial Assistance Committee	900	2,026	4,033
Judicial Community Outreach	0	0	1,600
Legislative Pro-Tem	433	146	924
Lobbyist Contract	7,833	5,833	54,500
Long-Range Planning Committee	0	32	32
National Leadership Grants	0	0	2,099
President Expense	0	230	683
Pro Tempore (Chair Approval)	0	0	163
Public Outreach (ad hoc workgrp)	8	136	144
SCJA Board Liaison	0	116	294
Therapeutic Courts Committee	0	0	200
Treasurer Expense and Bonds	16	16	72
Total Expense	10,847	10,552	92,521
Net Ordinary Income	71,205	(10,243)	87,901
Net Income	71,205	(10,243)	87,901

Washington State District And Municipal Court Judges Assoc.

Reconciliation Detail

Bank of America - Checking, Period Ending 03/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						28,826.99
Cleared Transactions						
Checks and Payments - 16 items						
Check	03/01/2019		The Judicial Institute	X	-500.00	-500.00
Check	03/11/2019		Pierce County Book...	X	-397.50	-897.50
Check	03/14/2019		Samuel G. Meyer	X	-58.00	-955.50
Check	03/14/2019		Samuel G. Meyer	X	-58.00	-1,013.50
Check	03/14/2019		Samuel G. Meyer	X	-58.00	-1,071.50
Check	03/14/2019		Scott Ahlf	X	-58.00	-1,129.50
Check	03/14/2019		Michelle Gehlsen	X	-47.56	-1,177.06
Check	03/14/2019		Jennifer L. Fassben...	X	-42.57	-1,219.63
Check	03/14/2019		Linda Coburn	X	-35.96	-1,255.59
Check	03/14/2019		Rick Leo	X	-24.76	-1,280.35
Check	03/14/2019		Kevin Ringus	X	-23.20	-1,303.55
Check	03/18/2019		AOC	X	-480.24	-1,783.79
Check	03/22/2019		Michelle Gehlsen	X	-121.55	-1,905.34
Check	03/22/2019		Jennifer L. Fassben...	X	-15.53	-1,920.87
Check	03/25/2019		Bank Card Services	X	-1,667.61	-3,588.48
Check	03/27/2019		Melanie Stewart	X	-2,000.00	-5,588.48
Total Checks and Payments					-5,588.48	-5,588.48
Deposits and Credits - 4 items						
Deposit	02/04/2019			X	5,475.00	5,475.00
Deposit	03/21/2019			X	250.00	5,725.00
Check	03/25/2019	1075	DMCJA	X	108.06	5,833.06
Check	03/25/2019	1075	DMCJA	X	121.55	5,954.61
Total Deposits and Credits					5,954.61	5,954.61
Total Cleared Transactions					366.13	366.13
Cleared Balance					366.13	29,193.12
Uncleared Transactions						
Checks and Payments - 7 items						
Check	03/28/2019		4imprint		-466.36	-466.36
Check	03/28/2019		Ingallina's Box Lunch		-349.20	-815.56
Check	03/28/2019		Scott Ahlf		-58.00	-873.56
Check	03/28/2019		Beth Fraser		-45.24	-918.80
Check	03/28/2019		Michelle Gehlsen		-32.48	-951.28
Check	03/30/2019		City of Bothell		-146.25	-1,097.53
Check	03/30/2019		Michelle Gehlsen		-32.48	-1,130.01
Total Checks and Payments					-1,130.01	-1,130.01
Total Uncleared Transactions					-1,130.01	-1,130.01
Register Balance as of 03/31/2019					-763.88	28,063.11
Ending Balance					-763.88	28,063.11

Washington State District And Municipal Court Judges Assoc.

Reconciliation Detail

Bank of America - Savings, Period Ending 03/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						168,814.89
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	03/31/2019			X	2.87	2.87
Total Deposits and Credits					2.87	2.87
Total Cleared Transactions					2.87	2.87
Cleared Balance					2.87	168,817.76
Register Balance as of 03/31/2019					2.87	168,817.76
Ending Balance					2.87	168,817.76

Washington State District And Municipal Court Judges Assoc.

Reconciliation Detail

Washington Federal, Period Ending 03/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50,826.38
Cleared Transactions						
Checks and Payments - 1 item						
Check	03/25/2019	1075	DMCJA	X	-229.61	-229.61
Total Checks and Payments					-229.61	-229.61
Deposits and Credits - 1 item						
Deposit	03/31/2019			X	55.69	55.69
Total Deposits and Credits					55.69	55.69
Total Cleared Transactions					-173.92	-173.92
Cleared Balance					-173.92	50,652.46
Register Balance as of 03/31/2019					-173.92	50,652.46
Ending Balance					-173.92	50,652.46

Washington State District And Municipal Court Judges Assoc. Transaction Detail by Account

July 2018 through March 2019

Type	Date	Num	Name	Memo	Amount	Balance
Bank of America - Checking						
Check	07/17/2018		Pierce County Bookkeeping	Pierce County Bookkeeping Bill Payment	(312.00)	(312.00)
Deposit	07/23/2018			Thomas W. Cox	500.00	188.00
Check	07/25/2018		Chelan County	Memo:Chalan County Treasurer Bill Payment	(2,635.47)	(2,447.47)
Check	07/26/2018		Kevin Ringus	Board Meeting Expense	(21.80)	(2,469.27)
Check	07/26/2018		Rick Leo	Board Meeting Expense	(23.38)	(2,492.65)
Check	07/26/2018		Michelle Gehlsen	Board Meeting Expense	(30.52)	(2,523.17)
Check	07/26/2018		Drew Henke	Board Meeting Expense	(30.52)	(2,553.69)
Check	07/26/2018		Samuel G. Meyer	Board Meeting Expense	(54.50)	(2,608.19)
Check	07/26/2018		Scott Ahlf	Board Meeting Expense	(54.50)	(2,662.69)
Check	07/26/2018		City of Bothell	Legislative Pro-Tem	(195.00)	(2,857.69)
Check	07/26/2018		Charles Short	Board Meeting Expense	(260.51)	(3,118.20)
Check	07/26/2018		Robert Grim	Board Meeting Expense	(272.50)	(3,390.70)
Check	07/26/2018		Ingallina's Box Lunch	Ingallina's Box Lunch Bill Payment	(383.13)	(3,773.83)
Check	07/26/2018		Melanie Stewart	July Payment	(2,000.00)	(5,773.83)
Check	07/27/2018		Michelle Gehlsen	Board Meeting Expense	(30.52)	(5,804.35)
Check	07/27/2018		Michael Finkle	Board Meeting Expense	(26.16)	(5,830.51)
Check	07/30/2018		Mary C. Logan	Judicial Assistance Committee	(18.72)	(5,849.23)
Check	07/30/2018		Linda Coburn	Board Meeting Expense	(33.78)	(5,883.02)
Transfer	08/13/2018			Funds Transfer to Credit Card	(38.13)	(5,921.15)
Check	08/13/2018		Pierce County Bookkeeping	July bookkeeping	(344.50)	(6,265.65)
Deposit	08/15/2018			bank of america cash reward	369.81	(5,895.84)
Deposit	08/15/2018			Reimbursement from Rebecca Robertson	169.96	(5,725.88)
Check	08/16/2018		Judy Jasprica	Board Meeting Expense	(139.42)	(5,865.30)
Check	08/16/2018		Drew Henke	DMCJ Board Meeting 8/10/18	(27.25)	(5,892.55)
Check	08/16/2018		Kevin Ringus	DMCJ Board Meeting 8/10/18	(21.80)	(5,914.35)
Check	08/16/2018		Michael Finkle	DMCJ Board Meeting 8/10/18	(19.62)	(5,933.97)
Check	08/16/2018		Michelle Gehlsen	DMCJ Board Meeting 8/10/18	(28.34)	(5,962.31)
Check	08/16/2018		Rick Leo	DMCJ Board Meeting 8/10/18	(26.09)	(5,988.40)
Check	08/16/2018		Samuel G. Meyer	DMCJ Board Meeting 8/10/18	(54.50)	(6,042.90)
Check	08/16/2018		Scott Ahlf	DMCJ Board Meeting 8/10/18	(54.50)	(6,097.40)
Check	08/17/2018		Melanie Stewart	August payment	(2,000.00)	(8,097.40)
Check	08/21/2018		Jennifer L. Fassbender	DMCJ Board Meeting 8/10/18	(21.57)	(8,118.97)
Check	08/21/2018		Dan B Johnson	DMCJ Board Meeting 8/10/18	(407.66)	(8,526.63)
Check	08/21/2018		Robert Grim	DMCJ Board Meeting 8/10/18	(115.46)	(8,642.09)
Check	08/31/2018		Superior Court Judges Association	Prior Year	(99.50)	(8,741.59)
Check	09/05/2018		Melanie Stewart	September payment	(2,000.00)	(10,741.59)
Check	09/05/2018		AOC		(1,009.19)	(11,750.78)
Check	09/05/2018		4imprint		(1,312.05)	(13,062.83)
Check	09/05/2018		Judith Anderson		(16.00)	(13,078.83)
Check	09/06/2018		AOC		(3,181.27)	(16,260.10)
Check	09/07/2018		Pierce County Bookkeeping		(344.50)	(16,604.60)
Transfer	09/10/2018			Funds Transfer	10,000.00	(6,604.60)
Transfer	09/17/2018			Funds Transfer Credit Card payment	(10.00)	(6,614.60)
Check	09/17/2018		Susanna Neil Kanther-Raz		(1,050.00)	(7,664.60)
Check	10/02/2018		Kevin Ringus		(139.42)	(7,804.02)
Check	10/04/2018		Kevin Ringus		(36.00)	(7,840.02)
Check	10/04/2018		Administrative Office of the Courts	April, Invoice	(1,515.08)	(9,355.10)
Check	10/04/2018		Ingallina's Box Lunch	Memo:Ingallina's Box Lunch Bill Payment	(333.80)	(9,688.90)
Check	10/04/2018		Rebecca Robertson		(46.00)	(9,734.90)
Check	10/04/2018		Michael Finkle		(141.42)	(9,876.32)
Check	10/04/2018		Michelle Gehlsen		(141.42)	(10,017.74)
Check	10/04/2018		Linda Coburn		(141.42)	(10,159.16)
Check	10/12/2018		Dino W Traverso, PLLC		(600.00)	(10,759.16)
Check	10/12/2018		Pierce County Bookkeeping	September invoice 767	(318.00)	(11,077.16)
Check	10/12/2018		Dan B Johnson	9/23	(36.00)	(11,113.16)
Check	10/12/2018		City of Olympia	9/23 Board meeting	(105.42)	(11,218.58)
Deposit	10/12/2018			Deposit	7,000.00	(4,218.58)
Check	10/17/2018		Scott Ahlf		(36.00)	(4,254.58)
Check	10/17/2018		Judy Jasprica		(141.42)	(4,396.00)
Check	10/18/2018		Melanie Stewart	October payment	(2,000.00)	(6,396.00)
Check	10/19/2018		Ingallina's Box Lunch	Ingallina's Box Lunch Bill Payment	(270.82)	(6,666.82)
Check	10/19/2018		Jennifer L. Fassbender	9/23 board meeting	(136.91)	(6,803.73)
Check	10/19/2018		Bruce Weiss	JASP Meeting 10/5/18	(44.89)	(6,848.42)
Check	10/19/2018		Claire Sussman	JASP Meeting 10/5/18	(21.80)	(6,870.22)
Check	10/19/2018		Douglas Fair	JASP Meeting 10/5/18	(32.70)	(6,902.92)
Check	10/19/2018		Douglas B. Robinson	JASP Meeting 10/5/18	(473.62)	(7,376.54)
Check	10/19/2018		James Doctor	JASP Meeting 10/5/18	(64.85)	(7,441.49)
Check	10/19/2018		Mary C. Logan	JASP Meeting 10/5/18	(18.72)	(7,460.21)
Check	10/19/2018		Marybeth Dingley	JASP Meeting 10/5/18	(39.24)	(7,499.45)
Check	10/19/2018		Michael Finkle	JASP Meeting 10/5/18	(31.81)	(7,531.06)
Check	10/19/2018		Timothy Jenkins	JASP Meeting 10/5/18	(59.81)	(7,590.87)
Check	10/19/2018		Administrative Office of the Courts	10/2018 invoice	(827.06)	(8,417.93)
Check	10/19/2018		Marilyn Paja	NAWJ Annual Meeting	(2,099.00)	(10,516.93)
Check	10/19/2018		Chris Culp	JASP meeting 10/5/18	(304.80)	(10,821.73)
Check	10/19/2018		Jackie Shea-Brown	JASP meeting 10/5/18	(364.32)	(11,186.05)
Check	10/19/2018		Susan Woodard	JASP meeting 10/5/18	(340.02)	(11,526.07)
Check	10/19/2018		Jennifer L. Fassbender	10/12/18	(7.50)	(11,533.57)

Washington State District And Municipal Court Judges Assoc.
Transaction Detail by Account
 July 2018 through March 2019

Type	Date	Num	Name	Memo	Amount	Balance
Check	10/19/2018		Michael Finkle	Board meeting 10/12/18	(19.62)	(11,553.19)
Check	10/22/2018		G. Andrew H. Benjamin	Memo:G. Andrew H. Benjamin Bill Payment	(750.00)	(12,303.19)
Check	10/22/2018		Samuel G. Meyer		(54.50)	(12,357.69)
Check	10/22/2018		Charles Short		(374.54)	(12,732.23)
Check	10/24/2018		Douglas Fair	Ed. Comm meeting 10/18	(32.70)	(12,764.93)
Check	10/24/2018		James Doctor	Ed. Comm meeting 10/18	(64.95)	(12,829.88)
Check	10/24/2018		Roy Fore	Ed. Comm meeting 10/18	(166.77)	(12,996.65)
Check	10/24/2018		Timothy Jenkins	Ed. Comm meeting 10/18	(9.81)	(13,006.46)
Check	10/24/2018		Tom Verge	Ed. Comm meeting 10/18	(85.02)	(13,091.48)
Check	10/25/2018		Charles Short	10/18/18	(369.43)	(13,460.91)
Deposit	10/25/2018			Online Banking transfer from SAV 7604 Co...	5,000.00	(8,460.91)
Check	10/25/2018		Thurston County District Court	NAPCO Conference	(1,000.00)	(9,460.91)
Check	10/26/2018		Ingallina's Box Lunch	10/18/18	(176.66)	(9,637.57)
Check	10/29/2018		Susanna Neil Kanther-Raz	10/5/18 Training	(721.26)	(10,358.83)
Deposit	10/30/2018		Linda Coburn	RETURNED BILL PAYMENT FROM Linda ...	33.79	(10,325.04)
Check	10/30/2018		Linda Coburn	7/13/18 DMCJA Board Meeting	(33.79)	(10,358.83)
Check	11/01/2018		Melanie Stewart	November invoice	(2,000.00)	(12,358.83)
Check	11/05/2018		Susanna Neil Kanther-Raz	4th quarter, 2018	(900.00)	(13,258.83)
Check	11/05/2018		Michael Evans		(48.19)	(13,307.02)
Transfer	11/08/2018			Funds Transfer	5,000.00	(8,307.02)
Check	11/09/2018		Cave B	Deposit	(1,559.55)	(9,866.57)
Check	11/09/2018		Pierce County Bookkeeping	October services invoice 776	(318.00)	(10,184.57)
Check	11/16/2018		Samuel G. Meyer	Board meeting 11/9/18	(54.50)	(10,239.07)
Check	11/16/2018		Michelle Gehlsen	Board meeting 11/9/18	(30.52)	(10,269.59)
Check	11/16/2018		Rick Leo	Board meeting 11/9/18	(25.54)	(10,295.13)
Check	11/16/2018		Linda Coburn	Board meeting 11/9/18	(16.89)	(10,312.02)
Check	11/21/2018		Jeffery Smith	11-5-18 - 11-8-18	(233.00)	(10,545.02)
Check	11/21/2018		Jeffery Smith	11/9/18	(216.85)	(10,761.87)
Check	11/21/2018		Michelle Gehlsen	11/8/18	(30.52)	(10,792.39)
Check	11/21/2018		Michael Finkle	11/9/18	(21.80)	(10,814.19)
Check	11/21/2018		Jennifer L. Fassbender	11/9/18	(7.50)	(10,821.69)
Check	11/21/2018		Ingallina's Box Lunch	11/9/18 board meeting	(348.65)	(11,170.34)
Check	12/03/2018		Melanie Stewart	December services	(2,000.00)	(13,170.34)
Transfer	12/04/2018			Funds Transfer	(79.86)	(13,250.20)
Transfer	12/07/2018			Funds Transfer	5,000.00	(8,250.20)
Check	12/07/2018		Pierce County Bookkeeping		(318.00)	(8,568.20)
Check	12/07/2018		AOC	October charges MS111918-03	(2,523.72)	(11,091.92)
Check	12/17/2018		Drew Henke	Board Meeting 12/14/18	(14.17)	(11,106.09)
Check	12/17/2018		Kevin Ringus	Board Meeting 12/14/18	(21.80)	(11,127.89)
Check	12/17/2018		Linda Coburn		(16.89)	(11,144.78)
Check	12/17/2018		Michelle Gehlsen		(30.52)	(11,175.30)
Check	12/17/2018		Samuel G. Meyer		(54.50)	(11,229.80)
Check	12/17/2018		Scott Ahlf		(54.50)	(11,284.30)
Check	01/02/2019		Melanie Stewart	January Invoice 4598	(2,000.00)	(13,284.30)
Check	01/02/2019		Ingallina's Box Lunch	01-470202	(370.59)	(13,654.89)
Check	01/02/2019		Washington YMCA Youth & Gove...		(1,600.00)	(15,254.89)
Check	01/02/2019		Jennifer L. Fassbender	Postage for dues sent to bookkeeper	(15.51)	(15,270.40)
Transfer	01/02/2019			Funds Transfer	4,000.00	(11,270.40)
Check	01/04/2019		Jennifer L. Fassbender		(10.00)	(11,280.40)
Deposit	01/04/2019			Deposit	21,750.00	10,469.60
Deposit	01/08/2019			Deposit	750.00	11,219.60
Check	01/14/2019		Pierce County Bookkeeping	December Bookkeeping Service	(318.00)	10,901.60
Check	01/14/2019		AOC		(329.24)	10,572.36
Check	01/14/2019		Spokane Municipal Court	Washington DC	(1,000.00)	9,572.36
Deposit	01/18/2019			Deposit	25,000.00	34,572.36
Deposit	01/18/2019			Deposit	11,000.00	45,572.36
Deposit	01/18/2019			Deposit	18,000.00	63,572.36
Check	01/18/2019		Jennifer L. Fassbender	Postage for dues sent to Bookkeeper	(15.51)	63,556.85
Check	01/18/2019		Ingallina's Box Lunch	01-473478	(302.56)	63,254.29
Check	01/18/2019		Charles Short	DMCJA Meeting 1/11/19	(103.45)	63,150.84
Check	01/18/2019		Linda Coburn	DMCJA Meeting 1/11/19	(35.96)	63,114.88
Check	01/18/2019		Michelle Gehlsen	DMCJA Meeting 1/11/19	(32.48)	63,082.40
Check	01/18/2019		Rick Leo	DMCJA Meeting 1/11/19	(27.43)	63,054.97
Check	01/18/2019		Samuel G. Meyer	DMCJA Meeting 1/11/19	(58.00)	62,996.97
Check	01/18/2019		Scott Ahlf	DMCJA Meeting 1/11/19	(58.00)	62,938.97
Check	01/18/2019		Samuel G. Meyer	SCJA Meeting 11/03/18	(54.50)	62,884.47
Check	01/18/2019		Samuel G. Meyer	SCJA Meeting 1/11/19	(65.40)	62,819.07
Check	01/18/2019		Samuel G. Meyer	SCJA Meeting 1/5/19	(58.00)	62,761.07
Check	01/18/2019		City of Bothell	AOC meeting Seatac 1/10/19	(162.50)	62,598.57
Check	01/18/2019		Michelle Gehlsen	DMCMA meeting 1/10/19	(32.48)	62,566.09
Transfer	01/22/2019			Funds Transfer	(50,000.00)	12,566.09
Deposit	01/23/2019			Deposit	20,525.00	33,091.09
Check	01/25/2019		Thurston County District Court	1/15/19	(150.00)	32,941.09
Transfer	01/28/2019			Funds Transfer	(30,000.00)	2,941.09
Deposit	02/01/2019			Deposit	12,250.00	15,191.09
Deposit	02/01/2019			Deposit	30,250.00	45,441.09
Deposit	02/04/2019			Deposit	5,475.00	50,916.09
Transfer	02/05/2019			Funds Transfer	(335.09)	50,581.00

Washington State District And Municipal Court Judges Assoc.

Transaction Detail by Account

July 2018 through March 2019

Type	Date	Num	Name	Memo	Amount	Balance
Check	02/06/2019		Melanie Stewart		(2,000.00)	48,581.00
Check	02/06/2019		Jennifer L. Fassbender	Postage for dues sent to Bookkeeper	(15.51)	48,565.49
Check	02/06/2019		Pierce County Bookkeeping		(477.00)	48,088.49
Check	02/06/2019		Susanna Neil Kanther-Raz		(900.00)	47,188.49
Check	02/14/2019		AOC		(1,188.21)	46,000.28
Check	02/14/2019		Upper Kittitas County		(500.00)	45,500.28
Check	02/14/2019		Snohomish Co. District Court		(420.00)	45,080.28
Check	02/19/2019		Thurston County District Court	1/15/19	(12.69)	45,067.59
Deposit	02/22/2019			Deposit	34,525.00	79,592.59
Transfer	02/25/2019			Funds Transfer	(60,000.00)	19,592.59
Check	02/28/2019		Melanie Stewart		(2,000.00)	17,592.59
Check	03/01/2019		The Judicial Institute		(500.00)	17,092.59
Check	03/11/2019		Pierce County Bookkeeping		(397.50)	16,695.09
Check	03/14/2019		Jennifer L. Fassbender		(42.57)	16,652.52
Check	03/14/2019		Kevin Ringus	DMCJA Board Meeting 3/8/19	(23.20)	16,629.32
Check	03/14/2019		Linda Coburn	DMCJA Board Meeting 3/8/19	(35.96)	16,593.36
Check	03/14/2019		Michelle Gehlsen	DMCJA Board Meeting 3/8/19	(47.56)	16,545.80
Check	03/14/2019		Rick Leo	DMCJA Board Meeting 3/8/19	(24.76)	16,521.04
Check	03/14/2019		Scott Ahlf	DMCJA Board Meeting 3/8/19	(58.00)	16,463.04
Check	03/14/2019		Samuel G. Meyer	SCJA Board 2/2/19	(58.00)	16,405.04
Check	03/14/2019		Samuel G. Meyer	SCJA Board 3/2/19	(58.00)	16,347.04
Check	03/14/2019		Samuel G. Meyer	DMCJA Board Meeting 3/8/19	(58.00)	16,289.04
Check	03/18/2019		AOC	January invoice DD022019-02	(480.24)	15,808.80
Deposit	03/21/2019			Deposit	250.00	16,058.80
Check	03/22/2019		Michelle Gehlsen	In memory of Lynne Campeau	(121.55)	15,937.25
Check	03/22/2019		Jennifer L. Fassbender		(15.53)	15,921.72
Check	03/25/2019	1075	DMCJA	In memory of Lynne Campeau	121.55	16,043.27
Check	03/25/2019	1075	DMCJA	Judge David Koss Family	108.06	16,151.33
Check	03/25/2019		Bank Card Services		(1,667.61)	14,483.72
Check	03/27/2019		Melanie Stewart	April Invoice 4640	(2,000.00)	12,483.72
Check	03/28/2019		Beth Fraser		(45.24)	12,438.48
Check	03/28/2019		Michelle Gehlsen		(32.48)	12,406.00
Check	03/28/2019		Scott Ahlf		(58.00)	12,348.00
Check	03/28/2019		Ingallina's Box Lunch		(349.20)	11,998.80
Check	03/28/2019		4imprint		(466.36)	11,532.44
Check	03/30/2019		City of Bothell		(146.25)	11,386.19
Check	03/30/2019		Michelle Gehlsen	3/27/2019	(32.48)	11,353.71
Total Bank of America - Checking					11,353.71	11,353.71
Bank of America - Savings						
Deposit	07/31/2018			Interest	0.98	0.98
Deposit	08/31/2018			Interest	0.98	1.96
Transfer	09/10/2018			to general checking	(10,000.00)	(9,998.04)
Deposit	09/30/2018			Interest	0.84	(9,997.20)
Deposit	10/25/2018			Online Banking transfer from SAV 7604 Co...	(5,000.00)	(14,997.20)
Deposit	10/31/2018			Interest	0.79	(14,996.41)
Transfer	11/08/2018			Funds Transfer	(5,000.00)	(19,996.41)
Deposit	11/30/2018			Interest	0.64	(19,995.77)
Transfer	12/07/2018			Funds Transfer	(5,000.00)	(24,995.77)
Deposit	12/31/2018			Interest	0.57	(24,995.20)
Transfer	01/02/2019			Funds Transfer	(4,000.00)	(28,995.20)
Transfer	01/22/2019			Funds Transfer	50,000.00	21,004.80
Transfer	01/28/2019			Funds Transfer	30,000.00	51,004.80
Deposit	01/31/2019			Interest	0.83	51,005.63
Transfer	02/25/2019			Funds Transfer	60,000.00	111,005.63
Deposit	02/28/2019			Interest	1.80	111,007.43
Deposit	03/31/2019			Interest	2.87	111,010.30
Total Bank of America - Savings					111,010.30	111,010.30
Washington Federal						
Deposit	07/31/2018			Interest	4.30	4.30
Deposit	08/31/2018			Interest	4.30	8.60
Deposit	09/30/2018			Interest	4.16	12.76
Deposit	10/31/2018			Interest	4.30	17.06
Deposit	11/30/2018			Interest	32.23	49.29
Deposit	12/31/2018			Interest	55.54	104.83
Deposit	01/31/2019			Interest	55.80	160.43
Deposit	02/28/2019			Interest	50.27	210.70
Check	03/25/2019	1075	DMCJA		(229.61)	(18.91)
Deposit	03/31/2019			Interest	55.69	36.78
Total Washington Federal					36.78	36.78

Washington State District And Municipal Court Judges Assoc.

Transaction Detail by Account

July 2018 through March 2019

Type	Date	Num	Name	Memo	Amount	Balance
Prepaid Expenses						
Genera...	07/31/2018	CEH		1/12 of Contract	(3,833.33)	(3,833.33)
Genera...	08/15/2018	CEH		1/12 of Contract	(3,833.33)	(7,666.66)
Genera...	09/17/2018	CEH		1/12 of Contract	(3,833.33)	(11,499.99)
Genera...	10/31/2018	CEH		1/12 of Contract	(3,833.33)	(15,333.32)
Genera...	11/30/2018	CEH		1/12 of Contract	(3,833.33)	(19,166.65)
Genera...	12/31/2018	CEH		1/12 of Contract	(3,833.33)	(22,999.98)
Genera...	01/31/2019	CEH		1/12 of Contract	(3,833.33)	(26,833.31)
Genera...	02/28/2019	CEH		1/12 of Contract	(3,833.33)	(30,666.64)
Genera...	03/30/2019	CEH		1/12 of Contract	(3,833.33)	(34,499.97)
Total Prepaid Expenses					(34,499.97)	(34,499.97)
Credit Cards						
Bank of America C. C.						
Credit ...	08/07/2018		Budd Bay Cafe Olympia		(38.13)	(38.13)
Transfer	08/13/2018			Funds Transfer	38.13	0.00
Credit ...	09/17/2018		Secretary of State		(10.00)	(10.00)
Transfer	09/17/2018			Funds Transfer	10.00	0.00
Credit ...	11/30/2018		1-800-Flowers.com		(79.86)	(79.86)
Transfer	12/04/2018			Funds Transfer	79.86	0.00
Credit ...	01/18/2019		Anthony's Homeport		(237.11)	(237.11)
Credit ...	01/30/2019		1-800-Flowers.com		(97.98)	(335.09)
Transfer	02/05/2019			Funds Transfer	335.09	0.00
Credit ...	03/11/2019		Cave B		(1,559.55)	(1,559.55)
Credit ...	03/15/2019		1-800-Flowers.com		(108.06)	(1,667.61)
Check	03/25/2019		Bank Card Services		1,667.61	0.00
Total Bank of America C. C.					0.00	0.00
Total Credit Cards					0.00	0.00
Interest Income						
Deposit	07/31/2018			Interest	(0.98)	(0.98)
Deposit	07/31/2018			Interest	(4.30)	(5.28)
Deposit	08/31/2018			Interest	(4.30)	(9.58)
Deposit	08/31/2018			Interest	(0.98)	(10.56)
Deposit	09/30/2018			Interest	(0.84)	(11.40)
Deposit	09/30/2018			Interest	(4.18)	(15.56)
Deposit	10/31/2018			Interest	(0.79)	(16.35)
Deposit	10/31/2018			Interest	(4.30)	(20.65)
Deposit	11/30/2018			Interest	(0.64)	(21.29)
Deposit	11/30/2018			Interest	(32.23)	(53.52)
Deposit	12/31/2018			Interest	(0.57)	(54.09)
Deposit	12/31/2018			Interest	(55.54)	(109.63)
Deposit	01/31/2019			Interest	(0.83)	(110.46)
Deposit	01/31/2019			Interest	(55.60)	(166.06)
Deposit	02/28/2019			Interest	(1.80)	(167.86)
Deposit	02/28/2019			Interest	(50.27)	(218.13)
Deposit	03/31/2019			Interest	(2.87)	(221.00)
Deposit	03/31/2019			Interest	(55.69)	(276.69)
Total Interest Income					(276.69)	(276.69)
Membership Revenue						
Deposit	07/23/2018		Thomas W. Cox	Garfield County	(500.00)	(500.00)
Deposit	01/04/2019	1777...	Robin R. McCroskey	Pend Oreille County	(1,000.00)	(1,500.00)
Deposit	01/04/2019	1031...	Patti Connolly Walker	County of Spokane	(1,000.00)	(2,500.00)
Deposit	01/04/2019	1031...	Jennifer L. Fassbender	County of Spokane	(1,000.00)	(3,500.00)
Deposit	01/04/2019	1031...	Debra Hayes	County of Spokane	(1,000.00)	(4,500.00)
Deposit	01/04/2019	1031...	Patrick Johnson	County of Spokane	(1,000.00)	(5,500.00)
Deposit	01/04/2019	1031...	Richard M. Leland	County of Spokane	(1,000.00)	(6,500.00)
Deposit	01/04/2019	1031...	Aimee N. Maurer	County of Spokane	(1,000.00)	(7,500.00)
Deposit	01/04/2019	1031...	Jeffrey R. Smith	County of Spokane	(1,000.00)	(8,500.00)
Deposit	01/04/2019	1031...	Donna Wilson	County of Spokane	(1,000.00)	(9,500.00)
Deposit	01/04/2019	1031...	Eric Dooyema	County of Spokane	(800.00)	(10,300.00)
Deposit	01/04/2019	0033...	Douglas B. Robinson	City of Colfax	(250.00)	(10,550.00)
Deposit	01/04/2019	7942	David M. Kenworthy	Associate/retired	(25.00)	(10,575.00)
Deposit	01/04/2019	456	Paul Treyz	Associate/retired	(25.00)	(10,600.00)
Deposit	01/04/2019	3403...	John E Hart	Whitman County	(1,000.00)	(11,600.00)
Deposit	01/04/2019	9201...	Tyson R. Hill	Grant County	(1,000.00)	(12,600.00)
Deposit	01/04/2019	9201...	Janis Whitener-Moberg	Grant County	(1,000.00)	(13,600.00)
Deposit	01/04/2019	9201...	Brian D. Barlow	Grant County	(1,000.00)	(14,600.00)
Deposit	01/04/2019	9201...	Anna Gigliotti	Grant County	(800.00)	(15,400.00)
Deposit	01/04/2019	5534...	Amy Kaestner	City of Everett	(1,000.00)	(16,400.00)
Deposit	01/04/2019	5534...	Laura Vanslyck	City of Everett	(1,000.00)	(17,400.00)
Deposit	01/04/2019	4204...	John O. Knowlton	Walla Walla County	(250.00)	(17,650.00)
Deposit	01/04/2019	1772...	Mindy Walker	Jefferson County	(1,000.00)	(18,650.00)
Deposit	01/04/2019	8157	Dale A. McBeth	Chehalis Municipal Court (personal check)	(250.00)	(18,900.00)

Washington State District And Municipal Court Judges Assoc. Transaction Detail by Account

July 2018 through March 2019

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	01/04/2019	9839...	Dave Neupert	Clallam County	(1,000.00)	(18,900.00)
Deposit	01/04/2019	5008	John Curry	Orting Minicipal Court (Curry & Williams, P...	(250.00)	(20,150.00)
Deposit	01/04/2019	3708...	Scott Ahlf	City of Olympia	(1,000.00)	(21,150.00)
Deposit	01/04/2019	22713	Rich Fitterer	Associate/Retired	(25.00)	(21,175.00)
Deposit	01/04/2019	7669	Stephen R. Buzzard	Associate/Retired	(25.00)	(21,200.00)
Deposit	01/04/2019	1448...	Elizabeth Penoyar	Pacific County	(500.00)	(21,700.00)
Deposit	01/04/2019	1448...	Nancy R. McAllister	Pacific County	(500.00)	(22,200.00)
Deposit	01/04/2019	13050	Victoria Meadows	Mason County Associate	(25.00)	(22,225.00)
Deposit	01/04/2019	7845	Mark A. Chmielewski	Associate	(25.00)	(22,250.00)
Deposit	01/08/2019	78977	Linda S. Portnoy	City of Lake Forest Park	(500.00)	(22,750.00)
Deposit	01/08/2019	0001...	C. Scott Sage	City of Oean Shores	(250.00)	(23,000.00)
Deposit	01/18/2019	1527...	Virginia M. Amato	King County District Court	(1,000.00)	(24,000.00)
Deposit	01/18/2019	1527...	Marcine Anderson	King County District Court	(1,000.00)	(25,000.00)
Deposit	01/18/2019	1527...	Joe Campagna	King County District Court	(1,000.00)	(26,000.00)
Deposit	01/18/2019	1527...	Arthur Chapman	King County District Court	(1,000.00)	(27,000.00)
Deposit	01/18/2019	1527...	Mark Chow	King County District Court	(1,000.00)	(28,000.00)
Deposit	01/18/2019	1527...	David Christie	King County District Court	(1,000.00)	(29,000.00)
Deposit	01/18/2019	1527...	D. Mark Elide	King County District Court	(1,000.00)	(30,000.00)
Deposit	01/18/2019	1527...	Michael Finkle	King County District Court	(1,000.00)	(31,000.00)
Deposit	01/18/2019	1527...	Laurel Gibson	King County District Court	(1,000.00)	(32,000.00)
Deposit	01/18/2019	1527...	Nathaniel B. Green, JR.	King County District Court	(1,000.00)	(33,000.00)
Deposit	01/18/2019	1527...	Corinna Harn	King County District Court	(1,000.00)	(34,000.00)
Deposit	01/18/2019	1527...	Anne C. Harper	King County District Court	(1,000.00)	(35,000.00)
Deposit	01/18/2019	1527...	Gregg Hirakawa	King County District Court	(1,000.00)	(36,000.00)
Deposit	01/18/2019	1527...	Rhonda Laumann	King County District Court	(1,000.00)	(37,000.00)
Deposit	01/18/2019	1527...	Susan Mahoney	King County District Court	(1,000.00)	(38,000.00)
Deposit	01/18/2019	1527...	Peter Nault	King County District Court	(1,000.00)	(39,000.00)
Deposit	01/18/2019	1527...	Marcus W. Naylor	King County District Court	(1,000.00)	(40,000.00)
Deposit	01/18/2019	1527...	Lisa O'Toole	King County District Court	(1,000.00)	(41,000.00)
Deposit	01/18/2019	1527...	Lisa Paglisotti	King County District Court	(1,000.00)	(42,000.00)
Deposit	01/18/2019	1527...	Jason Poydras	King County District Court	(1,000.00)	(43,000.00)
Deposit	01/18/2019	1527...	Ketu Shah	King County District Court	(1,000.00)	(44,000.00)
Deposit	01/18/2019	1527...	David A. Steiner	King County District Court	(1,000.00)	(45,000.00)
Deposit	01/18/2019	1527...	Elizabeth D. Stephenson	King County District Court	(1,000.00)	(46,000.00)
Deposit	01/18/2019	1527...	Donna Tucker	King County District Court	(1,000.00)	(47,000.00)
Deposit	01/18/2019	1527...	Matthew York	King County District Court	(1,000.00)	(48,000.00)
Deposit	01/18/2019	4100...	Damon G. Shadid	Seattle Municipal Court	(1,000.00)	(49,000.00)
Deposit	01/18/2019	4100...	Adam C. Eisenberg	Seattle Municipal Court	(1,000.00)	(50,000.00)
Deposit	01/18/2019	4100...	Faye R. Chess	Seattle Municipal Court	(1,000.00)	(51,000.00)
Deposit	01/18/2019	4100...	Anita M. Crawford-Willis	Seattle Municipal Court	(1,000.00)	(52,000.00)
Deposit	01/18/2019	4100...	Willie Gregory	Seattle Municipal Court	(1,000.00)	(53,000.00)
Deposit	01/18/2019	4100...	Andrea Chin	Seattle Municipal Court	(1,000.00)	(54,000.00)
Deposit	01/18/2019	4100...	Edward McKenna	Seattle Municipal Court	(1,000.00)	(55,000.00)
Deposit	01/18/2019	4100...	Park D. Eng	Magistrate Seattle Municipal Court	(800.00)	(55,800.00)
Deposit	01/18/2019	4100...	Robert Chung	Magistrate Seattle Municipal Court	(800.00)	(56,600.00)
Deposit	01/18/2019	4100...	Mary Lynch	Magistrate Seattle Municipal Court	(800.00)	(57,400.00)
Deposit	01/18/2019	4100...	Jennifer Cruz	Magistrate Seattle Municipal Court	(800.00)	(58,200.00)
Deposit	01/18/2019	4100...	Jerome Roache	Magistrate Seattle Municipal Court	(800.00)	(59,000.00)
Deposit	01/18/2019		Michael Bobbink	Personal check (no check number on check)	(500.00)	(59,500.00)
Deposit	01/18/2019		Vance Peterson	Spokane County District Court (Western uni...	(25.00)	(59,525.00)
Deposit	01/18/2019	0016...	Stephen E. Moore	Lynnwood Municipal Court	(1,000.00)	(60,525.00)
Deposit	01/18/2019	1532...	Kelley Olwell	Yakima Municipal Court	(1,000.00)	(61,525.00)
Deposit	01/18/2019	0015...	Susan Adams	Yakima Municipal Court	(1,000.00)	(62,525.00)
Deposit	01/18/2019	0907...	Andrea Vingo	Hoquiam Municipal Court	(500.00)	(63,025.00)
Deposit	01/18/2019	8590	Elizabeth E. Verhey	Retired	(25.00)	(63,050.00)
Deposit	01/18/2019	2654...	David A. Larson	Federal Way Municipal Court	(1,000.00)	(64,050.00)
Deposit	01/18/2019	2654...	Rebecca Robertson	Federal Way Municipal Court	(1,000.00)	(65,050.00)
Deposit	01/18/2019	0005...	Debra Lev	Bellingham Municipal	(1,000.00)	(66,050.00)
Deposit	01/18/2019	0005...	Pete Smiley	Bellingham Municipal	(800.00)	(66,850.00)
Deposit	01/18/2019	1082	David Ebenger	Winthrop, Twisp, Omak & Brewster	(250.00)	(67,100.00)
Deposit	01/18/2019	0107...	Anthony Parise	Whatcom County Dist	(800.00)	(67,900.00)
Deposit	01/18/2019	0107...	Matt Elich	Whatcom County Dist	(1,000.00)	(68,900.00)
Deposit	01/18/2019	0107...	David Grant	Whatcom County Dist	(1,000.00)	(69,900.00)
Deposit	01/18/2019	17576	G. Scott Marinella	Columbia County District	(500.00)	(70,400.00)
Deposit	01/18/2019	1008...	Wade Samuelson	Lewis County District	(1,000.00)	(71,400.00)
Deposit	01/18/2019	1008...	R. W. Buzzard	Lewis County District	(1,000.00)	(72,400.00)
Deposit	01/18/2019	1008...	Wendy S. Tripp	Lewis County District	(200.00)	(72,600.00)
Deposit	01/18/2019	0015...	Tamara A. Hanlon	Yakima Municipal Court	(400.00)	(73,000.00)
Deposit	01/18/2019	9840...	Erik S. Rohrer	Clallam county District Court	(500.00)	(73,500.00)
Deposit	01/18/2019	53516	Christopher L. Bates	Montesano Municipal Court	(250.00)	(73,750.00)
Deposit	01/18/2019	0806...	George Steele	Mason County District Court	(1,000.00)	(74,750.00)
Deposit	01/18/2019	3708...	Terry Jurado	Renton Municipal Court	(1,000.00)	(75,750.00)
Deposit	01/18/2019	0002...	Rick L. Hansen	East District Court Klickitat	(500.00)	(76,250.00)
Deposit	01/18/2019	84181	Roger Bennett	City of Battle Ground	(500.00)	(76,750.00)
Deposit	01/18/2019	35117	Joseph Mano	Napavine Municipal	(250.00)	(77,000.00)
Deposit	01/23/2019	0019...	Wayne Stewart	City of Mercer Island	(500.00)	(77,500.00)
Deposit	01/23/2019	4204...	Kristian E. Hedine	Walla Walla District	(1,000.00)	(78,500.00)
Deposit	01/23/2019	8103...	Darrel R. Ellis	Kittitas County	(1,000.00)	(79,500.00)

Washington State District And Municipal Court Judges Assoc.

Transaction Detail by Account

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Type	Date	Num	Name	Memo	Amount	Balance
Deposit	01/23/2019	0017...	N. Scott Stewart	Issaquah Municipal Court	(500.00)	(80,000.00)
Deposit	01/23/2019	2022...	Douglas Fair	Snohomish County	(1,000.00)	(81,000.00)
Deposit	01/23/2019	2022...	Jeffery Goodwin	Snohomish County	(1,000.00)	(82,000.00)
Deposit	01/23/2019	2022...	Elizabeth A. Fraiser	Snohomish County	(1,000.00)	(83,000.00)
Deposit	01/23/2019	2022...	Rick Leo	Snohomish County	(1,000.00)	(84,000.00)
Deposit	01/23/2019	2022...	Jenn Rancourt	Snohomish County	(1,000.00)	(85,000.00)
Deposit	01/23/2019	2022...	Patricia L. Lyon	Snohomish County	(1,000.00)	(86,000.00)
Deposit	01/23/2019	2022...	Steven Clough	Snohomish County	(1,000.00)	(87,000.00)
Deposit	01/23/2019	2022...	Tam Thi-Dang Bui	Snohomish County	(1,000.00)	(88,000.00)
Deposit	01/23/2019	2022...	Tony Howard	Snohomish County	(1,000.00)	(89,000.00)
Deposit	01/23/2019	9910...	Dan LeBeau	Town of Colton	(250.00)	(89,250.00)
Deposit	01/23/2019	50713	Therese Murphy	Zillah Municipal Court	(250.00)	(89,500.00)
Deposit	01/23/2019	31861	Michael L. Everett	Wapato Municipal Court (Associate Member	(25.00)	(89,525.00)
Deposit	01/23/2019	2124...	John A. Miller	Firecrest Municipal Court	(250.00)	(89,775.00)
Deposit	01/23/2019	03725	Robert Grim	Okanogan Co. District Court	(1,000.00)	(90,775.00)
Deposit	01/23/2019	03725	Charles Short	Okanogan Co. District Court	(1,000.00)	(91,775.00)
Deposit	01/23/2019	3225...	Eric C. Bigger	Douglas County District	(1,000.00)	(92,775.00)
Deposit	01/23/2019	51351	Chancey C. Crowell	East Wenatchee Municipal Court	(500.00)	(93,275.00)
Deposit	01/23/2019	0633...	Susan L. Solan	Aberdeen Municipal Court	(500.00)	(93,775.00)
Deposit	01/23/2019	64769	Sandra L. Allen	Milton Court	(250.00)	(94,025.00)
Deposit	01/23/2019	75993	Timothy A. Dury	Port Orchard Municipal Court	(500.00)	(94,525.00)
Deposit	01/23/2019	1097...	Kevin Ringus	Fife Municipal Court	(1,000.00)	(95,525.00)
Deposit	01/23/2019	6048...	Thomas Copland	Grays Harbor County	(1,000.00)	(96,525.00)
Deposit	01/23/2019	6048...	Kyle Imler	Grays Harbor County	(1,000.00)	(97,525.00)
Deposit	02/01/2019	0160...	Darrel R. Ellis	City of Roslyn (Mailed from Judge Robertson)	(250.00)	(97,775.00)
Deposit	02/01/2019	2057...	Michelle Gehlsen	City of Bottell (Mailed from Judge Robertson)	(1,000.00)	(98,775.00)
Deposit	02/01/2019	1416...	Kristen L. Parcher	Clark County	(1,000.00)	(99,775.00)
Deposit	02/01/2019	2867...	Jeffrey J. Baker	Klickitat County	(500.00)	(100,275.00)
Deposit	02/01/2019	1499...	Brett Buckley	Thurston County	(1,000.00)	(101,275.00)
Deposit	02/01/2019	1499...	Kalo Wilcox	Thurston County	(1,000.00)	(102,275.00)
Deposit	02/01/2019	1499...	Paul Wohl	Thurston County	(800.00)	(103,075.00)
Deposit	02/01/2019	1499...	Samuel G. Meyer	Thurston County	(1,000.00)	(104,075.00)
Deposit	02/01/2019	2270...	Craig Stilwell	City of Pasco	(500.00)	(104,575.00)
Deposit	02/01/2019	0494...	Warren Gilbert	Skagit County	(1,000.00)	(105,575.00)
Deposit	02/01/2019	0494...	Diane Goddard	Skagit County	(1,000.00)	(106,575.00)
Deposit	02/01/2019	0494...	Thomas L. Verge	Skagit County	(1,000.00)	(107,575.00)
Deposit	02/01/2019	0494...	Jenifer Howson	Skagit County	(800.00)	(108,375.00)
Deposit	02/01/2019	59433	Robert Freeby	City of Buckley	(200.00)	(108,575.00)
Deposit	02/01/2019	2196...	James M.B. Buzzard	City of Centralia	(500.00)	(109,075.00)
Deposit	02/01/2019	1471...	Terri K. Cooper	City of Cheney	(200.00)	(109,275.00)
Deposit	02/01/2019	1142...	Adalia A. Hille	Adams County	(500.00)	(109,775.00)
Deposit	02/01/2019	1362	Eric Weston	Raymond Municipal/South Bend Municipal	(250.00)	(110,025.00)
Deposit	02/01/2019	6729	Nancy A. Harmon	Chelan County (retired)	(25.00)	(110,050.00)
Deposit	02/01/2019	2697...	Heidi Heywood	Wahkiakum County	(500.00)	(110,550.00)
Deposit	02/01/2019	0135...	Dan B Johnson	Lincoln County	(500.00)	(111,050.00)
Deposit	02/01/2019	2434...	Andrea Beall	City of Puyallup	(1,000.00)	(112,050.00)
Deposit	02/01/2019	2349...	Linda Coburn	City of Edmonds	(1,000.00)	(113,050.00)
Deposit	02/01/2019	1142...	Carolyn J. Benzel	Adams County	(1,000.00)	(114,050.00)
Deposit	02/01/2019	1181	Richard White	Retired	(25.00)	(114,075.00)
Deposit	02/01/2019	1478...	Lizanne Padula	Pierce County	(1,000.00)	(115,075.00)
Deposit	02/01/2019	1478...	Karl Williams	Pierce County	(1,000.00)	(116,075.00)
Deposit	02/01/2019	1478...	Lloyd Oaks	Pierce County	(1,000.00)	(117,075.00)
Deposit	02/01/2019	1478...	Jeanette Lineberry	Pierce County	(1,000.00)	(118,075.00)
Deposit	02/01/2019	1478...	Kevin McCann	Pierce County	(1,000.00)	(119,075.00)
Deposit	02/01/2019	1478...	Claire Sussman	Pierce County	(1,000.00)	(120,075.00)
Deposit	02/01/2019	1478...	Karla Buttorff	Pierce County	(1,000.00)	(121,075.00)
Deposit	02/01/2019	1478...	Judy Jasprica	Pierce County	(1,000.00)	(122,075.00)
Deposit	02/01/2019	1297...	Lorrie Towers	Marysville Municipal Court	(1,000.00)	(123,075.00)
Deposit	02/01/2019	1297...	Fred L. Gillings	Marysville Municipal Court	(1,000.00)	(124,075.00)
Deposit	02/01/2019	2371	Terrance G. Lewis	Lynden Municipal Court (personal check)	(250.00)	(124,325.00)
Deposit	02/01/2019	84605	Kristopher Kaino	City of Long Beach	(250.00)	(124,575.00)
Deposit	02/01/2019	47114	Krista White Swain	City of Black Diamond	(250.00)	(124,825.00)
Deposit	02/01/2019	5569...	Michael Valerien	City of Spokane	(800.00)	(125,625.00)
Deposit	02/01/2019	5569...	Gerald A. Caniglia	City of Spokane	(800.00)	(126,425.00)
Deposit	02/01/2019	5569...	Tracy A. Staab	City of Spokane	(1,000.00)	(127,425.00)
Deposit	02/01/2019	5569...	Matthew W. Antush	City of Spokane	(1,000.00)	(128,425.00)
Deposit	02/01/2019	5569...	Mary C. Logan	City of Spokane	(1,000.00)	(129,425.00)
Deposit	02/01/2019	5569...	Kristin O'Sullivan	City of Spokane	(800.00)	(130,225.00)
Deposit	02/01/2019	5569...	Howard F Delaney	City of Spokane	(200.00)	(130,425.00)
Deposit	02/01/2019	2855...	Tina Kernan	Asotin County	(1,000.00)	(131,425.00)
Deposit	02/01/2019	2099...	Carolyn Jewett	San Juan County	(1,000.00)	(132,425.00)
Deposit	02/01/2019	89280	Zenon P. Olbertz	Gig Harbor	(500.00)	(132,925.00)
Deposit	02/01/2019	7522...	Kevin Eilmes	Yakima County	(800.00)	(133,725.00)
Deposit	02/01/2019	7522...	Brian Sanderson	Yakima County	(1,000.00)	(134,725.00)
Deposit	02/01/2019	7522...	Kevin Roy	Yakima County	(1,000.00)	(135,725.00)
Deposit	02/01/2019	7522...	Donald W. Engel	Yakima County	(1,000.00)	(136,725.00)
Deposit	02/01/2019	7522...	Alfred G. Schwespe	Yakima County	(1,000.00)	(137,725.00)
Deposit	02/01/2019	1694...	Ronald Reynier	Skamania County	(500.00)	(138,225.00)

Washington State District And Municipal Court Judges Assoc. Transaction Detail by Account

July 2018 through March 2019

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	02/01/2019	0055...	William H. Hawkins	Island County	(1,000.00)	(139,225.00)
Deposit	02/01/2019	0055...	Ronald Andrew M Costeck	Island County	(800.00)	(140,025.00)
Deposit	02/04/2019	0034...	Sara L. McCulloch	Bainbridge Island Municipal Court	(500.00)	(140,525.00)
Deposit	02/04/2019	20213	Timothy Jenkins	Sumner Municipal Court	(500.00)	(141,025.00)
Deposit	02/04/2019	2423	L. Stephen Rochon	Pacific, Algona and Maple Valley Municipal ...	(250.00)	(141,275.00)
Deposit	02/04/2019	7685	Steven Buzzard	Retired	(25.00)	(141,300.00)
Deposit	02/04/2019	23686	Brock D. Stiles	Sedro-Woolley Municipal Court	(250.00)	(141,550.00)
Deposit	02/04/2019	0420...	Robert R. Northcott	Granger Municipal Court	(250.00)	(141,800.00)
Deposit	02/04/2019	0451...	Thomas W. Cox	Garfield County District	(500.00)	(142,300.00)
Deposit	02/04/2019	0928...	Mark Kaiman	Ferndale Municipal Court	(250.00)	(142,550.00)
Deposit	02/04/2019	7326...	Glenn Phillips	Kent Municipal	(1,000.00)	(143,550.00)
Deposit	02/04/2019	7326...	Michael R Frans	Kent Municipal	(1,000.00)	(144,550.00)
Deposit	02/04/2019	7326...	Eric R Olsen	Kent Municipal	(200.00)	(144,750.00)
Deposit	02/04/2019	95972	Steven L. Michels	City of Sunnside	(500.00)	(145,250.00)
Deposit	02/04/2019	0726...	Bronson Faul	Selah Municipal Court	(250.00)	(145,500.00)
Check	02/14/2019		Upper Kittitas County	Dues refund for Judge Ellis	500.00	(145,000.00)
Deposit	02/22/2019	1416...	John O. Knowlton	Clark County District Court	(1,000.00)	(146,000.00)
Deposit	02/22/2019	1416...	Sonya L. Langsdorf	Clark County District Court	(1,000.00)	(147,000.00)
Deposit	02/22/2019	1416...	Abigail Bartlett	Clark County District Court	(400.00)	(147,400.00)
Deposit	02/22/2019	1416...	Darvin Zimmerman	Clark County District Court	(1,000.00)	(148,400.00)
Deposit	02/22/2019	1416...	Kelli E. Osler	Clark County District Court	(1,000.00)	(149,400.00)
Deposit	02/22/2019	1416...	Chad E. Sleight	Clark County District Court	(1,000.00)	(150,400.00)
Deposit	02/22/2019	1416...	Todd George	Clark County District Court	(800.00)	(151,200.00)
Deposit	02/22/2019	0537...	Arthur Blauvelt III	Elma & Oakville Municipal Courts	(250.00)	(151,450.00)
Deposit	02/22/2019	34123	Susan Arb	Moxee Municipal Court	(250.00)	(151,700.00)
Deposit	02/22/2019	7034...	Michael J. Lambo	Kirkland Municipal	(1,000.00)	(152,700.00)
Deposit	02/22/2019	7034...	John Olson	Kirkland Municipal	(400.00)	(153,100.00)
Deposit	02/22/2019	1869...	Katharine Butler	Benton County District	(1,000.00)	(154,100.00)
Deposit	02/22/2019	1869...	Daniel Kathren	Benton County District	(1,000.00)	(155,100.00)
Deposit	02/22/2019	1869...	Steven T Osborn	Benton County District	(1,000.00)	(156,100.00)
Deposit	02/22/2019	1869...	Terry Tanner	Benton County District	(1,000.00)	(157,100.00)
Deposit	02/22/2019	1869...	John S Ziobro	Benton County District	(1,000.00)	(158,100.00)
Deposit	02/22/2019	3829...	James Doctor	Bremerton Municipal	(1,000.00)	(159,100.00)
Deposit	02/22/2019	3829...	Shane Seaman	Bremerton Municipla	(200.00)	(159,300.00)
Deposit	02/22/2019	45283	Gregory J. Tripp	Airway Heights Municipal Court	(250.00)	(159,550.00)
Deposit	02/22/2019	3770...	Jeffrey J. Jahns	Kitsap County	(1,000.00)	(160,550.00)
Deposit	02/22/2019	3770...	Claire Bradley	Kitsap County	(1,000.00)	(161,550.00)
Deposit	02/22/2019	3770...	Kevin P Kelly	Kitsap County	(1,000.00)	(162,550.00)
Deposit	02/22/2019	3770...	Marilyn Paja	Kitsap County	(1,000.00)	(163,550.00)
Deposit	02/22/2019	34455	Thomas M. Ellington	Roy Municipal Court	(250.00)	(163,800.00)
Deposit	02/22/2019	9216	Douglas K. Garrison	Wapato Municipal Court	(250.00)	(164,050.00)
Deposit	02/22/2019	0407...	Darrel R. Ellis	Cle Elum Municipal Court	(250.00)	(164,300.00)
Deposit	02/22/2019	8103...	Paul R Sander	Lower Kittitas County District Court	(1,000.00)	(165,300.00)
Deposit	02/22/2019	1381...	Randall L. Hansen	Tacoma Municipal Court	(400.00)	(165,700.00)
Deposit	02/22/2019	1381...	Dennis H. Ball	Tacoma Municipal Court	(800.00)	(166,500.00)
Deposit	02/22/2019	1381...	David B Ladenburg	Tacoma Municipal Court	(1,000.00)	(167,500.00)
Deposit	02/22/2019	1381...	Drew Henke	Tacoma Municipal Court	(1,000.00)	(168,500.00)
Deposit	02/22/2019	1381...	Dwayne L Christopher	Tacoma Municipal Court	(1,000.00)	(169,500.00)
Deposit	02/22/2019	0034...	Gerald F. Roach	Franklin County	(1,000.00)	(170,500.00)
Deposit	02/22/2019	8353...	Roy Fore	Chehal County	(1,000.00)	(171,500.00)
Deposit	02/22/2019	3800...	Kimberly Walden	Tuckwila Municipal Court	(500.00)	(172,000.00)
Deposit	02/22/2019	1235...	Robert Hamilton	SeaTac Municipal Court	(500.00)	(172,500.00)
Deposit	02/22/2019	1003...	Jeffrey L. Tolman	Poulsbo Municipal	(500.00)	(173,000.00)
Deposit	02/22/2019	1179	John H. Doherty	Clallam District Retired	(25.00)	(173,025.00)
Deposit	02/22/2019	1000...	John A Hays	Cowlitz District	(1,000.00)	(174,025.00)
Deposit	02/22/2019	1000...	Debra L Burchett	Cowlitz District	(1,000.00)	(175,025.00)
Deposit	02/22/2019	1000...	M. Jamie Imboden	Cowlitz District	(1,000.00)	(176,025.00)
Deposit	02/22/2019	3327...	Thomas Brown	Ferry County	(500.00)	(176,525.00)
Deposit	02/22/2019	19665	Stephen D Greer	Shelton Municipal Court	(500.00)	(177,025.00)
Deposit	02/22/2019	1566...	Lisa Leone	Des Moines Municipal Court	(500.00)	(177,525.00)
Deposit	02/22/2019	90347	Susan Adams	Lakewood Municipal Court	(1,000.00)	(178,525.00)
Deposit	02/22/2019	2158	Gina Tveit	Stevens County District (personal Check)8	(1,000.00)	(179,525.00)
Deposit	03/21/2019	89690	Mara J. Rozzano	Monroe Municipal Court	(250.00)	(179,775.00)
Total Membership Revenue					(179,775.00)	(179,775.00)
Other Revenue						
Deposit	08/15/2018			bank of america cash reward	(369.81)	(369.81)
Total Other Revenue					(369.81)	(369.81)

Washington State District And Municipal Court Judges Assoc. Transaction Detail by Account

July 2018 through March 2019

Type	Date	Num	Name	Memo	Amount	Balance
Prior Year Budget Expense						
Check	07/25/2018		Cheilan County	Education Security	2,500.00	2,500.00
Check	07/25/2018		Cheilan County	Education Committee	135.47	2,635.47
Deposit	08/15/2018		Rebecca Robertson	reimbursement to the DMCJA for one night,...	(169.96)	2,465.51
Check	08/31/2018		Superior Court Judges Association	Prior Year	99.50	2,565.01
Check	09/05/2018		4imprint	President Expense	1,312.05	3,877.06
Check	09/06/2018		AOC	Board Meeting Expense	2,698.86	6,575.92
Check	09/06/2018		AOC	Conference Calls	76.65	6,652.57
Check	09/06/2018		AOC	Education Committee	81.15	6,733.72
Check	09/06/2018		AOC	Judicial Indep Fire Brigade	81.15	6,814.87
Check	09/06/2018		AOC	Legislative Committe	81.16	6,896.03
Check	09/06/2018		AOC	Rules Committee	81.15	6,977.18
Check	09/06/2018		AOC	Therapeutic Courts Committee	81.15	7,058.33
Check	10/02/2018		Kevin Ringus	board	139.42	7,197.75
Check	10/04/2018		Administrative Office of the Courts	Board	857.02	8,054.77
Check	10/04/2018		Administrative Office of the Courts	Long Range Planning Committee	581.20	8,635.97
Check	10/04/2018		Administrative Office of the Courts	conference Calls	76.86	8,712.83
Total Prior Year Budget Expense					8,712.83	8,712.83
Board Meeting Expense						
Check	07/26/2018		Kevin Ringus	Board Meeting Expense	21.80	21.80
Check	07/26/2018		Rick Leo	Board Meeting Expense	23.38	45.18
Check	07/26/2018		Michelle Gehlsen	Board Meeting Expense	30.52	75.70
Check	07/26/2018		Drew Henke	Board Meeting Expense	30.52	106.22
Check	07/26/2018		Samuel G. Meyer	Board Meeting Expense	54.50	160.72
Check	07/26/2018		Scott Ahlf	Board Meeting Expense	54.50	215.22
Check	07/26/2018		Charles Short	Board Meeting Expense	260.51	475.73
Check	07/26/2018		Robert Grim	Board Meeting Expense	272.50	748.23
Check	07/26/2018		Ingallina's Box Lunch	Ingallina's Box Lunch Bill Payment	383.13	1,131.36
Check	07/27/2018		Michelle Gehlsen	Board Meeting Expense	30.52	1,161.88
Check	07/27/2018		Michael Finkle	Board Meeting Expense	26.16	1,188.04
Check	07/30/2018		Linda Coburn	Board Meeting Expense	33.79	1,221.83
Check	08/16/2018		Judy Jasprica	Board Meeting Expense	139.42	1,361.25
Check	08/16/2018		Drew Henke	DMCJ Board Meeting 8/10/18	27.25	1,388.50
Check	08/16/2018		Kevin Ringus	DMCJ Board Meeting 8/10/18	21.80	1,410.30
Check	08/16/2018		Michael Finkle	DMCJ Board Meeting 8/10/18	19.62	1,429.92
Check	08/16/2018		Michelle Gehlsen	DMCJ Board Meeting 8/10/18	28.34	1,458.26
Check	08/16/2018		Rick Leo	DMCJ Board Meeting 8/10/18	26.09	1,484.35
Check	08/16/2018		Samuel G. Meyer	DMCJ Board Meeting 8/10/18	54.50	1,538.85
Check	08/16/2018		Scott Ahlf	DMCJ Board Meeting 8/10/18	54.50	1,593.35
Check	08/21/2018		Jennifer L. Fassbender	DMCJ Board Meeting 8/10/18	21.57	1,614.92
Check	08/21/2018		Dan B Johnson	DMCJ Board Meeting 8/10/18	407.66	2,022.58
Check	08/21/2018		Robert Grim	DMCJ Board Meeting 8/10/18	115.46	2,138.04
Check	09/05/2018		AOC		1,003.03	3,141.07
Check	10/04/2018		Kevin Ringus		36.00	3,177.07
Check	10/04/2018		Ingallina's Box Lunch	Memo:Ingallina's Box Lunch Bill Payment	333.80	3,510.87
Check	10/04/2018		Rebecca Robertson	9/23/18	46.00	3,556.87
Check	10/04/2018		Michael Finkle	9/23/18	141.42	3,698.29
Check	10/04/2018		Michelle Gehlsen	9/23/18	141.42	3,839.71
Check	10/04/2018		Linda Coburn	9/23/18	141.42	3,981.13
Check	10/12/2018		Dan B Johnson	9/23	36.00	4,017.13
Check	10/12/2018		City of Olympia	9/23 Board meeting	105.42	4,122.55
Check	10/17/2018		Scott Ahlf		36.00	4,158.55
Check	10/17/2018		Judy Jasprica	9/23/18	141.42	4,299.97
Check	10/19/2018		Ingallina's Box Lunch	Ingallina's Box Lunch Bill Payment	270.82	4,570.79
Check	10/19/2018		Jennifer L. Fassbender	9/23/18	136.91	4,707.70
Check	10/19/2018		Administrative Office of the Courts	10/2018 invoice	115.62	4,823.32
Check	10/19/2018		Jennifer L. Fassbender	10/12/18	7.50	4,830.82
Check	10/19/2018		Michael Finkle	Board meeting 10/12/18	19.62	4,850.44
Check	10/22/2018		Samuel G. Meyer	Board Meeting	54.50	4,904.94
Check	10/22/2018		Charles Short		374.54	5,279.48
Deposit	10/30/2018		Linda Coburn	RETURNED BILL PAYMENT FROM Linda ...	(33.79)	5,245.69
Check	10/30/2018		Linda Coburn	replaced uncashed check	33.79	5,279.48
Check	11/16/2018		Samuel G. Meyer	Board meeting 11/9/18	54.50	5,333.98
Check	11/16/2018		Michelle Gehlsen	Board meeting 11/9/18	30.52	5,364.50
Check	11/16/2018		Rick Leo	Board meeting 11/9/18	25.54	5,390.04
Check	11/16/2018		Linda Coburn	Board meeting 11/9/18	16.89	5,406.93
Check	11/21/2018		Jeffery Smith	11/9/18	216.85	5,623.78
Check	11/21/2018		Michael Finkle	11/9/18	21.80	5,645.58
Check	11/21/2018		Jennifer L. Fassbender	11/9/18	7.50	5,653.08
Check	11/21/2018		Ingallina's Box Lunch	11/9/18 board meeting	348.65	6,001.73
Check	12/07/2018		AOC	October charges MS111918-03	1,020.92	7,022.65
Check	12/17/2018		Drew Henke	Board Meeting 12/14/18	14.17	7,036.82
Check	12/17/2018		Kevin Ringus	Board Meeting 12/14/18	21.80	7,058.62
Check	12/17/2018		Linda Coburn	Board Meeting 12/14/18	16.89	7,075.51
Check	12/17/2018		Michelle Gehlsen	Board Meeting 12/14/18	30.52	7,106.03
Check	12/17/2018		Samuel G. Meyer	Board Meeting 12/14/18	54.50	7,160.53
Check	12/17/2018		Scott Ahlf	Board Meeting 12/14/18	54.50	7,215.03

**Washington State District And Municipal Court Judges Assoc.
Transaction Detail by Account**

July 2018 through March 2019

Type	Date	Num	Name	Memo	Amount	Balance
Check	01/02/2019		Ingallina's Box Lunch	December Board meeting	370.59	7,585.62
Check	01/04/2019		Jennifer L. Fassbender	Board Meeting	10.00	7,595.62
Check	01/14/2019		AOC	December, 2018 MS121418-02	329.24	7,924.86
Check	01/18/2019		Ingallina's Box Lunch	01-473478	302.56	8,227.42
Check	01/18/2019		Charles Short	DMCJA Meeting 1/11/19	103.45	8,330.87
Check	01/18/2019		Linda Coburn	DMCJA Meeting 1/11/19	35.96	8,366.83
Check	01/18/2019		Michelle Gehlsen	DMCJA Meeting 1/11/19	32.48	8,399.31
Check	01/18/2019		Rick Leo	DMCJA Meeting 1/11/19	27.43	8,426.74
Check	01/18/2019		Samuel G. Meyer	DMCJA Meeting 1/11/19	58.00	8,484.74
Check	01/18/2019		Scott Ahlf	DMCJA Meeting 1/11/19	58.00	8,542.74
Check	02/14/2019		AOC		819.64	9,362.38
Check	03/14/2019		Jennifer L. Fassbender	uber	31.57	9,393.95
Check	03/14/2019		Jennifer L. Fassbender	parking	11.00	9,404.95
Check	03/14/2019		Kevin Ringus	DMCJA Board Meeting 3/8/19	23.20	9,428.15
Check	03/14/2019		Linda Coburn	DMCJA Board Meeting 3/8/19	35.96	9,464.11
Check	03/14/2019		Michelle Gehlsen	DMCJA Board Meeting 3/8/19	47.56	9,511.67
Check	03/14/2019		Rick Leo	DMCJA Board Meeting 3/8/19	24.76	9,536.43
Check	03/14/2019		Scott Ahlf	DMCJA Board Meeting 3/8/19	58.00	9,594.43
Check	03/14/2019		Samuel G. Meyer	DMCJA Board Meeting 3/8/19	58.00	9,652.43
Check	03/18/2019		AOC	January invoice DD022019-02	427.68	10,080.11
Check	03/28/2019		Ingallina's Box Lunch		349.20	10,429.31
Total Board Meeting Expense					10,429.31	10,429.31
Bookkeeping Expense						
Check	07/17/2018		Pierce County Bookkeeping	Pierce County Bookkeeping Bill Payment	312.00	312.00
Check	08/13/2018		Pierce County Bookkeeping	July bookkeeping	344.50	656.50
Check	09/07/2018		Pierce County Bookkeeping	Aug. Invoice 759	344.50	1,001.00
Check	10/12/2018		Dino W Traverso, PLLC	Tax return	600.00	1,601.00
Check	10/12/2018		Pierce County Bookkeeping	September invoice 767	318.00	1,919.00
Check	11/09/2018		Pierce County Bookkeeping	October services invoice 776	318.00	2,237.00
Check	12/07/2018		Pierce County Bookkeeping	November 2018 Invoice	318.00	2,555.00
Check	01/14/2019		Pierce County Bookkeeping	December Bookkeeping Service	318.00	2,873.00
Check	02/06/2019		Pierce County Bookkeeping	January Services	477.00	3,350.00
Check	03/11/2019		Pierce County Bookkeeping		397.50	3,747.50
Total Bookkeeping Expense					3,747.50	3,747.50
Conference Calls						
Check	09/05/2018		AOC		6.16	6.16
Check	10/19/2018		Administrative Office of the Courts	10/2018 invoice	81.73	87.89
Check	12/07/2018		AOC	October charges MS111918-03	73.85	161.74
Check	02/14/2019		AOC		39.17	200.91
Check	03/18/2019		AOC	January invoice DD022019-02	52.56	253.47
Total Conference Calls					253.47	253.47
Diversity Committee						
Check	03/01/2019		The Judicial Institute		500.00	500.00
Total Diversity Committee					500.00	500.00
DMCJA/SCJA Sentencing Alt.						
Check	12/07/2018		AOC	October charges MS111918-03	611.80	611.80
Check	02/14/2019		AOC		321.40	933.20
Total DMCJA/SCJA Sentencing Alt.					933.20	933.20
DMCMA Liaison Committee						
Check	11/21/2018		Michelle Gehlsen	11/8/18	30.52	30.52
Check	01/18/2019		Michelle Gehlsen	DMCMA meeting 1/10/19	32.48	63.00
Total DMCMA Liaison Committee					63.00	63.00
Education Committee						
Check	10/24/2018		Douglas Fair	Ed. Comm meeting 10/18	32.70	32.70
Check	10/24/2018		James Doctor	Ed. Comm meeting 10/18	64.95	97.65
Check	10/24/2018		Roy Fore	Ed. Comm meeting 10/18	166.77	264.42
Check	10/24/2018		Timothy Jenkins	Ed. Comm meeting 10/18	9.81	274.23
Check	10/24/2018		Tom Verge	Ed. Comm meeting 10/18	85.02	359.25
Check	10/25/2018		Charles Short	10/18/18	369.43	728.68
Check	10/26/2018		Ingallina's Box Lunch	10/18/18	176.66	905.34
Check	11/21/2018		Jeffery Smith	11-5-18 - 11-8-18	233.00	1,138.34
Total Education Committee					1,138.34	1,138.34

Washington State District And Municipal Court Judges Assoc.
Transaction Detail by Account
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Type	Date	Num	Name	Memo	Amount	Balance
Educational Grants						
Check	10/25/2018		Thurston County District Court	NAPCO Conference	1,000.00	1,000.00
Check	01/14/2019		Spokane Municipal Court	Washington DC	1,000.00	2,000.00
Total Educational Grants					2,000.00	2,000.00
Judicial Assistance Committee						
Check	07/30/2018		Mary C. Logan	Judicial Assistance Committee	18.72	18.72
Check	09/05/2018		Judith Anderson	Certificate frame	16.00	34.72
Check	09/17/2018		Susanna Neil Kanther-Raz	3rd Qtr payment and Session	1,050.00	1,084.72
Deposit	10/12/2018			Deposit	(7,000.00)	(5,915.28)
Check	10/19/2018		Bruce Weiss	JASP Meeting 10/5/18	44.69	(5,870.59)
Check	10/19/2018		Claire Sussman	JASP Meeting 10/5/18	21.80	(5,848.79)
Check	10/19/2018		Douglas Fair	JASP Meeting 10/5/18	32.70	(5,816.09)
Check	10/19/2018		Douglas B. Robinson	JASP Meeting 10/5/18	473.62	(5,342.47)
Check	10/19/2018		James Doctor	JASP Meeting 10/5/18	64.95	(5,277.52)
Check	10/19/2018		Mary C. Logan	JASP Meeting 10/5/18	18.72	(5,258.80)
Check	10/19/2018		Marybeth Dingley	JASP Meeting 10/5/18	39.24	(5,219.56)
Check	10/19/2018		Michael Finkle	JASP Meeting 10/5/18	31.61	(5,187.95)
Check	10/19/2018		Timothy Jenkins	JASP Meeting 10/5/18	59.81	(5,128.14)
Check	10/19/2018		Administrative Office of the Courts	10/2018 invoice	629.71	(4,498.43)
Check	10/19/2018		Chris Culp	JASP meeting 10/5/18	304.80	(4,193.63)
Check	10/19/2018		Jackie Shea-Brown	JASP meeting 10/5/18	364.32	(3,829.31)
Check	10/19/2018		Susan Woodard	JASP meeting 10/5/18	340.02	(3,489.29)
Check	10/22/2018		G. Andrew H. Benjamin	10/5/18 Peer Counselor Training	750.00	(2,739.29)
Check	10/29/2018		Susanna Neil Kanther-Raz	10/5/18 Training	721.26	(2,018.03)
Check	11/05/2018		Susanna Neil Kanther-Raz	4th quarter, 2018	900.00	(1,118.03)
Check	11/05/2018		Michael Evans	10/05/2018 meeting	48.19	(1,069.84)
Check	11/09/2018		Cave B	Deposit	1,559.55	489.71
Check	12/07/2018		AOC	October charges MS111918-03	617.21	1,106.92
Check	02/06/2019		Susanna Neil Kanther-Raz	1st quarter, 2019	900.00	2,006.92
Credit ...	03/11/2019		Cave B	retreat	1,559.55	3,566.47
Check	03/28/2019		4imprint	Pens	466.36	4,032.83
Total Judicial Assistance Committee					4,032.83	4,032.83
Judicial Community Outreach						
Check	01/02/2019		Washington YMCA Youth & Gove...		1,600.00	1,600.00
Total Judicial Community Outreach					1,600.00	1,600.00
Legislative Pro-Tem						
Check	07/26/2018		City of Bothell	Legislative Pro-Tem	195.00	195.00
Check	01/25/2019		Thurston County District Court	1/15/19	150.00	345.00
Check	02/14/2019		Snohomish Co. District Court	House committee meeting	420.00	765.00
Check	02/19/2019		Thurston County District Court	1/15/19	12.69	777.69
Check	03/30/2019		City of Bothell		146.25	923.94
Total Legislative Pro-Tem					923.94	923.94
Lobbyist Contract						
Check	07/26/2018		Melanie Stewart	July Payment	2,000.00	2,000.00
Genera...	07/31/2018	CEH		1/12 of Contract	3,833.33	5,833.33
Genera...	08/15/2018	CEH		1/12 of Contract	3,833.33	9,666.66
Check	08/17/2018		Melanie Stewart	August payment	2,000.00	11,666.66
Check	09/05/2018		Melanie Stewart	September payment	2,000.00	13,666.66
Genera...	09/17/2018	CEH		1/12 of Contract	3,833.33	17,499.99
Check	10/18/2018		Melanie Stewart	October payment	2,000.00	19,499.99
Genera...	10/31/2018	CEH		1/12 of Contract	3,833.33	23,333.32
Check	11/01/2018		Melanie Stewart	November invoice	2,000.00	25,333.32
Genera...	11/30/2018	CEH		1/12 of Contract	3,833.33	29,166.65
Check	12/03/2018		Melanie Stewart	December services	2,000.00	31,166.65
Genera...	12/31/2018	CEH		1/12 of Contract	3,833.33	34,999.98
Check	01/02/2019		Melanie Stewart	January Invoice 4598	2,000.00	36,999.98
Genera...	01/31/2019	CEH		1/12 of Contract	3,833.33	40,833.31
Check	02/06/2019		Melanie Stewart	February Invoice 4607	2,000.00	42,833.31
Check	02/28/2019		Melanie Stewart	March Invoice 4629	2,000.00	44,833.31
Genera...	02/28/2019	CEH		1/12 of Contract	3,833.33	48,666.64
Check	03/27/2019		Melanie Stewart	April Invoice 4640	2,000.00	50,666.64
Genera...	03/30/2019	CEH		1/12 of Contract	3,833.33	54,499.97
Total Lobbyist Contract					54,499.97	54,499.97
Long-Range Planning Committee						
Check	03/30/2019		Michelle Gehlsen	3/27/2019	32.48	32.48
Total Long-Range Planning Committee					32.48	32.48

Washington State District And Municipal Court Judges Assoc.

Transaction Detail by Account

July 2018 through March 2019

Type	Date	Num	Name	Memo	Amount	Balance
National Leadership Grants						
Check	10/19/2018		Marilyn Paja	NAWJ Annual Meeting	2,099.00	2,099.00
Total National Leadership Grants					2,099.00	2,099.00
President Expense						
Credit ...	08/07/2018		Budd Bay Cafe Olympia		38.13	38.13
Credit ...	11/30/2018		1-800-Flowers.com	Retirement for Callie Dietz	79.86	117.99
Credit ...	01/18/2019		Anthony's Homeport		237.11	355.10
Credit ...	01/30/2019		1-800-Flowers.com	Chief Justice Fairhurst Special will refund to...	97.98	453.08
Credit ...	03/15/2019		1-800-Flowers.com	David Koss family	108.06	561.14
Check	03/22/2019		Michelle Gehlsen	In memory of Lynne Campeau	121.55	682.69
Total President Expense					682.69	682.69
Pro Tempore (Chair Approval)						
Check	01/18/2019		City of Bothell	AOC meeting Seatac 1/10/19	162.50	162.50
Total Pro Tempore (Chair Approval)					162.50	162.50
Public Outreach (ad hoc workgrp)						
Check	02/14/2019		AOC		8.00	8.00
Check	03/28/2019		Beth Fraser		45.24	53.24
Check	03/28/2019		Michelle Gehlsen		32.48	85.72
Check	03/28/2019		Scott Ahlf		58.00	143.72
Total Public Outreach (ad hoc workgrp)					143.72	143.72
SCJA Board Liaison						
Check	01/18/2019		Samuel G. Meyer	SCJA Meeting 11/03/18	54.50	54.50
Check	01/18/2019		Samuel G. Meyer	SCJA Meeting 1/11/19	65.40	119.90
Check	01/18/2019		Samuel G. Meyer	SCJA Meeting 1/5/19	58.00	177.90
Check	03/14/2019		Samuel G. Meyer	SCJA Board 2/2/19	58.00	235.90
Check	03/14/2019		Samuel G. Meyer	SCJA Board 3/2/19	58.00	293.90
Total SCJA Board Liaison					293.90	293.90
Therapeutic Courts Committee						
Check	12/07/2018		AOC	October charges MS111918-03	199.94	199.94
Total Therapeutic Courts Committee					199.94	199.94
Treasurer Expense and Bonds						
Credit ...	09/17/2018		Secretary of State	Corp renewal	10.00	10.00
Check	01/02/2019		Jennifer L. Fassbender	Postage for dues sent to bookkeeper	15.51	25.51
Check	01/18/2019		Jennifer L. Fassbender	Postage for dues sent to Bookkeeper	15.51	41.02
Check	02/06/2019		Jennifer L. Fassbender	Postage for dues sent to Bookkeeper	15.51	56.53
Check	03/22/2019		Jennifer L. Fassbender	postage	15.53	72.06
Total Treasurer Expense and Bonds					72.06	72.06
TOTAL					0.00	0.00

Other current information not included in reports

DMCJA 2018-2019 Adopted Budget			
ITEM COMMITTEE	Beginning Balance	Total Costs	Ending Balance
Access to Justice Liaison	\$100.00		\$100.00
Audit	\$2,000.00		\$2,000.00
Bar Association Liaison	\$1,500.00		\$1,500.00
Board Meeting Expense	\$30,000.00	\$10,429.00	\$19,571.00
Bookkeeping Expense	\$3,500.00	\$3,747.00	-\$247.00
Bylaws Committee	\$250.00	\$0.00	\$250.00
Conference Calls	\$250.00	\$253.00	-\$3.00
Conference Planning Committee	\$4,000.00		\$4,000.00
Conference Incidental Fees For Members Spring Conference 2019	\$40,000.00		\$40,000.00
Diversity Committee	\$2,000.00	\$500.00	\$1,500.00
DMCJA/SCJA Sentencing Alternatives aka "Trial Ct Sentencing & Supervision Comm"	\$1,000.00	\$933.00	\$67.00
DMCMA Liaison	\$500.00	\$63.00	\$437.00
DOL Liaison Committee	\$200.00		\$200.00
Education Committee	\$14,500.00	\$1,138.00	\$13,362.00
Educational Security	\$2,500.00		\$2,500.00
Education-Grants	\$5,000.00	\$2,000.00	\$3,000.00
Judicial Assistance Committee*	\$14,000.00	\$11,032.00	\$2,968.00
Judicial College Social Support	\$2,000.00	\$1,600.00	\$400.00
Judicial Community Outreach	\$4,000.00		\$4,000.00
Judicial Independence Fire Brigade	\$1,000.00		\$1,000.00
Legislative Committee	\$4,000.00		\$4,000.00
Legislative Pro-Tem	\$2,500.00	\$924.00	\$1,576.00
Lobbyist Contract	\$70,000.00	\$66,000.00	\$4,000.00
Lobbyist Expenses	\$1,500.00		\$1,500.00
Long-Range Planning Committee	\$750.00	\$32.00	\$718.00
MPA Liaison	\$1,000.00		\$1,000.00
Municipal/Dist. Ct Swearing-in 4 yrs. (12/2017)			\$0.00
National Leadership Grants	\$5,000.00	\$2,100.00	\$2,900.00
Nominating Committee	\$400.00		\$400.00
President Expense	\$5,000.00	\$683.00	\$4,317.00
Pro Tempore (committee chair approval)	\$10,000.00	\$163.00	\$10,000.00
Professional Services	\$5,000.00		\$5,000.00
Public Outreach (ad hoc workgroup)	\$2,500.00	\$144.00	\$2,356.00
Rules Committee	\$500.00		\$500.00
SCJA Board Liaison	\$1,000.00	\$294.00	\$706.00
Therapeutic Courts Committee	\$2,500.00	\$200.00	\$2,300.00
Treasurer Expense and Bonds	\$250.00	\$72.00	\$178.00
Trial Court Advocacy Board	\$500.00		\$500.00
Uniform Infraction Committee	\$1,000.00		\$1,000.00
TOTAL	\$241,700.00	\$102,307.00	\$139,556.00
TOTAL DEPOSITS MADE	\$180,421.50		
CREDIT CARD (balance owing)	\$0.00		

*includes \$7,000 from the SCJA
Balance as of 3-31-2019

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Statement of Account

PAGE 1 OF 1

Statement Ending Date March 31, 2019

Last Statement Date March 1, 2019

Account Number

To report a lost or stolen card,
call 800-472-3272.

For 24-hour telephone banking,
call 877-431-1876.

WA STATE DIST & MUNICIPAL COURT JUDGES'
JUDGE MICHELLE K GEHLEN
10116 NE 183RD ST
BOTHELL, WA 98011-3416

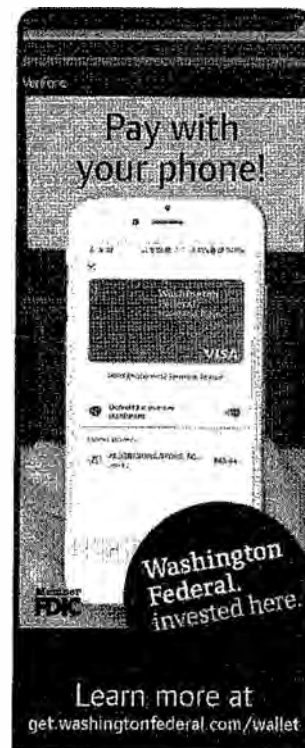
15052

For questions or assistance with your account(s),
please call us at 800-324-9375 or stop by your local branch.

Business Premium Money Market Summary -

Annual Percentage Yield Earned for this Statement Period	1.298%
Interest Rate	1.290%
Year-to-Date Interest Paid	\$161.56

Beginning Balance	\$50,826.38
Interest Earned This Period	+55.69
Deposits and Credits	+0.00
Checks Paid	-229.61
ATM, Electronic and Debit Card Withdrawals	-0.00
Other Transactions	-0.00
Ending Balance	\$50,652.46



	Total for This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Interest Earned This Period

Date	Description	Amount
03-31	Credit Interest	55.69
Total Interest Earned This Period		55.69

Checks Paid

Number	Date	Amount	Number	Date	Amount
1075	Mar 29	229.61			
			Total Checks Paid		\$229.61

* All of your recent checks may not be on this statement, either because they haven't cleared yet, they were listed on one of your previous statements, or they were converted to an electronic withdrawal and may be listed below.

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Statement of Account

PAGE 1 OF 1

Statement Ending Date February 28, 2019

Last Statement Date February 1, 2019

Account Number

To report a lost or stolen card,
call 800-472-3272.

For 24-hour telephone banking,
call 877-431-1876.

WA STATE DIST & MUNICIPAL COURT JUDGES' 10139
JUDGE SCOTT AHLF
PO BOX 1967
OLYMPIA, WA 98507-1967

For questions or assistance with your account(s),
please call us at 800-324-9375 or stop by your local branch.

Business Premium Money Market Summary -

Annual Percentage Yield Earned for this Statement Period	1.298%
Interest Rate	1.290%
Year-to-Date Interest Paid	\$105.87

Beginning Balance	\$50,776.11
Interest Earned This Period	+50.27
Deposits and Credits	+0.00
Checks Paid	-0.00
ATM, Electronic and Debit Card Withdrawals	-0.00
Other Transactions	-0.00
Ending Balance	\$50,826.38

	Total for This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Interest Earned This Period

Date	Description	Amount
02-28	Credit Interest	50.27
Total Interest Earned This Period		50.27



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Statement of Account

PAGE 1 OF 1

Statement Ending Date January 31, 2019

Last Statement Date January 1, 2019

Account Number

To report a lost or stolen card,
call 800-472-3272.

For 24-hour telephone banking,
call 877-431-1876.

WA STATE DIST & MUNICIPAL COURT JUDGES'
JUDGE SCOTT AHLF
PO BOX 1967
OLYMPIA, WA 98507-1967

10226

For questions or assistance with your account(s),
please call us at 800-324-9375 or stop by your local branch.

Business Premium Money Market Summary -

Annual Percentage Yield Earned for this Statement Period	1.298%
Interest Rate	1.290%
Year-to-Date Interest Paid	\$55.60

Beginning Balance	\$50,720.51
Interest Earned This Period	+55.60
Deposits and Credits	+0.00
Checks Paid	-0.00
ATM, Electronic and Debit Card Withdrawals	-0.00
Other Transactions	-0.00
Ending Balance	\$50,776.11

	Total for This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Interest Earned This Period

Date	Description	Amount
01-31	Credit Interest	55.60
	Total Interest Earned This Period	55.60

Important Updates:

Washington Federal has
modified its Privacy Policy to
include instructions for Joint
Account holders.

If you have a joint account and
opt out of sharing, your choice will
apply to you alone unless you tell
us otherwise. Please view a copy of
the complete notice on our public
website at [washingtonfederal.com/](http://washingtonfederal.com/privacy-and-security)
[privacy-and-security](http://washingtonfederal.com/privacy-and-security) or ask for a
copy at any of our locations.

**We're also making a fee change
for Non-Sufficient Funds:**

Effective February 1, 2019, the fee
for Non-Sufficient Funds will be
\$30. View the complete Schedule of
Consumer Fees & Service Charges at
[washingtonfederal.com/](http://washingtonfederal.com/account-details)
[account-details](http://washingtonfederal.com/account-details).



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DMCJA Rules Committee

Thursday, January 23, 2019 (12:00 - 1:00 p.m.)

Via Teleconference

MEETING MINUTES

Members:

Chair, Judge Goodwin
Judge Buttorff
Judge Eisenberg
Commissioner Hanlon
Judge Oaks
Judge Samuelson
Judge Steiner
~~Ms. Patti Kohler, DMCMA Liaison~~
Ms. Melanie Conn, DMCMA Liaison
(Alternate)

AOC Staff:

Ms. J Benway

Judge Goodwin called the meeting to order at 12:03 p.m.

The Committee discussed the following items:

1. Welcome & Introductions

Judge Goodwin welcomed the Committee members in attendance.

2. Approve Minutes from the January 3, 2019 Rules Committee meeting

It was motioned, seconded, and passed to approve the minutes from the January 3, 2019 Rules Committee meeting.

3. Discuss WACDL Rule Amendment Proposals

The Washington State Supreme Court has published for comment rule amendments and new rules proposed by the Washington Association of Criminal Defense Lawyers (WACDL), primarily related to discovery and witness identification. The deadline for comment is April 30, 2019. At the January 3, 2019 meeting, Committee members volunteered to review and provide reports on the proposals. The assignments are: CrRLJ 3.7, Judge Buttorff; CrRLJ 3.8, Judge Eisenberg; CrRLJ 3.9, Judge Samuelson; CrRLJ 4.7, Judge Steiner; and CrRLJ 4.11, Judge Goodwin. In making their review, Committee members considered the potential impact on courts of limited jurisdiction and whether there is a potential conflict with other CLJ rules.

The Committee discussed the proposed new rules, CrRLJ 3.7, CrRLJ 3.8, CrRLJ 3.9, and CrRLJ 4.11, as well as the comments that had been submitted regarding the proposals, and determined that the proposals are unworkable in current form. Committee members are primarily concerned that the proposed new rules are inconsistent with existing court rules,

including the Rules of Evidence, and that the procedures required by the new rules would necessitate new hearings, which could prove onerous for courts of limited jurisdiction. In addition, the Committee found the proposals in general to be poorly worded; the drafting is unartful and would make application challenging. For these reasons, the Committee voted to inform the Board that the Committee is not in favor of the new rule proposals.

4. Discuss Proposal to Amend CrRLJ 3.1

The Washington State Supreme Court published for comment a proposal by the Washington Defenders Association to amend CrRLJ 3.1. The deadline for comment is April 30, 2019. The Committee discussed the proposal and has concerns regarding making the motion to ex parte mandatory as well as the sealing requirement. The Committee decided to continue this item to the next meeting to allow more time for consideration.

5. Discuss Proposal to Amend CrRLJ 4.4

The Washington State Supreme Court published for comment a proposal by the Washington State Bar Association to amend CrRLJ 4.4. The deadline for comment is April 30, 2019. The Committee discussed the proposal and has concerns regarding the underlying rule. The Committee decided to continue this item to the next meeting to allow more time for consideration.

6. Discuss Proposal to Amend GR 31

The Committee has previously reviewed Judge Eisenberg's proposal to amend GR 31 to maintain the confidentiality of certain documents in therapeutic courts. The DMCJA Therapeutic Courts Committee was given an opportunity to provide comment on the proposal but none was received. The Rules Committee voted to proceed with the proposal and recommend to the DMCJA Board that the proposed amendment be submitted to the Supreme Court Rules Committee.

7. Tribal State Court Consortium Rule Request

This item, a request from the DMCJA Board, has been put on hold pending review and recommendation by Judge Oaks. Judge Buttorff stated that she would reach out to Judge Oaks regarding the status. This item will be continued to the February Committee meeting.

8. Other Business and Next Meeting Date

The next meeting is scheduled for Thursday, February 28, 2019 at noon via teleconference.

There being no further business, the meeting was adjourned at 12:41 p.m.

CURRENT JUDICIAL NEEDS ESTIMATE METHODOLOGY

In determining the number of judges needed in a given jurisdiction, Washington uses an objective workload analysis performed by the AOC pursuant to RCW 2.56.030. To meet this requirement, the AOC has consistently used a JNE model that was developed in 2002; new estimates, using the most recently available data, have been produced each year since 2003.

In broad terms, the JNE is based on calculating the average number of cases disposed per judicial officer, then applying the average to the number of case filings forecast for each court based on averages over a rolling five-year period. This produces a measure of anticipated workload. To ensure transparency and promote data quality, the JNE model strictly relies on actual caseload data from yearly caseload reports published by the AOC.

This published analysis is based on statewide averages. It may not account for local practices, specialty courts, or specialized dockets. Local jurisdictions must combine various measures in addition to the results of the objective workload analysis to form a comprehensive picture of their judicial needs. The review and analyses completed for this report align with this expectation.

In January 2013 the District and Municipal Court Judges' Association (DMCJA) requested the AOC perform a general review of the JNE methodology for courts of limited jurisdiction and specifically consider the impact of several changes in the courts' business that have occurred since the methodology was approved in November 2002. Specifically, the DMCJA was interested in:

- 1) What data elements are used in the Judicial Needs Estimate (JNE) tool?
- 2) How warrants are counted;
- 3) How vendor-processed, vehicle-related violations can be included in the JNE tool;
- 4) How hearings time is included in the JNE tool;
- 5) How to incorporate therapeutic court hearing time in the JNE tool;
- 6) How to ensure accurate docketing practices of hearings.

In August 2013 the DMCJA Board of Governors appointed three judicial officers from their association to work with AOC staff to complete this review. The workgroup also included four district or municipal court administrators or managers. The JNE workgroup held bi-weekly meetings that started in October 2013 and continued until the end of June 2014. The JNE workgroup identified gaps where some case processes and aspects of judicial workload cannot be adequately considered in the JNE tool as the result of limited breadth of standardized data collection, and made recommendations to address the data collection gaps. The DMCJA adopted the JNE workgroup's recommendations on August 8, 2014. A summary of their recommendations include:

- Data collection in support of the JNE model should be expanded to include hearings and base workload estimates on the amount of judicial time needed to conduct those hearings, and the model should be adjusted to take account of these new data elements;
- Post-adjudication and therapeutic court hearings should also be included in routine data collection and in the JNE model;
- The current model should remain in place for two to three years to allow time to develop and implement additional hearing codes;¹
- Retain the JNE workgroup to review the 2002 JNE business rules and processes to ensure that they continue to reflect court processes and update those that do not;²
- Vehicle-related violations should be included in the revised model;
- Court users should have access to a standard, plain-language guide that defines hearing codes and establishes the criteria needed to mark the hearing “Held” as a way to ensure data quality and data integrity.

In short, data is currently being collected that is necessary for an analysis of the level of impact various changes to court business may have had on judicial workload measurements. Those results could lead to changes in the general methodology in the future.

There is one other generally accepted alternative approach to court workload analysis—the weighted caseload methodology. However, a meaningful weighted caseload analysis is an extensive undertaking and cannot be performed with current agency resources.

Washington undertook a weighted caseload analysis in 1977 and then not again until 1986. The 1986 study required months of preparation followed by approximately 16 months of data collection, analysis, and report writing for a preliminary report, followed by an additional 12 months for the final report which was delivered in January 1991.

It was a very cumbersome process that required time-consuming manual time tracking by judges, was inconsistent from judge to judge and court to court, and was expensive to administer. The results were seen as outdated by the time the report was produced because the case weighting and other factors could not keep pace with changes in legislation and judicial practice.

By 1999, the 1986 study was horribly outdated and researchers at AOC began exploring alternatives that would produce consistent results every year based on objective data already captured in the court case management systems. The “input/output model” was approved by the Superior Court Judges’ Association in 2001 and a similar model was approved by the DMCJA in 2002.

It is this “input-output” model that is still used to produce the statewide estimates of judicial need. New estimates are easily generated from objective system data each year.

¹ The AOC implemented 32 new hearing codes in April 2015 to fulfill this recommendation. Hearings specific to therapeutic courts are included in the new coding. To accommodate staff training and court process changes, the courts were advised that new coding use was mandatory beginning January 2016.

² This work is in process. The workgroup is also tasked with working with the Washington State Center for Court Research to assess the impact of including hearing data and other court processes in a modified JNE tool

Judicial Workload Study – February Update

The Superior Court Judges’ Association is interested in reviewing potential options for updating superior court judicial needs estimates. The last time Washington State’s Superior Courts participated in a weighted caseload study was in 1986. By 1999, the 1986 study was outdated and, without a new study to rely on, the Administrative Office of the Courts (AOC) was forced to look for alternative methods to estimate judicial need.

The most accurate approach to assessing judicial need is weighted caseload. Cases are weighed, using: (1) statistical data that describe the type and volume of cases handled by judges, and (2) time data needed to generate the case weights. Judicial Impact Statements developed for superior courts continue to rely on outdated methodology to estimate judicial need. This methodology does not account for current complex caseloads or differences across case types. No other state uses this approach.

We reached out to the National Center for State Courts (NCSC), whose Court Consulting Services is a major provider of state judicial needs estimates. Below is a summary of the information provided by NCSC in their two Judicial Workload Study proposals.

Cost:

Proposal 1: Superior Courts: \$150,000.

Proposal 2: Superior, District, and Municipal Courts: \$200,000

The NCSC has provided two proposals. The first proposal focuses solely on superior courts. The second proposal includes all trial court levels: superior, district, and municipal courts. Differences in cost between the proposals are due to the increased consulting hours needed to complete tasks in Proposal 2 (planning, data collection and analysis, focus groups, and report writing).

Timeframe:

12 months. The NCSC would work with a designated project manager in Washington to finalize the scope, design, and timeline for the entire project. The timeframe could change depending on the start date and the work study components selected.

Task	Months from Project Start											
	1	2	3	4	5	6	7	8	9	10	11	12
1.1. Project Scope Planning Meetings	X											
1.2. Formation of JNAC	X											
1.3. Initial Project Meeting	X	X										
2.1. Design Data Collection Tools			X									
2.2. On-site Training				X	X							
2.3. Data Collection and Support					X	X						
3. Data Analysis						X	X					
4. Second Meeting of JNAC								X				
5. Focus Group Site Visits								X	X			
6. AOT Survey								X	X			
7. Final Meeting of JNAC										X		
8.1. Draft Report(s)											X	X
8.2. Final Report(s)											X	X

**Workload Study
Components:**

There are 3 components included in a full workload assessment study:

- 1) Work time study: an event-based time study of judicial workload conducted over a four-week period. Data is collected from all judicial officers statewide and analyzed by NCSC.
- 2) Adequacy of time survey: will measure opinions from judges whether they believe they have enough time to adequately attend to all elements of their work; and
- 3) Focus groups: provides qualitative feedback regarding the work time study period and allows judicial officers to provide further information about their work struggles, if any, and to provide the NCSC consultants with information about certain judicial districts that might impact the work time study findings.

Coordination:

The NCSC would work closely with AOC and a Judicial Needs Advisory Committee (JNAC) to coordinate and implement all elements of the workload study.

AOC will work with NCSC to:

- Finalize the scope and design of the workload study.
- Coordinate and facilitate participation from the JNAC.
- Provide caseload reports, census of judicial officers, and support collection of data throughout the study.
- Answer questions from judicial participants.

The JNAC is formed of 10-12 knowledgeable judges, court administrators, clerks, etc. selected by AOC to provide project oversight and guidance. The committee helps determine the parameters of the study (case types, activities, data collection, etc.), weighs in on the final numbers and reviews the draft and final reports. If all three components are used, this committee generally meets three times. The first is at the beginning of the project, to identify all of the key data elements; the second meeting would be held in between the work time study and focus groups; and the third is after the focus groups are conducted.

Areas of Concern:

Opt-Out: Can courts choose to “opt-out” of the judicial needs estimate process?

Yes, although this is not an ideal approach. NCSC can weigh the data to account for non-participants, but that essentially allows participating courts to “speak” for non-participating courts.

Non-case Related Time: Does the study account for the non-bench work of judicial officers (e.g., time spent on committees, boards, etc.)?

Yes, NCSC includes this measurement into the workload study, which is called “non-case-related” time. This typically includes things like: non-case-related administration, judicial education/training, community outreach/public speaking, committees & meetings, court-related travel time, vacation and “other” time.



WASHINGTON STATE

JUDICAL WORKLOAD STUDY

PROPOSAL

FEBRUARY 2019

**SUBMITTED BY
NATIONAL CENTER FOR STATE COURTS
COURT CONSULTING SERVICES**

**Daniel J. Hall, Vice President
Laura Klaversma, Court Services Director**

**707 SEVENTEENTH STREET, SUITE 2900
DENVER, COLORADO 80202-3429
PHONE: (303) 293-3063
FAX: (303) 308-4329**

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Washington State Judicial Workload Study

PROPOSAL

The National Center for State Courts (NCSC) is pleased to present this proposal to the Washington Administrative Office of the Courts (AOC) to conduct a workload assessment for judges in the Superior Court Judges' Association. The NCSC proposes to assist the superior court in completing this statewide workload study by developing an empirically based workload model for judges using a comprehensive workload assessment strategy that incorporates a time study, employs a qualitative decision-making process to analyze all results, and recommends a final workload model for Washington superior court judges.

1. Organizational Experience

a) Relevant Experience

National Center for State Courts Qualifications

Widely recognized as the national and international leader in developing weighted caseload formulas for judges and court staff, the NCSC is uniquely suited to handle the challenges of establishing workload models for the Washington superior court. The NCSC pioneered the “what is/ what should be” approach to workload assessment that is based on an empirical time study in conjunction with the use of surveys and focus groups to obtain critical qualitative information regarding “what should be.” The NCSC’s workload assessment methodology and data collection instruments have been continuously refined over the course of more than 75 studies spanning over 20 years. The NCSC project team is adept at balancing divergent stakeholder interests, securing cooperation and support for workload assessments, and facilitating advisory committee meetings. The NCSC’s transparent, empirically driven, and highly participatory workload assessment process helps to build a perception of ownership among study participants, as well as to establish strong credibility for the final workload model among judges, staff, and legislators.

The NCSC’s proprietary Web-based timekeeping system is user-friendly, designed to minimize the burden of data collection on time study participants, and easily customized to suit the unique needs of each individual workload assessment. On average, time study participants typically spend less than ten minutes per day tracking and entering their time; in some studies, the daily average is as low as five minutes. Real-time participation monitoring enables project staff and advisory committees to encourage participation on a targeted basis. Statewide time studies conducted by the NCSC uniformly achieve participation rates in excess of 95 percent. These near-universal participation rates are critical to the reliability and credibility of the final workload models.

National Center for State Courts Project Team Qualifications

The NCSC project team will consist of Suzanne Tallarico (project director), John Douglas (project team member), and Shannon Roth (project team member). Brief biographical abstracts for NCSC project team members are provided below with resumes at the end of this section.

Suzanne K. Tallarico, M.A., has been a Principal Court Management Consultant with the NCSC since 2005. She focuses on criminal and juvenile justice entities in areas related to criminal justice system functioning, workload assessment, policy analysis, data analysis, program evaluation and performance, judicial performance, strategic planning and other court and criminal justice related projects. Areas of expertise include workload analysis and staffing needs, system performance assessment, judicial performance evaluation, criminal and juvenile justice system studies, adult and juvenile probation issues, and probation case processing, evidence-based practices and management. Ms. Tallarico has conducted well over 60 statewide or limited jurisdictional workload assessment studies since 2005. She also serves as NCSC staff to the Conference of Chief Justices/ Conference of State Court Administrators Problem Solving Court Committee and the Midwest Regional Committee.

Prior to joining the NCSC, Ms. Tallarico was the Director of Research and Evaluation for the Colorado State Court Administrator's Office of Probation Services. Preceding her employment with the Colorado Judicial Branch, she served for twelve years as a senior research analyst for the Colorado Department of Public Safety, Division of Criminal Justice. In these positions, she has had extensive experience in program evaluation, policy analysis, judicial and probation staffing and workload assessment, correctional population forecasting, program and performance review, and collection and dissemination of statistics and statistical reports.

John Douglas, Principal Court Management Consultant, joined the NCSC in 1997. Mr. Douglas has directed or participated in over fifty statewide staffing/workload assessment projects to determine the need for the appropriate number for judges, clerk staff, or probation personnel through the identification and analysis of specific case type metrics and activities. Included in those projects are limited and general jurisdiction courts, courts of appeal, and parole and probation officer workload assessments.

Mr. Douglas' previous employer was the National Treasury Employees Union (NTEU), where he was responsible for representing the interests of Federal Employees in federal arbitration cases in Los Angeles, Orange County, and San Diego.

Mr. Douglas earned a B.B.A. from Texas State University in Economics and has received additional training in employment issues from the National Labor College, George Meany Center for Labor Studies. He is also a Fellow of the Institute for Court Management's Court Executive Development Program (CEDP). Most recently, in 2015, Mr. Douglas completed the certification program by the International Institute of Business Analysis (IIBA) and has become a Certified Business Analysis Professional (CBAP).

Shannon Roth is Business Analyst with Court Consulting Services at the NCSC. Her experience ranges from court performance and culture to staffing/workload assessment. Some recently completed projects include the Georgia Judicial Workload Assessment, Virginia Judicial Workload Assessment, Maryland Court Culture, Effective Criminal Caseflow Processing, and Examining the Effectiveness of Indigent Defense Team Services: A Multisite Evaluation of Holistic Defense in Practice, and supporting and providing technical support for the High Performance Courts Framework (www.ncsc.org/hpcf), *CourTools* and *Appellate CourTools* (www.courttools.org). Ms. Roth is currently serving as staff for several workload assessments. In addition, she creates and maintains multiple surveys using the survey software ConfrmIt for Court Consulting Services.

Resumes follow on the next page

SUZANNE KRAUS TALLARICO

Principal Court Management Consultant



EDUCATION

M.A. in Sociology, University of Denver, Denver, Colorado, 1985

B.A. in Sociology, Aquinas College, Grand Rapids, Michigan, 1983

PROFESSIONAL EXPERIENCE

National Center for State Courts 2005 – Present

Principal Court Management Consultant. Serves as a consultant to courts and other criminal and juvenile justice entities in areas related to criminal justice system functioning, workload, policy, program evaluation and performance, judicial performance, strategic planning and other court and criminal justice related projects. Areas of expertise include workload analysis and staff need, system performance assessment, judicial performance evaluation, criminal and juvenile justice system studies, adult and juvenile probation issues, and probation case processing and management. Ms. Tallarico has facilitated several strategic planning retreats and meetings for state agencies, boards and commissions. Ms. Tallarico is an active member of the American Probation and Parole Association and is an ongoing member of the ongoing *Effective Facilitator* e-learning group.

Recently completed NCSC *weighted caseload* projects include: King County (Washington) District Court Staff (2015), South Dakota Court Staff (2015), West Virginia Circuit Court Judges (2014), Colorado Probation (2014), Colorado Parole (2014), Pennsylvania Court of Common Pleas Judges (2014), Montana District Court Judges (2014), Tennessee District Court Judges (2013), Louisiana Court of Appeals Judges (2014), North Dakota Judges and Clerks (2012), Kansas Judges and Court Clerks (2011), Massachusetts IV-D Registry Staff (2011), Yuma County, Arizona Judges (2010), North Dakota Court Services Officers (2010), Oregon Court of Appeals Staff and Judges (2010), Colorado District Court (2010) and County Court (2010), New York Law Guardians (2009), Tennessee District Court (2009), Alabama Court Clerks (2009), South Dakota Court Services Officers (2007), Maricopa County, AZ, Justice Court Clerk Staff (2008), Iowa District Court (2008), Colorado Probation (2008), Missouri Circuit Court Judges (2007), New Mexico Judges, (2007), Washoe County, Nevada Judges, King County, Washington Court Staff (2007); Montana Judges (2006); Nebraska Judges (2006), Maryland Judges (2006), Massachusetts Probation Support Staffing (2005).

Facilitation projects include: Strategic planning with the Guam Judiciary's Criminal Sexual Conduct Management Committee, strategic plan development for Maricopa County Juvenile Probation Department (2011), Colorado Juvenile Justice and Delinquency Prevention Council (2011), Conference of Chief Justices and Conference of State Court Administrators' Drug Court Summit (2009 and 2011), Mesa County Criminal Justice Council (2009), Colorado Justice Assistance Grant Board (2009), Colorado Interagency Committee on Adult and Juvenile Correctional Treatment (2007).

Additional completed projects include: Judicial Performance Evaluation in Illinois and Idaho, Pennsylvania Adult Probation and Parole Agency Assessment, Research study on Wisconsin's Effective Justice Strategies (2011), Commonwealth of Northern Mariana Islands Supreme and Superior Court Consolidation of Administrative Functions (2008), Okaloosa County, Florida Jail Crowding and Criminal Justice System Study (2007); Evaluation of Diversified Dockets in Arapahoe County, Colorado (2006); Feasibility Study for Alternative Court Scheduling Techniques in Chesterfield County, Virginia (2006); Improving the Organization and Performance of Courts and Probation in Lake County, Indiana (2006); Performance Audit of the Davidson County, Tennessee, Juvenile; Arrest to Filing Assessment in Tarrant County, Texas (2005); Kern County (CA)

Jail Crowding System Analysis (2006); and Court Clerk's Office Collections Assessment Study in Knox County, Tennessee (2005).

Colorado State Court Administrator's Office of Probation Services, 1998 – 2005

Director of Research and Evaluation. Ms. Tallarico (then Ms. Pullen) developed and managed all adult and juvenile workload and staffing needs projects, was responsible for the office's policy analysis and development, program evaluation, program and performance review, collection and dissemination of statistics and statistical reports and was the liaison for the office and federal grant administrators. Additionally, this position required a substantial amount of strategic planning with various groups, entities and agencies, throughout the juvenile and criminal justice system and in other governmental branches and departments.

Colorado Department of Public Safety, Division of Criminal Justice, 1985 – 1997

Senior Research Analyst/Research Analyst. Areas of responsibility included managing all of the Division's evaluation projects, co-principal investigator on several federally funded research projects, including the NIJ-funded research project on adult sex offenders management, which resulted in the publication of the book *Managing Adult Sex Offenders: A Containment Approach*. Ms. Tallarico also developed the state's prison population projections, which were used in setting policy and making prison expansion and construction decisions. In this position, she had primary responsibility for policy analysis requests in the division.

The URSA Institute, San Francisco, California, 1984 – 1985

Research Assistant. Participated in a two year research study investigating case processing of youth in the Colorado Juvenile Justice System. Responsibilities included primary data collection in four geographic regions of the state and data collection instrument development.

The University of Denver, Department of Sociology, 1983 – 1984

Research Assistant. Duties included research instrument development, data collection, conducting interviews, conducting literature searches and reviews, and performing teaching and administrative tasks. Work was primarily conducted in the juvenile justice system – juvenile arrests, prosecutor decision-making, judicial decision-making and sentencing.

Pertinent Experience

Center for Sex Offender Management, Silver Spring, Maryland. Frequent consultant and trainer for CSOM efforts, including program development, evaluation strategies, curriculum development, and other efforts related to sex offender management. Ms. Tallarico worked with the Yankton Sioux Tribe to facilitate the development of a coordinated response to managing convicted sex offenders.

Strengthening the Capacity of the Maricopa County (Phoenix, Arizona) Juvenile Probation Department.

This strategic planning project was designed to help the Department develop a plan to implement the essential elements of evidence-based practices throughout all phases of juvenile probation assessment and supervision. The strategic planning process will assisted the Department in identifying essential areas in which changes needed to occur, state the goals to be addressed, and develop the steps necessary to achieve those goals.

Wisconsin State Level Strategies. The scope of this project is to conduct research that will identify court centered evidence-based strategies that enhance public safety, reduce recidivism and address criminal and addictive behaviors and develop recommendations related to the court systems role in fostering state-wide support and replication of these strategies. Specifically, the NCSC team is conducting research and developing recommendations centered on the questions of:

- What is currently being done in Wisconsin Courts?

- What works and how do we measure it?
- What should be the statewide strategy and plan of action?

Yuma County, Arizona Workload Assessment and Caseload Assignment Tool. This workload assessment study determined the workload demands for judicial officers in Yuma County, Arizona. A second product associated with this project, and a new tool that had not previously developed, was a caseload assignment tool which can be used to ensure equal workload demands for all judicial officers in the County. Another Arizona County, Mohave County, embarked on a similar study in 2011.

New York Law Guardians Workload Assessment Study. This workload assessment study conducted with attorneys who represent children in the state of New York generated average attorney case processing times for child welfare cases in the State of New York. The project relied on the use of Delphi methodology to generate consensus on the average case processing times.

Tennessee Trial Court Judicial Workload Assessment Study. This workload assessment study was an update to a 1999 study. A time study and adequacy of time survey were conducted to generate data. Focus groups were held across the state, and all judges were invited to attend. The focus group process provided judges with an opportunity to review preliminary findings and make commentary regarding the face validity of the findings.

Missouri Circuit Court Judicial Workload Assessment Study. The workload assessment study in Missouri was the first ever to be completed in this state of elected judges. Judges were extremely skeptical that the workload study would not adequately assess their needs and that the results would be used to eliminate judges. A time study was conducted and the results were shared with focus groups of judges across the state. The process included several opportunities for judges to ask questions of the project staff and provide feedback along the way. In the end, the results were widely accepted across the state.

North Dakota Court Services Officers Workload Study. This study was conducted for Court Services Officers, or Probation Officers in North Dakota. Workload assessment for probation officers is different from workload assessment for judges or court staff because supervision cases are typically seen on a monthly basis, as opposed to court cases, which have a clear beginning and ending. This workload study updated case weights that were originally generated in 2005. Case weights were developed for adult and juvenile investigations and adult and juvenile supervision cases - at all levels.

South Dakota Unified Judicial System Court Services Officers Workload Study. This study was conducted for Court Services Officers, or Probation Officers in South Dakota. This workload study updated case weights that were originally generated in 1998. Case weights were developed for adult and juvenile investigations and adult and juvenile supervision cases - at all levels.

Washoe County, Nevada (Reno) District Court Workload Assessment Study. A workload assessment study was conducted for the district court in Reno, Nevada. The court, which had 19 judicial officers at the time of the study, is separated into a family court and a general jurisdiction court. The workload assessment study indicated a need for an additional 7.5 judicial officers.

New Mexico Judicial Workload Assessment Study. The judicial workload study conducted in New Mexico was part of an overall study to determine the needs for judges, prosecuting attorneys and public defenders. The judicial portion of the study included three levels of judicial officers: district court judges (including a separate study for Bernalillo Metro Courts), magistrates and hearing officers. The assessment of workload included a time study and an adequacy of time survey. Project staff worked with an advisory committee, which guided all three pieces of the study, as well as working groups representing each court level included in the study.

King County, Washington Court Staff Workload Assessment Study. This study included both a time-in-motion based workload assessment of court line staff and a staffing analysis of non-line staff and the organization of the court as a whole. The court will use this study as the basis for planning ongoing changes and staffing requests for the next five years.

Montana and Nebraska Judicial Workload Studies. These separate time-in-motion studies assessed judges' work and workload needs in the states of Montana and Nebraska. Both studies included the use of Advisory Committees made up of judiciary and court administration representatives to guide the specific needs and details of the study. Both studies culminated in a final report of judicial need and a model that can be used to develop future judicial need assessments.

Okaloosa County, Florida Jail and Criminal Justice System Study. The study was conducted for the Board of County Commissioners to help them and the criminal justice system leaders to better understand the dynamic nature of the offender jail population and its propensity to grow and change in the future. The JCI-NCSC team significantly reduced the jail population during the ongoing study and made recommendations to continue to maintain reduced populations. Ms. Tallarico's focus was on the needs of judges relative to jail facilities.

Arrest to Filing Assessment in Tarrant County, Texas. This system study was driven largely by recent statewide policy changes that impacted all levels of the criminal justice system, including the clerk of court, the courts and the Sheriff's Department because of jail crowding issues. The study involved an analysis of the current processes in place across agencies and made recommendations for improvement and change in a number of arenas. The study was conducted on behalf of the County Administrator's Office, so the recommendations addressed a range of agencies.

Jail Crowding System Analysis Kern County, California. The focus of this ongoing study is on jail crowding in Kern County, California. The JCI-NCSC team has mapped out the system in terms of functions and processes and is currently in the data analysis phase of developing jail need projections. My area of focus on this project is to determine the jail space needs of the courts as well as to determine any alternatives to incarceration that judges would be willing to use in lieu of jail space.

Arapahoe County, Colorado Court Docketing and Case Management System Study. This study is pertinent to the proposed project because it involves the court that is the primary user of the Arapahoe County jail. The project has allowed me to develop relationships with the judges, court administrator, prosecutor, public defenders and Sheriff's Department staff in the county as well as to gain insight into the issues and concerns experienced across each of these groups.

Feasibility Study for Alternative Court Scheduling Techniques in Chesterfield County, Virginia. This study directly addresses the needs of a quickly growing community and is designed to develop options to delay court expansion. The project includes a study of the anticipated and current space needs of the various court occupants (judges, court clerks, sheriff's department, probation) as well as the study of the processes used to conduct their work. The final report will include recommendations for alternative uses of current space, short- and long-term expansion options and alternatives to current case processing that could result in the more efficient use of space resources.

JOHN W. DOUGLAS

Principal Court Management Consultant

jdouglas@ncsc.org



Work Experience & Expertise

Since joining the NCSC in 1997, Mr. Douglas has specialized in over forty statewide staffing/workload assessment projects to determine the need for the appropriate number for judge, clerk staff and probation, personnel through the identification and analysis of specific case type metrics and activities. Included in those projects are limited and general jurisdiction courts, courts of appeal, and probation officer workload assessments.

Mr. Douglas' previous employer was the National Treasury Employees Union (NTEU) in California where he was responsible for representing the interests of Federal Employees in Los Angeles, Orange County and San Diego in federal arbitration cases. In addition, as a federal union representative John investigated, researched and presented briefs in support of the legal arguments due to personnel performance and or disciplinary actions taken by management and, when appropriate, negotiated with management, the potential terms for settlement prior to arbitration hearings. Prior to working for the NTEU Mr. Douglas held the position of Associate Director for AFSCME in Austin Texas, where he represented and negotiated the labor interests of approximate 300 employees working for the city of Austin Texas and Travis County.

John earned a BBA from Texas State University in Economics and has received additional training in employment issues from the National Labor College, George Meany Center for Labor Studies. Mr. Douglas is also a Fellow of the Institute for Court Management's Court Executive Development Program (CEDP). Most recently (2015) Mr. Douglas has completed the certification program by the International Institute of Business Analysis (IIBA) and has become a Certified Business Analysis Professional (CBAP).

Education

Certified Business Analysis Professional (CBAP) 2015

Graduate Institute for Court Management, Fellow, 2007

Justice Information Exchange Model Program Certificate, 2004

George Meany Center, Arbitration & Labor Relations Education, 1986

B.B.A., Texas State University, Economics, 1981

Highlights of NCSC Workload/ Staffing Projects

- Judicial Workload Analysis, Court of Appeals, Oregon
- Judicial Workload Analysis Pennsylvania
- Judicial Workload Analysis Vermont
- Judicial Workload Analysis West Virginia
- Judicial Workload Analysis Kansas
- Judicial Workload Analysis, Maryland
- Judicial Workload Analysis, Puerto Rico
- Judicial Workload Analysis, Maine
- Judicial Workload Analysis, North Carolina

- Judicial Workload Analysis , Iowa
- Judicial Workload Analysis, Wyoming
- Judicial Workload Analysis, Tennessee
- Judicial Workload Analysis, 8th Judicial District, Nevada
- Judicial Workload Analysis, Georgia
- Judicial Workload Analysis, North Dakota
- Judicial Workload Analysis, Vermont
- Judicial Workload Analysis, South Dakota
- Judicial Workload Analysis, Guam
- Judicial Workload Analysis, Salt Lake City Utah
- Clerical Staff Workload Analysis, Iowa
- Clerical Staff Workload Analysis, Missouri
- Clerical Staff Workload Analysis, Maryland
- Clerical Staff Workload Analysis, Kansas
- Clerical Staff Workload Analysis, New Mexico
- Clerical Staff Workload Analysis, New Hampshire
- Clerical Staff Workload Analysis, Oregon
- Clerical Staff Workload Analysis, North Dakota
- Clerical Staffing Model, California
- Clerical Staffing Model, Salt Lake City, Utah
- Clerical Staffing Model Analysis, Colorado
- Clerical Staffing Model Analysis, Vermont
- Juvenile Probation Staffing Model Alabama
- Juvenile Probation Staffing Model North Dakota
- Juvenile Probation Staffing Model South Dakota
- Probation Staffing Model Colorado
- Probation Staffing Model South Dakota
- Department of Corrections Staffing Model Colorado
- IV-D Staffing Model Massachusetts
- IV-D Staffing Model Maine

Presentations

- Institute for Court Management Training: "Customer Service in the Courts," Territorial Courts of the Virgin Islands, 2005
- Nebraska Court Clerks Association, CourTools, 2008

Publication

- Examination of NCSC Workload Assessment Projects and Methodology: 1996 – 2006., (Principal author, 2007)
- Impact of Budget Shortfalls on Labor Relations, Trends Article (2009)

Shannon E. Roth
Business Analyst
Email: sroth@ncsc.org

Work experience

5/05 – present National Center for State Courts Williamsburg, VA

Business Analyst

Responsible for survey design, data collection, data analysis for a variety of project type including workload assessment and court performance, presentation of data to clients, and for assisting project directors and managers with all aspects of the projects, monitoring all grant requirements and regulations, monitoring and updating project budgets, organizing and maintaining project documents/files, and coordinating administrative tasks for all project staff, including travel arrangements, coordination with clients, meetings, and filing and creating proposal budgets and assist with preparation and writing of proposals and final project reports.

Administrative Manager

Responsible for providing assistance to the Director of Research with divisional management and duties and providing back-up support to the Senior Administrative Manager, including assistance with the division operation budget and assisting with the management and training of Program Specialists

Administrative Specialist

Previous responsibilities include reserving booths for exhibitors, processing payments, and tracking exhibitor agreements. Other duties include sending correspondence to exhibitors and speakers, gathering materials to be used at the conference, and tracking attendance and booths reserved for the conference.

2/14 – present La Tienda Retail Store Williamsburg, VA

Retail/Server

Part time work for La Tienda doing wine tastings, assisting customers, cashiering, and closing out the register. Additionally, working as a server in the restaurant and assisting as a hostess when needed. Additional duties include stocking the retail store and wine room

Previous Experience

1/00 – 8/03 Basic Construction Co. Newport News, VA

Payroll Administrator/ HR Assistant

Responsible for entry, maintenance, and disbursement of hourly payroll, certified payrolls, and payroll related reports. Accept and track employment applications, maintain employee database, monitor employee benefit eligibility, verify and authorize benefit payments. Secretary for company Affirmative Action Committee. Assist with accounts payable, invoicing, and purchase orders and light bookkeeping. Other administrative duties include filing, correspondence, and data entry.

Software

Windows 2007/2010, Microsoft Office (Excel, Word, PowerPoint), SPSS, Confront Survey Design, Costpoint/Deltek Financial, Project Online, PPM Project Management, Quickbooks, and Concentric Financial Services Platform.

Publications

Ostrom, Brian, Matthew Kleiman, and Shannon Roth. *Continuous Improvement in Ottawa County, Michigan Circuit and Probate Courts: A High Performance Court Framework Perspective* Court Review, Spring 2015

Ostrom, Brian, Matthew Kleiman, and Shannon Roth. *DUI Case Management in the Scottsdale City Court: Applying the High Performance Court Framework*. Court Manager, Spring 2015.

Reports

Ostrom, Brian J., Matthew Kleiman, Cynthia G. Lee, and Shannon Roth. "Virginia Judicial Workload Assessment." November 2017. A report to the Office of the Executive Secretary.

Ostrom, Brian J., Matthew Kleiman, Cynthia G. Lee, and Shannon Roth. "Texas Child Protective Services Workload Assessment." September 2016. A report to the Texas Office of Court Administration.

Ostrom, Brian J., Matthew Kleiman, Cynthia G. Lee, and Shannon Roth. "Florida Judicial Workload Assessment." May 2016. A report to the Florida Office of State Courts Administrator.

Ostrom, Brian J., Shannon Roth, and Alicia Davis. "The High Performance Court and Divorce Case Triage." December 2014. A report to the State Justice Institute.

Ostrom, Brian J., Matthew Kleiman, Alicia Davis, and Shannon Roth. "Continuous Improvement in Ottawa County, Michigan Circuit and Probate Courts: A High Performance Court Framework Perspective." June 2014. A report to the Ottawa County Circuit and Probate Courts and the State Justice Institute.

Ostrom, Brian J., Matthew Kleiman, and Shannon Roth. "DUI Case Management in the Scottsdale City Court: Applying the High Performance Court Framework." May 2014. A report to the Scottsdale City Court and the State Justice Institute.

Ostrom, Brian J., Matthew Kleiman, Cynthia G. Lee, and Shannon Roth. "Virginia Judicial Workload Assessment." November 2013. A report to the Office of the Executive Secretary.

Ostrom, Brian J., Matthew Kleiman, and Shannon Roth. "Wells County Caseflow Management: Review and Recommendations." May 2013. A report to the Wells County Circuit Court.

Ostrom, Brian J., Matthew Kleiman, Alicia Davis, and Shannon Roth. "The Application of the High Performance Court Quality Cycle in the Superior Court of Arizona in Maricopa County." March 2013. A report to the Maricopa County Superior Court and the State Justice Institute.

Ostrom, Brian J. and Shannon Roth. "Examining Texas County Courts at Law Civil Court Reorganization". December 2012. A report to the Texas Office of Court Administration and the State Justice Institute.

Ostrom, Brian J., Matthew Kleiman, Roger A. Hanson, and Shannon Roth. "Assessing Court Culture in the 4th Judicial District, Colorado." 2012. A report to the 4th Judicial District, Colorado.

Ostrom, Brian J., Matthew Kleiman, Shannon Roth. "California Judicial Workload Assessment." 2011. A report to the California Administrative Office of the Courts.

Ostrom, Brian J., Matthew Kleiman, Shannon Roth. "California Superior Court Staff Workload Assessment." 2011. A report to the California Administrative Office of the Courts.

b) Number of Workload Studies

The NCSC has played a preeminent role in judicial and staff workload assessment studies and has pioneered the methodologies used in these studies to help states develop meaningful and easily-understood criteria for determining overall resource needs, taking into account both case-specific and non-case-specific needs. These studies have involved judges, quasi-judicial officers, administrative and clerical staff, court clerks, and parole and probation officers. All studies are anchored by a “weighted caseload” model that directly measures the variations in time required to manage different case types within the appropriate context. The methodology employed by the NCSC has been honed over the years and has been enhanced by Web-based technologies that permit direct entry of time study data. These improvements have enhanced the level of participation. Weighted caseload studies, an NCSC specialty, are now deemed a “best practice.”

The NCSC has performed approximately 23 workload studies in the last two years:

- Iowa Judicial and Court Staff Workload Study, 2018
- Maine Title IV-D Caseload Study, 2018
- South Dakota Court Services Workload Assessment, 2018
- Booz Allen, Executive Office for Immigration Review, Case Processing Study, 2017
- Colorado Court Staff Weighted Caseload Study, 2017
- Delaware Family Court Workload Study, 2017
- Iowa Judicial Officer Workload, 2017
- Iowa Court Staff Workload, 2017
- Kosovo Judicial Workload Assessment, 2017
- Maryland Judiciary Workload Assessment, 2017
- Maryland Clerical Workload Assessment, 2017
- Missouri Clerical Weighted Caseload Study, 2017
- Texas Family Court Workload Assessment, 2017
- Virginia Judicial Workload Assessment, 2017
- Florida Judicial Workload Assessment, 2016
- Gwinnett County, Georgia, Workload Study, 2016
- Indiana Judicial Workload Study, 2016
- Kentucky Judicial Workload Assessment Boundary Realignment, 2016
- Montana Juvenile Probation Workload Study, 2016
- Oregon Juvenile Judges and Staff Workload Study, 2016
- South Dakota Judicial Workload Assessment, 2016
- Vermont Judicial and Clerical Weighted Caseload Study, 2016
- Wisconsin Judicial Needs Assessment, 2016

2. *Organizational References*

- a) Client name: Iowa Administrative Office of the Courts
 - b) Project description: The Iowa Administrative Office of the Courts contracted with the NCSC to perform workload assessment studies of the district court judges, and court clerk and support staff.
 - c) Project dates (starting and ending): July 2016 – March 2017
 - d) Technical environment (i.e., software applications, internet capabilities, data communications, network, hardware): The primary means of data collection during the time study phase of this project was a web-based data entry tool designed by the NCSC. Additionally, a series of web-based trainings recorded by NCSC staff was used for training time study participants. A series of webinars conducted by NCSC staff were used to train time study participants for project references that used webinars.
 - e) Staff assigned to reference engagement that will be designated for work per this RFP: Suzanne Tallarico, John Douglas
 - f) Client project manager name, telephone number, fax number, and email address: John Goerdts, (551) 348-4880 (telephone), (515) 242-0014 (fax), john.goerdts@iowacourts.gov
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- a) Client name: Kentucky Administrative Office of the Courts
 - b) Project description: The Kentucky Administrative Office of the Courts contracted with the NCSC to developing a weighted caseload system to measure the workload of judges in Kentucky's trial courts.
 - c) Project dates (starting and ending): September 1, 2015 – December 31, 2015
 - d) Technical environment (i.e., software applications, internet capabilities, data communications, network, hardware): The primary means of data collection during the time study phase of this project was a web-based data entry tool designed by the NCSC. Additionally, a series of web-based trainings recorded by NCSC staff was used for training time study participants. A series of webinars conducted by NCSC staff were used to train time study participants for project references that used webinars.
 - e) Staff assigned to reference engagement that will be designated for work per this RFP: Shannon Roth
 - f) Client project manager name, telephone number, fax number, and email address: Laurie Dudgeon, (502) 573-2350 (telephone), (502) 782-8707 (fax), LaurieDudgeon@kycourts.net
-
- a) Client name: Missouri Office of State Courts Administrator
 - b) Project description: The Missouri Office of State Courts Administrator contracted with the NCSC to provide a clerical weighted workload study in the state's circuit courts.
 - c) Project dates (starting and ending): July 2016 – May 2017
 - d) Technical environment (i.e., software applications, internet capabilities, data communications, network, hardware): The primary means of data

collection during the time study phase of this project was a web-based data entry tool designed by the NCSC. Additionally, a series of web-based trainings recorded by NCSC staff was used for training time study participants. A series of webinars conducted by NCSC staff were used to train time study participants for project references that used webinars.

- e) Staff assigned to reference engagement that will be designated for work per this RFP: Suzanne Tallarico, John Douglas
 - f) Client project manager name, telephone number, fax number, and email address: Paul Buckley, (573) 526-8807 (telephone), (573) 751-5540 (fax), Paul.Buckley@courts.mo.gov
-
- a) Client name: South Dakota Unified Judicial System
 - b) Project description: The South Dakota Unified Judicial System contracted with the NCSC to conduct a judicial workload assessment for the state and to perform an update to the existing court clerk weighted caseload system.
 - c) Project dates (starting and ending): September 2013 – July 2015 (court clerks); August 2015 – November 2016 (judges)
 - d) Technical environment (i.e., software applications, internet capabilities, data communications, network, hardware): The primary means of data collection during the time study phase of this project was a web-based data entry tool designed by the NCSC. Additionally, a series of web-based trainings recorded by NCSC staff was used for training time study participants. A series of webinars conducted by NCSC staff were used to train time study participants for project references that used webinars.
 - e) Staff assigned to reference engagement that will be designated for work per this RFP: Suzanne Tallarico, John Douglas
 - f) Client project manager name, telephone number, fax number, and email address: Jill Gusso, (605) 773-3474 (telephone), (605) 773-8437 (fax), jill.gusso@ujs.state.sd.us

3. *Specifications*

Concern with financial and resource accountability at all levels of government is a strong stimulus to develop systematic methods for assessing the need for judges. The best approach for assessing judicial need is weighted caseload. Simply stated, weighted caseload is used to translate court caseload into workload. Cases vary in complexity, and different types of cases require different amounts of time and attention from judges and court. A weighted caseload study requires two basic sets of information: (1) statistical data that describe the type and volume of cases handled by judges, and (2) time data needed to generate the case weights. As discussed below, the NCSC proposes to use a time study to assemble the time data. However, prior to the time study, the first step is to determine what data is available statewide that describes the type and volume of work being handled by judges. Accurate and consistent counts of case filings by case type category and by every court location supplemented by key case event data (e.g., trial rates) are primary drivers of the weighted caseload models. The NCSC will work closely with the Advisory Committees to assess current data collection practices within and among the trial courts. The primary goal will be to determine the case type categories for which case weights will be developed and to evaluate the accuracy and validity of the data that is collected statewide and within each court.

The foundation of the workload assessment will be a time study of four weeks in duration, during which judges will record all their working hours by case and functional area, or by non-case administrative matters. The time study will provide an empirical foundation for the case weights. Time study data will be collected using the NCSC's customizable on-line timekeeping system. Prior to the time study, participants will receive on-line training in how to track and record their time. The workload assessment further will incorporate a multi-step quality adjustment process incorporating quality adjustment meetings with the advisory committee, and if desired by the AOC, an adequacy of time survey and site visits. The adequacy of time survey will provide an opportunity for judges to rate how often they have sufficient time to perform specific case-related tasks and functions. During the site visits, the NCSC project team will hold focus groups with judicial officers in representative regions to identify challenges to the effective handling of different types of cases. The final project deliverables will include a set of tools for determining existing judicial need and for projecting future judicial using the workload model, as well as a written report (or reports) summarizing the project methodology and results.

The project timeline that follows is based on best information at this time and represents a reasonable estimate of time sequences that the NCSC will follow. The NCSC proposes a project start date in May 2019 (assuming a contract is executed by that time) to run for a 12-month timeframe but understands that the Washington AOC, Superior Court Judges' Association (may have an estimated timeline in mind and has some flexibility in adjusting task completion dates. The NCSC will do its best to accommodate the AOC's needs.

Task	Months from Project Start											
	1	2	3	4	5	6	7	8	9	10	11	12
1.1. Project Scope Planning Meetings	X											
1.2. Formation of JNAC	X											
1.3. Initial Project Meeting	X	X										
2.1. Design Data Collection Tools			X									
2.2. On-site Training				X	X							
2.3. Data Collection and Support					X	X						
3. Data Analysis						X	X					
4. Second Meeting of JNAC								X				
5. Focus Group Site Visits								X	X			
6. AOT Survey								X	X			
7. Final Meeting of JNAC										X		
8.1. Draft Report											X	X
8.2. Final Report											X	X

4. Judicial Workload Study Task Plan

a) Project Planning and Advisory Committee

Task 1. Project Preparation and Planning with Advisory Committee

1.1. Project Scope Planning Meetings

The NCSC project team (including Suzanne Tallarico, John Douglas, and Shannon Roth) will meet with Washington Administrative Office of the Courts (AOC), Superior Court Judges' Association within the first month of the project to finalize the scope and design of the project. Deliverables that will be considered are:

- Determining the availability of accurate and consistent caseload data for all participating study courts
- Inclusion focus groups site visits for each of the included study groups.
- Inclusion of the Adequacy of Time Survey for each of the included study groups.

1.2. Formation of the Judicial Needs Advisory Committee

The NCSC will work with the AOC to form a Judicial Needs Advisory Committee (JNAC) to provide project oversight and guidance, and review project plans and materials. The size and composition of the JNAC will be determined by the AOC. The AOC will be responsible for arranging and coordinating the participation of all JNAC members. JNAC sessions will be jointly facilitated by the NCSC and AOC.

1.3. Initial Project Meeting

The NCSC project team (including Suzanne Tallarico, John Douglas, and Shannon Roth) will meet with the JNAC within the first or second month of the project to review the overall study design and discuss specific aspects of the design, including:

- Case types for which workload standards are sought.
- Judge-day and judge-year values.
- Design of the time study, including:
 - The scope of data to be collected.
 - The method of time study data collection instruments and instructional materials.
 - The participants in the time study.
 - The data collection timeline (anticipated to be one to two months).
 - The availability of automated data on filings and dispositions, and the consistency of statewide counting practices.
- Schedule for conducting the focus groups.

The AOC's collection and delivery of several key pieces of information to the NCSC project team is critical to the initial phases of the project:

- First, an essential component in every workload study is the complete compilation of a set of **accurate, reliable, and consistent counts of the number of cases that are filed and/or disposed of in each type of court by case type category**, for every superior court jurisdiction.
- Second, the AOC will need to provide an accurate census of the number of full-time equivalent (FTE) judges in each jurisdiction, including email addresses, physical address and phone number, if possible, and court location. Data collected during the study will be analyzed in the aggregate and will not identify specific judges, except to indicate which courts and judges participated in the study.
- Finally, the NCSC will assign a unique identifier (e.g., e-mail user name) to each individual included in the census in order to permit the NCSC to assess participation levels during the study period and ultimately accommodate for any missing data. The results of this phase will serve as a framework for the overall workload assessment in terms of the key case types handled by judges, the current level of resources and caseloads, and the key functions performed by judges.

b) Data Collection

Task 2. Time Study

The NCSC will conduct an event-based time study of judicial workload over the course of a four-week period in order to obtain a reliable and valid snapshot of judicial activity (including all pre-trial, disposition, post-disposition, and non-case-related activities). Leading up to the time study, the NCSC project team will work with the JNAC and AOC to finalize statewide practices of counting filings, test all data collection instruments, and ensure that the research design has been reviewed and approved.

Basic features of the time study strategy include:

- (1) Collecting the data from all judicial officers statewide, unless deemed logistically unreasonable, in which case a representative sample of officers will be asked to provide data.
- (2) Sending the data directly to the NCSC for analysis.
- (3) Reporting weekly participation rates in the time study to the AOC.

Specific responsibilities for the time study tasks include:

2.1. Design of Data Collection Instruments/Preparation of Training Materials

The NCSC project team will work in collaboration with the JNAC and AOC to design the most effective and efficient way to collect time study information. Typically, data collection involves the use of a paper time tracking form and a web-based data entry system, both of which are designed by the NCSC.

The NCSC project team will also prepare a PowerPoint presentation and written training materials that clearly explain the data collection process for all participants engaged in the study in order to assure that all time is recorded comprehensively, accurately, and consistently according to an established set of rules. The JNAC and/or AOC will review and approve the final design of the data collection instruments and the instruction materials.

2.2. On-site Training and Dissemination of Data Collection Materials

The NCSC project team will provide training either via on-site sessions at various locations across the state or via webinar (or via a combination of both) in order to acquaint participants with the workload concept, the proposed project design, and the data collection requirements, and answer any questions related to the study and its implications. Possible additional training locations will be determined with the assistance of the JNAC. NCSC trainers will use their best efforts to personally train all judicial officers who will participate in the study; if needed, training will be provided by alternate methods, including recorded training sessions. Written instructions will also be provided to all study participants.

2.3. Data Collection and Support

An AOC-designated staff person will work with the NCSC project team to support the collection of time study data. Throughout the data collection process, the AOC-designated staff person and the NCSC project team will remain available to answer questions from time study participants, e.g., login questions, questions about revisions to submitted time, and general questions regarding the reporting and entry of data. Such support is invaluable because it ensures reliability in the time study data collection as well as its timely completion.

At the very early stages of the time study period, the NCSC will begin monitoring the submitted data on a weekly basis in order to ascertain the levels of participation by court and individual. Each week, the NCSC will prepare a report showing the participation rates of individual judicial officers by court location.

c) Data Analysis

Task 3. Data Analysis

After the NCSC cleans, verifies, and compiles the data, the NCSC project team will analyze and synthesize all of the data received during the data collection period. From this information, the analysis will focus on:

- Time required to process each case type studied, including average times for each case event measured.
- Time required for non-case-related work (e.g., administration, travel, committee attendance, general legal research).
- Average travel time required by judicial officers in each jurisdiction.

The JNAC may identify specific analytical issues that it would like the NCSC to glean from the data. Any special analyses requested will be conducted during this phase.

The time study results documenting the current work practices of judges across the state will be a springboard to discuss the linkage between workload and measured court performance and enable the Washington State Judiciary and the AOC to evaluate qualitative considerations that affect the effective resolution of cases.

Task 4. Second Meeting of the JNAC

The NCSC project team will meet with the JNAC after the time study and before the focus groups to report the initial findings from the time study to determine whether additional information needs to be collected.

Task 5. Focus Group Site Visits

After the time study concludes, if the AOC desires and for appropriate additional cost, the NCSC project team (possibly along with AOC staff) will conduct a series of focus groups at representative superior court locations with judicial officers who handle different types of cases. The NCSC will participate in three one-day site visits during which multiple focus groups will be held at different court locations.

The focus groups will help identify challenges to the effective handling of different types of cases as well as proven efficient and effective case processing policies and strategies. The narratives produced from the focus group site visits will complement the results of the Adequacy of Time survey to be administered under Task 6.

Task 6. Adequacy of Time Survey

Following the time study, if the AOC desires and for appropriate additional cost, the NCSC will develop a web-based Adequacy of Time survey for use statewide to measure opinions on whether judges believe they have sufficient time to reasonably complete all their judicial responsibilities within current resource levels. All judicial officers in the participating study groups will be invited to participate in the survey.

This forum provides the opportunity for all judges across the state to give their views on current case processing practices and identify where the preliminary case weights may need to be modified to take into account areas where additional time is required to enhance the quality of the justice delivered.

Generally, there are three parts to this assessment:

- (1) Whether judges need more or less time in the identified phases of case resolution to complete the job (the JNAC may also identify specific tasks they wish to have addressed in this survey).
- (2) Whether there is sufficient time available for judges to perform the non-case-related aspects of the work of the court.
- (3) Whether there are other areas where more or less judicial time is needed to complete the job.

Task 7. Final Meeting of the JNAC

The JNAC will reconvene for a meeting to examine and reconcile results from all phases of the study, including results from the focus groups and site visits, the time study, and the Adequacy of Time survey. The goal of the meeting will be to reach consensus on a set of final case weights.

d) Draft Initial Report(s)

Task 8. Final Report

8.1. Draft Report

The NCSC project team will draft a preliminary report that includes the project methodology and the workload standards for case-related and non-case-related activities. The report will also include the analysis and derivation of case weights and average time needed for specific functions, the results of the weighted caseload study, focus groups, site visits and adequacy of time survey, and an executive summary and will present the draft report to the JNAC for review and comment. The AOC will be responsible for coordinating the review process with the JNAC and other stakeholders.

e) Final Report

Task 8.2. Final Report

Following the final meeting of the JNAC, the NCSC project team will incorporate any corrections, comments, and suggestions, as appropriate, and finalize the report in an electronic format. The NCSC will submit bound copies, if requested, in a number to be determined in consultation with the AOC.

5. Cost Proposal

The NCSC is pleased to present this cost proposal to the AOC for “Washington State Judicial Workload Study.”

The cost for this project as proposed in the tasks above will be a firm fixed price of \$150,000. This cost includes professional and administrative time, travel, and indirect costs. An example of some of the costs included in the NCSC’s indirect cost rates are equipment, supplies, telephone, printing/photocopying, postage, audits, and other items. The indirect costs are based on federal government (GSA) approved rates used for all contracts.

Judicial Workload Study Tasks	Total Estimated Cost	Total Estimated Consulting Hours	Estimated Travel
1.1. Project Scope Planning Meetings	\$21,692	96	3 Consultants 4 days
1.2. Formation of JNAC	\$2,332	13	
1.3. Initial Project Meeting	\$11,459	48	3 Consultants 2 days
2.1. Design Data Collection Tools	\$8,528	48	
2.2. On-site Training	\$11,075	48	1 Consultant 5 days
2.3. Data Collection and Support	\$9,592	56	
3. Data Analysis	\$11,192	64	
4. Second Meeting of JNAC	\$11,459	48	3 Consultants 2 days
5. Focus Group Site Visits	\$26,808	120	3 Consultants 5 days
6. AOT Survey	\$4,528	28	
7. Final Meeting of JNAC	\$11,459	48	3 Consultants 2 days
8.1. Draft Report	\$14,331	80	
8.2. Final Report	\$5,545	30	
TOTAL COST	\$150,000	727	50 days



WASHINGTON STATE

JUDICAL WORKLOAD STUDY

PROPOSAL

FEBRUARY 2019

**SUBMITTED BY
NATIONAL CENTER FOR STATE COURTS
COURT CONSULTING SERVICES**

**Daniel J. Hall, Vice President
Laura Klaversma, Court Services Director**

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Washington State Judicial Workload Study

PROPOSAL

The National Center for State Courts (NCSC) is pleased to present this proposal to the Washington Administrative Office of the Courts (AOC) to conduct a workload assessment for judges in the Washington trial courts, which include the superior courts, district courts and magistrate courts. The NCSC proposes to assist the trial courts in completing this statewide workload study by developing an empirically based workload model for judges using a comprehensive workload assessment strategy that incorporates a time study, employs a qualitative decision-making process to analyze all results, and recommends a final workload model for Washington trial court judges.

1. Organizational Experience

a) Relevant Experience

National Center for State Courts Qualifications

Widely recognized as the national and international leader in developing weighted caseload formulas for judges and court staff, the NCSC is uniquely suited to handle the challenges of establishing workload models for the Washington trial courts. The NCSC pioneered the “what is/ what should be” approach to workload assessment that is based on an empirical time study in conjunction with the use of surveys and focus groups to obtain critical qualitative information regarding “what should be.” The NCSC’s workload assessment methodology and data collection instruments have been continuously refined over the course of more than 75 studies spanning over 20 years. The NCSC project team is adept at balancing divergent stakeholder interests, securing cooperation and support for workload assessments, and facilitating advisory committee meetings. The NCSC’s transparent, empirically driven, and highly participatory workload assessment process helps to build a perception of ownership among study participants, as well as to establish strong credibility for the final workload model among judges, staff, and legislators.

The NCSC’s proprietary Web-based timekeeping system is user-friendly, designed to minimize the burden of data collection on time study participants, and easily customized to suit the unique needs of each individual workload assessment. On average, time study participants typically spend less than ten minutes per day tracking and entering their time; in some studies, the daily average is as low as five minutes. Real-time participation monitoring enables project staff and advisory committees to encourage participation on a targeted basis. Statewide time studies conducted by the NCSC uniformly achieve participation rates in excess of 95 percent. These near-universal participation rates are critical to the reliability and credibility of the final workload models.

National Center for State Courts Project Team Qualifications

The NCSC project team will consist of Suzanne Tallarico (project director), John Douglas (project team member), and Shannon Roth (project team member). Brief biographical abstracts for NCSC project team members are provided below with resumes at the end of this section.

Suzanne K. Tallarico, M.A., has been a Principal Court Management Consultant with the NCSC since 2005. She focuses on criminal and juvenile justice entities in areas related to criminal justice system functioning, workload assessment, policy analysis, data analysis, program evaluation and performance, judicial performance, strategic planning and other court and criminal justice related projects. Areas of expertise include workload analysis and staffing needs, system performance assessment, judicial performance evaluation, criminal and juvenile justice system studies, adult and juvenile probation issues, and probation case processing, evidence-based practices and management. She also serves as NCSC staff to the Conference of Chief Justices/Conference of State Court Administrators Problem Solving Court Committee and the Midwest Regional Committee.

Prior to joining the NCSC, Ms. Tallarico was the Director of Research and Evaluation for the Colorado State Court Administrator's Office of Probation Services. Preceding her employment with the Colorado Judicial Branch, she served for twelve years as a senior research analyst for the Colorado Department of Public Safety, Division of Criminal Justice. In these positions, she has had extensive experience in program evaluation, policy analysis, judicial and probation staffing and workload assessment, correctional population forecasting, program and performance review, and collection and dissemination of statistics and statistical reports.

John Douglas, Principal Court Management Consultant, joined the NCSC in 1997. Mr. Douglas has directed or participated in over fifty statewide staffing/workload assessment projects to determine the need for the appropriate number for judges, clerk staff, or probation personnel through the identification and analysis of specific case type metrics and activities. Included in those projects are limited and general jurisdiction courts, courts of appeal, and parole and probation officer workload assessments.

Mr. Douglas' previous employer was the National Treasury Employees Union (NTEU), where he was responsible for representing the interests of Federal Employees in federal arbitration cases in Los Angeles, Orange County, and San Diego.

Mr. Douglas earned a B.B.A. from Texas State University in Economics and has received additional training in employment issues from the National Labor College, George Meany Center for Labor Studies. He is also a Fellow of the Institute for Court Management's Court Executive Development Program (CEDP). Most recently, in 2015, Mr. Douglas completed the certification program by the International Institute of Business Analysis (IIBA) and has become a Certified Business Analysis Professional (CBAP).

Shannon Roth is Business Analyst with Court Consulting Services at the NCSC. Her experience ranges from court performance and culture to staffing/workload assessment. Some recently completed projects include the Georgia Judicial Workload Assessment, Virginia Judicial

Workload Assessment, Maryland Court Culture, Effective Criminal Caseflow Processing, and Examining the Effectiveness of Indigent Defense Team Services: A Multisite Evaluation of Holistic Defense in Practice, and supporting and providing technical support for the High Performance Courts Framework (www.ncsc.org/hpcf), *CourTools* and *Appellate CourTools* (www.courttools.org). Ms. Roth is currently serving as staff for several workload assessments. In addition, she creates and maintains multiple surveys using the survey software ConfrmIt for Court Consulting Services.

Resumes follow on the next page

SUZANNE KRAUS TALLARICO

Principal Court Management Consultant



EDUCATION

M.A. in Sociology, University of Denver, Denver, Colorado, 1985

B.A. in Sociology, Aquinas College, Grand Rapids, Michigan, 1983

PROFESSIONAL EXPERIENCE

National Center for State Courts 2005 – Present

Principal Court Management Consultant. Serves as a consultant to courts and other criminal and juvenile justice entities in areas related to criminal justice system functioning, workload, policy, program evaluation and performance, judicial performance, strategic planning and other court and criminal justice related projects. Areas of expertise include workload analysis and staff need, system performance assessment, judicial performance evaluation, criminal and juvenile justice system studies, adult and juvenile probation issues, and probation case processing and management. Ms. Tallarico has facilitated several strategic planning retreats and meetings for state agencies, boards and commissions. Ms. Tallarico is an active member of the American Probation and Parole Association and is an ongoing member of the ongoing *Effective Facilitator* e-learning group.

Recently completed NCSC *weighted caseload* projects include: King County (Washington) District Court Staff (2015), South Dakota Court Staff (2015), West Virginia Circuit Court Judges (2014), Colorado Probation (2014), Colorado Parole (2014), Pennsylvania Court of Common Pleas Judges (2014), Montana District Court Judges (2014), Tennessee District Court Judges (2013), Louisiana Court of Appeals Judges (2014), North Dakota Judges and Clerks (2012), Kansas Judges and Court Clerks (2011), Massachusetts IV-D Registry Staff (2011), Yuma County, Arizona Judges (2010), North Dakota Court Services Officers (2010), Oregon Court of Appeals Staff and Judges (2010), Colorado District Court (2010) and County Court (2010), New York Law Guardians (2009), Tennessee District Court (2009), Alabama Court Clerks (2009), South Dakota Court Services Officers (2007), Maricopa County, AZ, Justice Court Clerk Staff (2008), Iowa District Court (2008), Colorado Probation (2008), Missouri Circuit Court Judges (2007), New Mexico Judges, (2007), Washoe County, Nevada Judges, King County, Washington Court Staff (2007); Montana Judges (2006); Nebraska Judges (2006), Maryland Judges (2006), Massachusetts Probation Support Staffing (2005).

Facilitation projects include: Strategic planning with the Guam Judiciary's Criminal Sexual Conduct Management Committee, strategic plan development for Maricopa County Juvenile Probation Department (2011), Colorado Juvenile Justice and Delinquency Prevention Council (2011), Conference of Chief Justices and Conference of State Court Administrators' Drug Court Summit (2009 and 2011), Mesa County Criminal Justice Council (2009), Colorado Justice Assistance Grant Board (2009), Colorado Interagency Committee on Adult and Juvenile Correctional Treatment (2007).

Additional completed projects include: Judicial Performance Evaluation in Illinois and Idaho, Pennsylvania Adult Probation and Parole Agency Assessment, Research study on Wisconsin's Effective Justice Strategies (2011), Commonwealth of Northern Mariana Islands Supreme and Superior Court Consolidation of Administrative Functions (2008), Okaloosa County, Florida Jail Crowding and Criminal Justice System Study (2007); Evaluation of Diversified Dockets in Arapahoe County, Colorado (2006); Feasibility Study for Alternative Court Scheduling Techniques in Chesterfield County, Virginia (2006); Improving the Organization and Performance of Courts and Probation in Lake County, Indiana (2006); Performance Audit of the Davidson County, Tennessee, Juvenile; Arrest to Filing Assessment in Tarrant County, Texas (2005); Kern County (CA)

Jail Crowding System Analysis (2006); and Court Clerk's Office Collections Assessment Study in Knox County, Tennessee (2005).

Colorado State Court Administrator's Office of Probation Services, 1998 – 2005

Director of Research and Evaluation. Ms. Tallarico (then Ms. Pullen) developed and managed all adult and juvenile workload and staffing needs projects, was responsible for the office's policy analysis and development, program evaluation, program and performance review, collection and dissemination of statistics and statistical reports and was the liaison for the office and federal grant administrators. Additionally, this position required a substantial amount of strategic planning with various groups, entities and agencies, throughout the juvenile and criminal justice system and in other governmental branches and departments.

Colorado Department of Public Safety, Division of Criminal Justice, 1985 – 1997

Senior Research Analyst/Research Analyst. Areas of responsibility included managing all of the Division's evaluation projects, co-principal investigator on several federally funded research projects, including the NIJ-funded research project on adult sex offenders management, which resulted in the publication of the book *Managing Adult Sex Offenders: A Containment Approach*. Ms. Tallarico also developed the state's prison population projections, which were used in setting policy and making prison expansion and construction decisions. In this position, she had primary responsibility for policy analysis requests in the division.

The URSA Institute, San Francisco, California, 1984 – 1985

Research Assistant. Participated in a two year research study investigating case processing of youth in the Colorado Juvenile Justice System. Responsibilities included primary data collection in four geographic regions of the state and data collection instrument development.

The University of Denver, Department of Sociology, 1983 – 1984

Research Assistant. Duties included research instrument development, data collection, conducting interviews, conducting literature searches and reviews, and performing teaching and administrative tasks. Work was primarily conducted in the juvenile justice system – juvenile arrests, prosecutor decision-making, judicial decision-making and sentencing.

Pertinent Experience

Center for Sex Offender Management, Silver Spring, Maryland. Frequent consultant and trainer for CSOM efforts, including program development, evaluation strategies, curriculum development, and other efforts related to sex offender management. Ms. Tallarico worked with the Yankton Sioux Tribe to facilitate the development of a coordinated response to managing convicted sex offenders.

Strengthening the Capacity of the Maricopa County (Phoenix, Arizona) Juvenile Probation Department.

This strategic planning project was designed to help the Department develop a plan to implement the essential elements of evidence-based practices throughout all phases of juvenile probation assessment and supervision. The strategic planning process will assisted the Department in identifying essential areas in which changes needed to occur, state the goals to be addressed, and develop the steps necessary to achieve those goals.

Wisconsin State Level Strategies. The scope of this project is to conduct research that will identify court centered evidence-based strategies that enhance public safety, reduce recidivism and address criminal and addictive behaviors and develop recommendations related to the court systems role in fostering state-wide support and replication of these strategies. Specifically, the NCSC team is conducting research and developing recommendations centered on the questions of:

- What is currently being done in Wisconsin Courts?

- What works and how do we measure it?
- What should be the statewide strategy and plan of action?

Yuma County, Arizona Workload Assessment and Caseload Assignment Tool. This workload assessment study determined the workload demands for judicial officers in Yuma County, Arizona. A second product associated with this project, and a new tool that had not previously developed, was a caseload assignment tool which can be used to ensure equal workload demands for all judicial officers in the County. Another Arizona County, Mohave County, embarked on a similar study in 2011.

New York Law Guardians Workload Assessment Study. This workload assessment study conducted with attorneys who represent children in the state of New York generated average attorney case processing times for child welfare cases in the State of New York. The project relied on the use of Delphi methodology to generate consensus on the average case processing times.

Tennessee Trial Court Judicial Workload Assessment Study. This workload assessment study was an update to a 1999 study. A time study and adequacy of time survey were conducted to generate data. Focus groups were held across the state, and all judges were invited to attend. The focus group process provided judges with an opportunity to review preliminary findings and make commentary regarding the face validity of the findings.

Missouri Circuit Court Judicial Workload Assessment Study. The workload assessment study in Missouri was the first ever to be completed in this state of elected judges. Judges were extremely skeptical that the workload study would not adequately assess their needs and that the results would be used to eliminate judges. A time study was conducted and the results were shared with focus groups of judges across the state. The process included several opportunities for judges to ask questions of the project staff and provide feedback along the way. In the end, the results were widely accepted across the state.

North Dakota Court Services Officers Workload Study. This study was conducted for Court Services Officers, or Probation Officers in North Dakota. Workload assessment for probation officers is different from workload assessment for judges or court staff because supervision cases are typically seen on a monthly basis, as opposed to court cases, which have a clear beginning and ending. This workload study updated case weights that were originally generated in 2005. Case weights were developed for adult and juvenile investigations and adult and juvenile supervision cases - at all levels.

South Dakota Unified Judicial System Court Services Officers Workload Study. This study was conducted for Court Services Officers, or Probation Officers in South Dakota. This workload study updated case weights that were originally generated in 1998. Case weights were developed for adult and juvenile investigations and adult and juvenile supervision cases - at all levels.

Washoe County, Nevada (Reno) District Court Workload Assessment Study. A workload assessment study was conducted for the district court in Reno, Nevada. The court, which had 19 judicial officers at the time of the study, is separated into a family court and a general jurisdiction court. The workload assessment study indicated a need for an additional 7.5 judicial officers.

New Mexico Judicial Workload Assessment Study. The judicial workload study conducted in New Mexico was part of an overall study to determine the needs for judges, prosecuting attorneys and public defenders. The judicial portion of the study included three levels of judicial officers: district court judges (including a separate study for Bernalillo Metro Courts), magistrates and hearing officers. The assessment of workload included a time study and an adequacy of time survey. Project staff worked with an advisory committee, which guided all three pieces of the study, as well as working groups representing each court level included in the study.

King County, Washington Court Staff Workload Assessment Study. This study included both a time-in-motion based workload assessment of court line staff and a staffing analysis of non-line staff and the organization of the court as a whole. The court will use this study as the basis for planning ongoing changes and staffing requests for the next five years.

Montana and Nebraska Judicial Workload Studies. These separate time-in-motion studies assessed judges' work and workload needs in the states of Montana and Nebraska. Both studies included the use of Advisory Committees made up of judiciary and court administration representatives to guide the specific needs and details of the study. Both studies culminated in a final report of judicial need and a model that can be used to develop future judicial need assessments.

Okaloosa County, Florida Jail and Criminal Justice System Study. The study was conducted for the Board of County Commissioners to help them and the criminal justice system leaders to better understand the dynamic nature of the offender jail population and its propensity to grow and change in the future. The JCI-NCSC team significantly reduced the jail population during the ongoing study and made recommendations to continue to maintain reduced populations. Ms. Tallarico's focus was on the needs of judges relative to jail facilities.

Arrest to Filing Assessment in Tarrant County, Texas. This system study was driven largely by recent statewide policy changes that impacted all levels of the criminal justice system, including the clerk of court, the courts and the Sheriff's Department because of jail crowding issues. The study involved an analysis of the current processes in place across agencies and made recommendations for improvement and change in a number of arenas. The study was conducted on behalf of the County Administrator's Office, so the recommendations addressed a range of agencies.

Jail Crowding System Analysis Kern County, California. The focus of this ongoing study is on jail crowding in Kern County, California. The JCI-NCSC team has mapped out the system in terms of functions and processes and is currently in the data analysis phase of developing jail need projections. My area of focus on this project is to determine the jail space needs of the courts as well as to determine any alternatives to incarceration that judges would be willing to use in lieu of jail space.

Arapahoe County, Colorado Court Docketing and Case Management System Study. This study is pertinent to the proposed project because it involves the court that is the primary user of the Arapahoe County jail. The project has allowed me to develop relationships with the judges, court administrator, prosecutor, public defenders and Sheriff's Department staff in the county as well as to gain insight into the issues and concerns experienced across each of these groups.

Feasibility Study for Alternative Court Scheduling Techniques in Chesterfield County, Virginia. This study directly addresses the needs of a quickly growing community and is designed to develop options to delay court expansion. The project includes a study of the anticipated and current space needs of the various court occupants (judges, court clerks, sheriff's department, probation) as well as the study of the processes used to conduct their work. The final report will include recommendations for alternative uses of current space, short- and long-term expansion options and alternatives to current case processing that could result in the more efficient use of space resources.

JOHN W. DOUGLAS

Principal Court Management Consultant

jdouglas@ncsc.org



Work Experience & Expertise

Since joining the NCSC in 1997, Mr. Douglas has specialized in over forty statewide staffing/workload assessment projects to determine the need for the appropriate number for judge, clerk staff and probation, personnel through the identification and analysis of specific case type metrics and activities. Included in those projects are limited and general jurisdiction courts, courts of appeal, and probation officer workload assessments.

Mr. Douglas' previous employer was the National Treasury Employees Union (NTEU) in California where he was responsible for representing the interests of Federal Employees in Los Angeles, Orange County and San Diego in federal arbitration cases. In addition, as a federal union representative John investigated, researched and presented briefs in support of the legal arguments due to personnel performance and or disciplinary actions taken by management and, when appropriate, negotiated with management, the potential terms for settlement prior to arbitration hearings. Prior to working for the NTEU Mr. Douglas held the position of Associate Director for AFSCME in Austin Texas, where he represented and negotiated the labor interests of approximate 300 employees working for the city of Austin Texas and Travis County.

John earned a BBA from Texas State University in Economics and has received additional training in employment issues from the National Labor College, George Meany Center for Labor Studies. Mr. Douglas is also a Fellow of the Institute for Court Management's Court Executive Development Program (CEDP). Most recently (2015) Mr. Douglas has completed the certification program by the International Institute of Business Analysis (IIBA) and has become a Certified Business Analysis Professional (CBAP).

Education

Certified Business Analysis Professional (CBAP) 2015

Graduate Institute for Court Management, Fellow, 2007

Justice Information Exchange Model Program Certificate, 2004

George Meany Center, Arbitration & Labor Relations Education, 1986

B.B.A., Texas State University, Economics, 1981

Highlights of NCSC Workload/ Staffing Projects

- Judicial Workload Analysis, Court of Appeals, Oregon
- Judicial Workload Analysis Pennsylvania
- Judicial Workload Analysis Vermont
- Judicial Workload Analysis West Virginia
- Judicial Workload Analysis Kansas
- Judicial Workload Analysis, Maryland
- Judicial Workload Analysis, Puerto Rico
- Judicial Workload Analysis, Maine
- Judicial Workload Analysis, North Carolina

- Judicial Workload Analysis , Iowa
- Judicial Workload Analysis, Wyoming
- Judicial Workload Analysis, Tennessee
- Judicial Workload Analysis, 8th Judicial District, Nevada
- Judicial Workload Analysis, Georgia
- Judicial Workload Analysis, North Dakota
- Judicial Workload Analysis, Vermont
- Judicial Workload Analysis, South Dakota
- Judicial Workload Analysis, Guam
- Judicial Workload Analysis, Salt Lake City Utah
- Clerical Staff Workload Analysis, Iowa
- Clerical Staff Workload Analysis, Missouri
- Clerical Staff Workload Analysis, Maryland
- Clerical Staff Workload Analysis, Kansas
- Clerical Staff Workload Analysis, New Mexico
- Clerical Staff Workload Analysis, New Hampshire
- Clerical Staff Workload Analysis, Oregon
- Clerical Staff Workload Analysis, North Dakota
- Clerical Staffing Model, California
- Clerical Staffing Model, Salt Lake City, Utah
- Clerical Staffing Model Analysis, Colorado
- Clerical Staffing Model Analysis, Vermont
- Juvenile Probation Staffing Model Alabama
- Juvenile Probation Staffing Model North Dakota
- Juvenile Probation Staffing Model South Dakota
- Probation Staffing Model Colorado
- Probation Staffing Model South Dakota
- Department of Corrections Staffing Model Colorado
- IV-D Staffing Model Massachusetts
- IV-D Staffing Model Maine

Presentations

- Institute for Court Management Training: "Customer Service in the Courts," Territorial Courts of the Virgin Islands, 2005
- Nebraska Court Clerks Association, CourTools, 2008

Publication

- Examination of NCSC Workload Assessment Projects and Methodology: 1996 – 2006., (Principal author, 2007)
- Impact of Budget Shortfalls on Labor Relations, Trends Article (2009)

Shannon E. Roth
Business Analyst
Email: sroth@ncsc.org

Work experience

5/05 – present National Center for State Courts Williamsburg, VA

Business Analyst

Responsible for survey design, data collection, data analysis for a variety of project type including workload assessment and court performance, presentation of data to clients, and for assisting project directors and managers with all aspects of the projects, monitoring all grant requirements and regulations, monitoring and updating project budgets, organizing and maintaining project documents/files, and coordinating administrative tasks for all project staff, including travel arrangements, coordination with clients, meetings, and filing and creating proposal budgets and assist with preparation and writing of proposals and final project reports.

Administrative Manager

Responsible for providing assistance to the Director of Research with divisional management and duties and providing back-up support to the Senior Administrative Manager, including assistance with the division operation budget and assisting with the management and training of Program Specialists

Administrative Specialist

Previous responsibilities include reserving booths for exhibitors, processing payments, and tracking exhibitor agreements. Other duties include sending correspondence to exhibitors and speakers, gathering materials to be used at the conference, and tracking attendance and booths reserved for the conference.

2/14 – present La Tienda Retail Store Williamsburg, VA

Retail/Server

Part time work for La Tienda doing wine tastings, assisting customers, cashiering, and closing out the register. Additionally, working as a server in the restaurant and assisting as a hostess when needed. Additional duties include stocking the retail store and wine room

Previous Experience

1/00 – 8/03 Basic Construction Co. Newport News, VA

Payroll Administrator/ HR Assistant

Responsible for entry, maintenance, and disbursement of hourly payroll, certified payrolls, and payroll related reports. Accept and track employment applications, maintain employee database, monitor employee benefit eligibility, verify and authorize benefit payments. Secretary for company Affirmative Action Committee. Assist with accounts payable, invoicing, and purchase orders and light bookkeeping. Other administrative duties include filing, correspondence, and data entry.

Software

Windows 2007/2010, Microsoft Office (Excel, Word, PowerPoint), SPSS, Confront Survey Design, Costpoint/Deltek Financial, Project Online, PPM Project Management, Quickbooks, and Concentric Financial Services Platform.

Publications

Ostrom, Brian, Matthew Kleiman, and Shannon Roth. *Continuous Improvement in Ottawa County, Michigan Circuit and Probate Courts: A High Performance Court Framework Perspective* Court Review, Spring 2015

Ostrom, Brian, Matthew Kleiman, and Shannon Roth. *DUI Case Management in the Scottsdale City Court: Applying the High Performance Court Framework*. Court Manager, Spring 2015.

Reports

Ostrom, Brian J., Matthew Kleiman, Cynthia G. Lee, and Shannon Roth. "Virginia Judicial Workload Assessment." November 2017. A report to the Office of the Executive Secretary.

Ostrom, Brian J., Matthew Kleiman, Cynthia G. Lee, and Shannon Roth. "Texas Child Protective Services Workload Assessment." September 2016. A report to the Texas Office of Court Administration.

Ostrom, Brian J., Matthew Kleiman, Cynthia G. Lee, and Shannon Roth. "Florida Judicial Workload Assessment." May 2016. A report to the Florida Office of State Courts Administrator.

Ostrom, Brian J., Shannon Roth, and Alicia Davis. "The High Performance Court and Divorce Case Triage." December 2014. A report to the State Justice Institute.

Ostrom, Brian J., Matthew Kleiman, Alicia Davis, and Shannon Roth. "Continuous Improvement in Ottawa County, Michigan Circuit and Probate Courts: A High Performance Court Framework Perspective." June 2014. A report to the Ottawa County Circuit and Probate Courts and the State Justice Institute.

Ostrom, Brian J., Matthew Kleiman, and Shannon Roth. "DUI Case Management in the Scottsdale City Court: Applying the High Performance Court Framework." May 2014. A report to the Scottsdale City Court and the State Justice Institute.

Ostrom, Brian J., Matthew Kleiman, Cynthia G. Lee, and Shannon Roth. "Virginia Judicial Workload Assessment." November 2013. A report to the Office of the Executive Secretary.

Ostrom, Brian J., Matthew Kleiman, and Shannon Roth. "Wells County Caseflow Management: Review and Recommendations." May 2013. A report to the Wells County Circuit Court.

Ostrom, Brian J., Matthew Kleiman, Alicia Davis, and Shannon Roth. "The Application of the High Performance Court Quality Cycle in the Superior Court of Arizona in Maricopa County." March 2013. A report to the Maricopa County Superior Court and the State Justice Institute.

Ostrom, Brian J. and Shannon Roth. "Examining Texas County Courts at Law Civil Court Reorganization". December 2012. A report to the Texas Office of Court Administration and the State Justice Institute.

Ostrom, Brian J., Matthew Kleiman, Roger A. Hanson, and Shannon Roth. "Assessing Court Culture in the 4th Judicial District, Colorado." 2012. A report to the 4th Judicial District, Colorado.

Ostrom, Brian J., Matthew Kleiman, Shannon Roth. "California Judicial Workload Assessment." 2011. A report to the California Administrative Office of the Courts.

Ostrom, Brian J., Matthew Kleiman, Shannon Roth. "California Superior Court Staff Workload Assessment." 2011. A report to the California Administrative Office of the Courts.

b) Number of Workload Studies

The NCSC has played a preeminent role in judicial and staff workload assessment studies and has pioneered the methodologies used in these studies to help states develop meaningful and easily-understood criteria for determining overall resource needs, taking into account both case-specific and non-case-specific needs. These studies have involved judges, quasi-judicial officers, administrative and clerical staff, court clerks, and parole and probation officers. All studies are anchored by a “weighted caseload” model that directly measures the variations in time required to manage different case types within the appropriate context. The methodology employed by the NCSC has been honed over the years and has been enhanced by Web-based technologies that permit direct entry of time study data. These improvements have enhanced the level of participation. Weighted caseload studies, an NCSC specialty, are now deemed a “best practice.”

The NCSC has performed approximately 23 workload studies in the last two years:

- Iowa Judicial and Court Staff Workload Study, 2018
- Maine Title IV-D Caseload Study, 2018
- South Dakota Court Services Workload Assessment, 2018
- Booz Allen, Executive Office for Immigration Review, Case Processing Study, 2017
- Colorado Court Staff Weighted Caseload Study, 2017
- Delaware Family Court Workload Study, 2017
- Iowa Judicial Officer Workload, 2017
- Iowa Court Staff Workload, 2017
- Kosovo Judicial Workload Assessment, 2017
- Maryland Judiciary Workload Assessment, 2017
- Maryland Clerical Workload Assessment, 2017
- Missouri Clerical Weighted Caseload Study, 2017
- Texas Family Court Workload Assessment, 2017
- Virginia Judicial Workload Assessment, 2017
- Florida Judicial Workload Assessment, 2016
- Gwinnett County, Georgia, Workload Study, 2016
- Indiana Judicial Workload Study, 2016
- Kentucky Judicial Workload Assessment Boundary Realignment, 2016
- Montana Juvenile Probation Workload Study, 2016
- Oregon Juvenile Judges and Staff Workload Study, 2016
- South Dakota Judicial Workload Assessment, 2016
- Vermont Judicial and Clerical Weighted Caseload Study, 2016
- Wisconsin Judicial Needs Assessment, 2016

2. Organizational References

- a) Client name: Iowa Administrative Office of the Courts
 - b) Project description: The Iowa Administrative Office of the Courts contracted with the NCSC to perform workload assessment studies of the district court judges, and court clerk and support staff.
 - c) Project dates (starting and ending): July 2016 – March 2017
 - d) Technical environment (i.e., software applications, internet capabilities, data communications, network, hardware): The primary means of data collection during the time study phase of this project was a web-based data entry tool designed by the NCSC. Additionally, a series of web-based trainings recorded by NCSC staff was used for training time study participants. A series of webinars conducted by NCSC staff were used to train time study participants for project references that used webinars.
 - e) Staff assigned to reference engagement that will be designated for work per this RFP: Suzanne Tallarico, John Douglas
 - f) Client project manager name, telephone number, fax number, and email address: John Goerdts, (551) 348-4880 (telephone), (515) 242-0014 (fax), john.goerdts@iowacourts.gov
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- a) Client name: Kentucky Administrative Office of the Courts
 - b) Project description: The Kentucky Administrative Office of the Courts contracted with the NCSC to developing a weighted caseload system to measure the workload of judges in Kentucky's trial courts.
 - c) Project dates (starting and ending): September 1, 2015 – December 31, 2015
 - d) Technical environment (i.e., software applications, internet capabilities, data communications, network, hardware): The primary means of data collection during the time study phase of this project was a web-based data entry tool designed by the NCSC. Additionally, a series of web-based trainings recorded by NCSC staff was used for training time study participants. A series of webinars conducted by NCSC staff were used to train time study participants for project references that used webinars.
 - e) Staff assigned to reference engagement that will be designated for work per this RFP: Shannon Roth
 - f) Client project manager name, telephone number, fax number, and email address: Laurie Dudgeon, (502) 573-2350 (telephone), (502) 782-8707 (fax), LaurieDudgeon@kycourts.net
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- a) Client name: Missouri Office of State Courts Administrator
 - b) Project description: The Missouri Office of State Courts Administrator contracted with the NCSC to provide a clerical weighted workload study in the state's circuit courts.
 - c) Project dates (starting and ending): July 2016 – May 2017
 - d) Technical environment (i.e., software applications, internet capabilities, data communications, network, hardware): The primary means of data

collection during the time study phase of this project was a web-based data entry tool designed by the NCSC. Additionally, a series of web-based trainings recorded by NCSC staff was used for training time study participants. A series of webinars conducted by NCSC staff were used to train time study participants for project references that used webinars.

- e) Staff assigned to reference engagement that will be designated for work per this RFP: Suzanne Tallarico, John Douglas
 - f) Client project manager name, telephone number, fax number, and email address: Paul Buckley, (573) 526-8807 (telephone), (573) 751-5540 (fax), Paul.Buckley@courts.mo.gov
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- a) Client name: South Dakota Unified Judicial System
 - b) Project description: The South Dakota Unified Judicial System contracted with the NCSC to conduct a judicial workload assessment for the state and to perform an update to the existing court clerk weighted caseload system.
 - c) Project dates (starting and ending): September 2013 – July 2015 (court clerks); August 2015 – November 2016 (judges)
 - d) Technical environment (i.e., software applications, internet capabilities, data communications, network, hardware): The primary means of data collection during the time study phase of this project was a web-based data entry tool designed by the NCSC. Additionally, a series of web-based trainings recorded by NCSC staff was used for training time study participants. A series of webinars conducted by NCSC staff were used to train time study participants for project references that used webinars.
 - e) Staff assigned to reference engagement that will be designated for work per this RFP: Suzanne Tallarico, John Douglas
 - f) Client project manager name, telephone number, fax number, and email address: Jill Gusso, (605) 773-3474 (telephone), (605) 773-8437 (fax), jill.gusso@ujs.state.sd.us

3. *Mandatory Specifications*

Concern with financial and resource accountability at all levels of government is a strong stimulus to develop systematic methods for assessing the need for judges. The best approach for assessing judicial need is weighted caseload. Simply stated, weighted caseload is used to translate court caseload into workload. Cases vary in complexity, and different types of cases require different amounts of time and attention from judges and court. A weighted caseload study requires two basic sets of information: (1) statistical data that describe the type and volume of cases handled by judges, and (2) time data needed to generate the case weights. As discussed below, the NCSC proposes to use a time study to assemble the time data. However, prior to the time study, the first step is to determine what data is available statewide that describes the type and volume of work being handled by judges. Accurate and consistent counts of case filings by case type category and by every court location supplemented by key case event data (e.g., trial rates) are primary drivers of the weighted caseload models. The NCSC will work closely with the Advisory Committees to assess current data collection practices within and among the trial courts. The primary goal will be to determine the case type categories for which case weights will be developed and to evaluate the accuracy and validity of the data that is collected statewide and within each court.

The foundation of the workload assessment will be a time study of four weeks in duration, during which judges will record all their working hours by case and functional area, or by non-case administrative matters. The time study will provide an empirical foundation for the case weights. Time study data will be collected using the NCSC's customizable on-line timekeeping system. Prior to the time study, participants will receive on-line training in how to track and record their time. The workload assessment further will incorporate a multi-step quality adjustment process incorporating quality adjustment meetings with the advisory committee, and if desired by the AOC, an adequacy of time survey and site visits. The adequacy of time survey will provide an opportunity for judges to rate how often they have sufficient time to perform specific case-related tasks and functions. During the site visits, the NCSC project team will hold focus groups with judicial officers in representative regions to identify challenges to the effective handling of different types of cases. The final project deliverables will include a set of tools for determining existing judicial need and for projecting future judicial using the workload model, as well as a written report (or reports) summarizing the project methodology and results.

The project timeline that follows is based on best information at this time and represents a reasonable estimate of time sequences that the NCSC will follow. The NCSC proposes a project start date in May 2019 (assuming a contract is executed by that time) to run for a 12-month timeframe, but understands that the Washington AOC may have an estimated timeline in mind and has some flexibility in adjusting task completion dates. The NCSC will do its best to accommodate the AOC's needs.

Task	Months from Project Start											
	1	2	3	4	5	6	7	8	9	10	11	12
1.1. Project Scope Planning Meetings	X											
1.2. Formation of JNAC	X											
1.3. Initial Project Meeting	X	X										
2.1. Design Data Collection Tools			X									
2.2. On-site Training				X	X							
2.3. Data Collection and Support					X	X						
3. Data Analysis						X	X					
4. Second Meeting of JNAC								X				
5. Focus Group Site Visits								X	X			
6. AOT Survey								X	X			
7. Final Meeting of JNAC										X		
8.1. Draft Report(s)											X	X
8.2. Final Report(s)											X	X

4. Judicial Workload Study Task Plan

a) Project Planning and Advisory Committee

Task 1. Project Preparation and Planning with Advisory Committee

1.1. Project Scope Planning Meetings

The NCSC project team (including Suzanne Tallarico, John Douglas, and Shannon Roth) will meet with Washington Administrative Office of the Courts (AOC) within the first month of the project to finalize the scope and design of the project. Deliverables that will be considered are:

- Determining the availability of accurate and consistent caseload data for all participating study courts
- In addition to superior court, the inclusion of development of workload models for judges in districts and municipal courts.
- Inclusion focus groups site visits for each of the included study groups.
- Inclusion of the Adequacy of Time Survey for each of the included study groups.

1.2. Formation of the Judicial Needs Advisory Committee

The NCSC will work with the AOC to form a Judicial Needs Advisory Committee (JNAC) to provide project oversight and guidance, and review project plans and materials. The size and composition of the JNAC will be determined by the AOC. The AOC will be responsible for arranging and coordinating the participation of all JNAC members. JNAC sessions will be jointly facilitated by the NCSC and AOC.

1.3. Initial Project Meeting

The NCSC project team (including Suzanne Tallarico, John Douglas, and Shannon Roth) will meet with the JNAC within the first or second month of the project to review the overall study design and discuss specific aspects of the design, including:

- Case types for which workload standards are sought.
- Judge-day and judge-year values.
- Design of the time study, including:
 - The scope of data to be collected.
 - The method of time study data collection instruments and instructional materials.
 - The participants in the time study.
 - The data collection timeline (anticipated to be one to two months).
 - The availability of automated data on filings and dispositions, and the consistency of statewide counting practices.
- Schedule for conducting the focus groups.

The AOC's collection and delivery of several key pieces of information to the NCSC project team is critical to the initial phases of the project:

- First, an essential component in every workload study is the complete compilation of a set of accurate, reliable, and consistent counts of the number of cases that are filed and/or disposed of in each type of court by case type category, for every jurisdiction in each of the participating study groups.
- Second, the AOC will need to provide an accurate census of the number of full-time equivalent (FTE) judges in each jurisdiction, including email addresses, physical address and phone number, if possible, and court location. Data collected during the study will be analyzed in the aggregate and will not identify specific judges, except to indicate which courts and judges participated in the study.
- Finally, the NCSC will assign a unique identifier (e.g., e-mail user name) to each individual included in the census in order to permit the NCSC to assess participation levels during the study period and ultimately accommodate for any missing data. The results of this phase will serve as a framework for the overall workload assessment in terms of the key case types handled by judges, the current level of resources and caseloads, and the key functions performed by judges.

b) Data Collection

Task 2. Time Study

The NCSC will conduct an event-based time study of judicial workload over the course of a four-week period in order to obtain a reliable and valid snapshot of judicial activity (including all pre-trial, disposition, post-disposition, and non-case-related activities). Leading up to the time study, the NCSC project team will work with the JNAC and AOC to finalize statewide practices of counting filings, test all data collection instruments, and ensure that the research design has been reviewed and approved.

Basic features of the time study strategy include:

- (1) Collecting the data from all judicial officers statewide, unless deemed logistically unreasonable, in which case a representative sample of officers will be asked to provide data.
- (2) Sending the data directly to the NCSC for analysis.
- (3) Reporting weekly participation rates in the time study to the AOC.

Specific responsibilities for the time study tasks include:

2.1. Design of Data Collection Instruments/Preparation of Training Materials

The NCSC project team will work in collaboration with the JNAC and AOC to design the most effective and efficient way to collect time study information. Typically, data collection involves the use of a paper time tracking form and a web-based data entry system, both of which are designed by the NCSC.

The NCSC project team will also prepare a PowerPoint presentation and written training materials that clearly explain the data collection process for all participants engaged in the study in order to assure that all time is recorded comprehensively, accurately, and consistently according to an established set of rules. The JNAC and/or AOC will review and approve the final design of the data collection instruments and the instruction materials.

2.2. On-site Training and Dissemination of Data Collection Materials

The NCSC project team will provide training either via on-site sessions at various locations across the state or via webinar (or via a combination of both) in order to acquaint participants with the workload concept, the proposed project design, and the data collection requirements, and answer any questions related to the study and its implications. Possible additional training locations will be determined with the assistance of the JNAC. NCSC trainers will use their best efforts to personally train all judicial officers who will participate in the study; if needed, training will be provided by alternate methods, including recorded training sessions. Written instructions will also be provided to all study participants.

2.3. Data Collection and Support

An AOC-designated staff person will work with the NCSC project team to support the collection of time study data. Throughout the data collection process, the AOC-designated staff person and the NCSC project team will remain available to answer questions from time study participants, e.g., login questions, questions about revisions to submitted time, and general questions regarding the reporting and entry of data. Such support is invaluable because it ensures reliability in the time study data collection as well as its timely completion.

At the very early stages of the time study period, the NCSC will begin monitoring the submitted data on a weekly basis in order to ascertain the levels of participation by court and individual. Each week, the NCSC will prepare a report showing the participation rates of individual judicial officers by court location.

c) Data Analysis

Task 3. Data Analysis

After the NCSC cleans, verifies, and compiles the data, the NCSC project team will analyze and synthesize all of the data received during the data collection period. From this information, the analysis will focus on:

- Time required to process each case type studied, including average times for each case event measured.
- Time required for non-case-related work (e.g., administration, travel, committee attendance, general legal research).
- Average travel time required by judicial officers in each jurisdiction.

The JNAC may identify specific analytical issues that it would like the NCSC to glean from the data. Any special analyses requested will be conducted during this phase.

The time study results documenting the current work practices of judges across the state will be a springboard to discuss the linkage between workload and measured court performance and enable the Washington State Judiciary and the AOC to evaluate qualitative considerations that affect the effective resolution of cases.

Task 4. Second Meeting of the JNAC

The NCSC project team will meet with the JNAC after the time study and before the focus groups to report the initial findings from the time study to determine whether additional information needs to be collected.

Task 5. Focus Group Site Visits

After the time study concludes, if the AOC desires and for appropriate additional cost, the NCSC project team (possibly along with AOC staff) will conduct a series of focus groups at representative superior, district, and municipal courts with judicial officers who handle different types of cases. The NCSC will participate in nine one-day site visits during which multiple focus groups will be held at different court locations.

The focus groups will help identify challenges to the effective handling of different types of cases as well as proven efficient and effective case processing policies and strategies. The narratives produced from the focus group site visits will complement the results of the Adequacy of Time survey to be administered under Task 6.

Task 6. Adequacy of Time Survey

Following the time study, if the AOC desires and for appropriate additional cost, the NCSC will develop a web-based Adequacy of Time survey for use statewide to measure opinions on whether judges believe they have sufficient time to reasonably complete all their judicial responsibilities within current resource levels. All judicial officers in the participating study groups will be invited to participate in the survey.

This forum provides the opportunity for all judges across the state to give their views on current case processing practices and identify where the preliminary case weights may need to be modified to take into account areas where additional time is required to enhance the quality of the justice delivered.

Generally, there are three parts to this assessment:

- (1) Whether judges need more or less time in the identified phases of case resolution to complete the job (the JNAC may also identify specific tasks they wish to have addressed in this survey).
- (2) Whether there is sufficient time available for judges to perform the non-case-related aspects of the work of the court.
- (3) Whether there are other areas where more or less judicial time is needed to complete the job.

Task 7. Final Meeting of the JNAC

The JNAC will reconvene for a meeting to examine and reconcile results from all phases of the study, including results from the focus groups and site visits, the time study, and the Adequacy of Time survey. The goal of the meeting will be to reach consensus on a set of final case weights.

d) Draft Initial Report(s)

Task 8. Final Report

8.1. Draft Report(s)

The NCSC project team will draft a preliminary report that includes the project methodology and the workload standards for case-related and non-case-related activities. The report will also include the analysis and derivation of case weights and average time needed for specific functions, the results of the weighted caseload study, focus groups, site visits and adequacy of time survey, and an executive summary and will present the draft report to the JNAC for review and comment. The AOC will be responsible for coordinating the review process with the JNAC and other stakeholders. If requested and at additional appropriate cost, the NCSC project team will draft three separate reports, for each of the participating court levels – superior, district, and municipal.

e) Final Report(s)

Task 8.2. Final Report(s)

Following the final meeting of the JNAC, the NCSC project team will incorporate any corrections, comments, and suggestions, as appropriate, and finalize the report (or reports) in an electronic format. The NCSC will submit bound copies, if requested, in a number to be determined in consultation with the AOC.

5. Cost Proposal

The NCSC is pleased to present this cost proposal to the AOC for “Washington State Judicial Workload Study.”

The cost for this project as proposed in the tasks above will be a firm fixed price of \$200,000. This cost includes professional and administrative time, travel, and indirect costs. An example of some of the costs included in the NCSC’s indirect cost rates are equipment, supplies, telephone, printing/photocopying, postage, audits, and other items. The indirect costs are based on federal government (GSA) approved rates used for all contracts.

Judicial Workload Study Tasks	Total Estimated Cost	Total Estimated Consulting Hours	Estimated Travel
1.1. Project Scope Planning Meetings	\$26,808	120	3 Consultants 5 days
1.2. Formation of JNAC	\$2,332	13	
1.3. Initial Project Meeting	\$11,459	48	3 Consultants 2 days
2.1. Design Data Collection Tools	\$8,528	48	
2.2. On-site Training	\$11,075	48	1 Consultant 5 days
2.3. Data Collection and Support	\$14,920	88	
3. Data Analysis	\$13,856	80	
4. Second Meeting of JNAC	\$11,459	48	3 Consultants 2 days
5. Focus Group Site Visits	\$57,506	264	3 Consultants 11 days
6. AOT Survey	\$4,528	28	
7. Final Meeting of JNAC	\$11,459	48	3 Consultants 2 days
8.1. Draft Report(s)	\$20,524	112	
8.2. Final Report(s)	\$5,545	30	
TOTAL COST	\$200,000	975	71 days

TO: Judge Rebecca Robertson, President, DMCJA Board
FROM: Judge Jeffrey Goodwin, Chair, DMCJA Rules Committee
SUBJECT: Proposal to Amend GR 29
DATE: April 2, 2019

As you know, the DMCJA Board recently requested the DMCJA Rules Committee review a proposal to amend GR 29 that was recommended by the Council on Independent Courts (CIC). The amendment would require certain mandatory terms in the contracts of part-time municipal court judges, and is intended to preserve judicial independence for municipal court judges regarding (a) term of office and salary, (b) judicial duties, (c) judicial independence and administration of the court, and (d) termination and discipline.

Judge Steiner, a member of the CIC, presented the proposal to the Rules Committee and served as liaison between the Rules Committee and the CIC. The Committee discussed the proposal over the course of several meetings and determined to support the proposal. The reasons for the proposal are set forth in greater detail in the attached draft GR 9 Cover Sheet.

Thank you for your consideration of this matter. Please let me know if you have any questions. I can be reached through 425-744-6800 or jeffrey.goodwin@snoco.org.

CC: DMCJA Rules Committee

Attachment: GR 9 Cover Sheet and Rule Proposal for GR 29 Amendment

GR 9 COVER SHEET

Suggested Amendments to

WASHINGTON STATE COURT RULES:

GR 29: PRESIDING JUDGE IN SUPERIOR COURT DISTRICT AND LIMITED JURISDICTION COURT DISTRICT

Submitted by the District & Municipal Courts Judges Association

A. **Name of Proponent:** District & Municipal Courts Judges' Association

B. **Spokesperson:** Judge Rebecca Robertson, President
DMCJA

C. **Purpose:**

The District and Municipal Court Judges' Association (DMCJA) asserts that an amendment to General Rule (GR) 29 is necessary in order to preserve judicial independence for municipal court judges regarding (a) term of office and salary, (b) judicial duties, (c) judicial independence and administration of the court, and (d) termination and discipline. The amendment would mandate essential content for part-time municipal court judicial services contracts. Currently, GR 29 (k) prohibits judicial service contracts with provisions that conflict with the rule and requires that any judicial service contract acknowledge that the court is a part of an independent branch of government and that the judicial officer and court employees are required to act in accord with the Code of Judicial Conduct and Court Rules.

Part-time municipal court judges, who are appointed by either the mayor with confirmation by city council, or the city manager, are often provided with employment contracts that infringe on judicial independence by misstating the authority of the judge. GR 29 provides legal guidance regarding the authority of presiding judges in district and municipal courts. However, the DMCJA affirms that the proposed amendments are necessary to ensure an encroachment on judicial independence does not occur at the local level.

D. **Proposed Amendments:**

[GR 29 Subsections (a)-(j) remain unchanged.]

(k) Employment Contracts. A part-time judicial officer may contract with a municipal or county authority for salary and benefits. The employment contract shall not contain provisions which conflict with this rule, the Code of Judicial Conduct or statutory judicial authority, or which would create an impropriety or the appearance of impropriety concerning the judge's activities.

The employment contract should acknowledge the court is a part of an independent branch of government and that the judicial officer or court employees are bound to act in accordance with the provisions of the Code of Judicial Conduct and Washington State Court rules. A part-time judicial officer's employment contract shall comply with GR 29(k) and contain the following provisions, which shall not be contradicted or abrogated by other provisions within the contract.

[NEW SECTION]

(I) Required Provisions of a Part-Time Judicial Officer Employment Contract.

(1) Term of Office and Salary

The judge's term of office shall be four years as provided in RCW 3.50.050.
The judge's salary shall be fixed by ordinance in accordance with RCW 3.50.080 and the salary shall not be diminished during the term of office.

(2) Judicial Duties

The judge shall perform all duties legally prescribed for a judicial officer according to state law, the requirements of the Code of Judicial Conduct, and Washington State court rules.

(3) Judicial Independence and Administration of the Court

The court is an independent branch of government. The judge shall supervise the daily operations of the court and all personnel assigned to perform court functions in accordance with the provisions of GR 29 (e), GR 29 (f), and RCW 3.50.080. Under no circumstances should judicial retention decisions be made on the basis of a judge's or a court's performance relative to generating revenue from the imposition of legal financial obligations.

(4) Termination and Discipline

The judge may only be admonished, reprimanded, censured, suspended, removed, or retired during the judge's term of office only upon action of the Washington State Supreme Court as provided in Article IV, section 31 of the Washington State Constitution.

E. **Hearing:** A hearing is not recommended.

F. **Expedited Consideration:** None.

PROPOSED AMENDMENT:

General Rule 29

PRESIDING JUDGE IN SUPERIOR COURT DISTRICT AND LIMITED JURISDICTION COURT DISTRICT

(a) – (j) Unchanged

(k) Employment Contracts. A part-time judicial officer may contract with a municipal or county authority for salary and benefits. The employment contract shall not contain provisions which conflict with this rule, the Code of Judicial Conduct or statutory judicial authority, or which would create an impropriety or the appearance of impropriety concerning the judge's activities.

The employment contract should acknowledge the court is a part of an independent branch of government and that the judicial officer or court employees are bound to act in accordance with the provisions of the Code of Judicial Conduct and Washington State Court rules. A part-time judicial officer's employment contract shall comply with GR 29(k) and contain the following provisions, which shall not be contradicted or abrogated by other provisions within the contract.

(l) Required Provisions of a Part-Time Judicial Officer Employment Contract.

(1) Term of Office and Salary

The judge's term of office shall be four years as provided in RCW 3.50.050.

The judge's salary shall be fixed by ordinance in accordance with RCW 3.50.080 and the salary shall not be diminished during the term of office.

(2) Judicial Duties

The judge shall perform all duties legally prescribed for a judicial officer according to state law, the requirements of the Code of Judicial Conduct, and Washington State court rules.

(3) Judicial Independence and Administration of the Court

The court is an independent branch of government. The judge shall supervise the daily operations of the court and all personnel assigned to perform court functions in accordance with the provisions of GR 29 (e), GR 29 (f), and RCW 3.50.080. Under no circumstances should judicial retention decisions be made on the basis of a judge's or a court's performance relative to generating revenue from the imposition of legal financial obligations.

(4) Termination and Discipline

The judge may only be admonished, reprimanded, censured, suspended, removed, or retired during the judge's term of office only upon action of the Washington State Supreme Court as provided in Article IV, section 31 of the Washington State Constitution.

TO: Judge Rebecca Robertson, President, DMCJA Board
FROM: Judge Jeffrey Goodwin, Chair, DMCJA Rules Committee
SUBJECT: WSSC Published for Comment: WDA Proposed Amendments to CrRLJ 3.1
DATE: March 29, 2019

As directed by the DMCJA Board, the DMCJA Rules Committee reviews proposals for rule amendments that are published for comment by the WSSC. The Washington Defender Association (WDA) recently proposed an amendment to CrRLJ 3.1, pertaining to the right to and assignment of a lawyer. The proposal has a comment deadline of April 30, 2019.

The amendments, set forth below, would require mandatory ex parte motions to fund investigative and other services for indigent defendants, as well as mandatory sealing of those motions. The Rules Committee reviewed and discussed the proposal during two meetings to allow sufficient time for consideration and ultimately decided to recommend supporting the proposal. A minority of the Committee argued that the proposal should be opposed in its current form, because sealing courts records is disfavored in Washington state and there is no provision for mandatory unsealing of the record once the purpose of the sealing has concluded. A majority of the Committee voted to recommend that the DMCJA Board support the proposed amendment.

The Rules Committee recommends that the DMCJA Board support WDA's proposed amendment to CrRLJ 3.1 and submit a comment to the WSSC to that effect.

Thank you for your consideration of this matter. Please let me know if you have any questions. I can be reached through 425-744-6800 or jeffrey.goodwin@snoco.org.

CC: DMCJA Rules Committee

Attachments: WDA GR 9 Cover Sheet and Rule Amendment Proposal for CrRLJ 3.1

GR 9 Cover Sheet

Suggested Changes to CrR 3.1, CrRLJ 3.1, JuCR 9.3 and GR 15

(A) Name of Proponent: Washington Defender Association

(B) Spokesperson: Magda Baker, Misdemeanor Resource Attorney, Washington Defender Association

(C) Purpose: The Washington Defender Association (WDA) suggests changes to CrR 3.1(f), CrRLJ 3.1(f), and JuCR 9.3(a) that would ensure that criminal defense attorneys who request funds for experts on behalf of indigent clients in superior courts, courts of limited jurisdiction, and juvenile courts do so ex parte and would require that those courts seal such requests. WDA also suggests a change to GR 15(c)(1) that would allow defenders representing clients in juvenile court to move to seal motions for expert funding without giving notice to opposing parties and crime victims, as defenders in superior courts and courts of limited jurisdiction may currently do.

Such changes would allow defense attorneys to pursue necessary experts without sharing their developing trial strategies with opposing counsel. This in turn would protect the rights of criminal defendants to both necessary expert assistance and fair trials. The Sixth Amendment right to effective assistance of counsel “includes expert assistance necessary to an adequate defense.” *State v. Punsalan*, 156 Wn.2d 875, 878, 133 P.3d 934 (2006) (citing *Ake v. Oklahoma*, 470 U.S. 68, 76, 83, 105 S. Ct. 1087, 84 L. Ed. 2d 53 (1985)); U.S. Const. amend.VI. For counsel to effectively represent a client in a fair trial, “it is essential that a lawyer work with a certain degree of privacy, free from unnecessary intrusion by opposing parties and their counsel.” *Hickman v. Taylor*, 329 U.S. 495, 510, 67 S. Ct. 385, 91 L. Ed. 451 (1947). The Washington Supreme Court has recognized that “[t]he public’s right of access [to court records and other information] may be limited to protect other significant and fundamental rights, such as a defendant’s right to a fair trial.” *State v. McEnroe*, 174 Wn.2d 795, 801, 279 P.3d 861 (2012) (citing *Dreiling v. Jain*, 151 Wn.2d 900, 909, 93 P.3d 861 (2004)). These related rule changes would make it possible for indigent defendants to simultaneously have the assistance of experts when necessary and to confidentially develop trial strategies, as is necessary to fair trials.

(D) Hearing: None recommended.

(E) Expedited Consideration: Expedited consideration is not requested.

CrRLJ 3.1 RIGHT TO AND ASSIGNMENT OF LAWYER

(a) – (e) [Unchanged.]

(f) Services Other Than Lawyer.

(1) A lawyer for a defendant who is financially unable to obtain investigative, expert, or other services necessary to an adequate defense in the case may request them by a motion to the court.

(2) Upon finding that the services are necessary and that the defendant is financially unable to obtain them, the court, or a person or agency to whom the administration of the program may have been delegated by local court rule, shall authorize the services. The motion ~~may~~ shall be made ex parte, and, upon a showing of good cause, the moving papers ~~may~~ shall be ordered sealed by the court, and shall remain sealed until further order of the court. The court, in the interest of justice and on a finding that timely procurement of necessary services could not await prior authorization, shall ratify such services after they have been obtained.

(3) Reasonable compensation for the services shall be determined and payment directed to the organization or person who rendered them upon the filing of a claim for compensation supported by affidavit specifying the time expended and the services and expenses incurred on behalf of the defendant, and the compensation received in the same case or for the same services from any other source.

TO: Judge Rebecca Robertson, President, DMCJA Board
FROM: Judge Jeffrey Goodwin, Chair, DMCJA Rules Committee
SUBJECT: WSSC Published for Comment: WSBA Proposed Amendments to CrRLJ 4.4
DATE: April 1, 2019

As directed by the DMCJA Board, the DMCJA Rules Committee reviews proposals for rule amendments that are published for comment by the WSSC. The Washington State Bar Association (WSBA) recently proposed an amendment to CrRLJ 4.4, pertaining to severance of offenses and defendants. The proposal has a comment deadline of April 30, 2019.

The amendments, set forth below, are intended to mirror suggested amendments to the analogous Superior Court rules and clarify references to other rule subsections. The Rules Committee reviewed and discussed the proposal during two meetings to allow sufficient time for consideration and ultimately decided to recommend supporting the proposal. The Committee determined that the proposed changes to CrRLJ 4.4 will help clarify the existing rule language.

The Rules Committee recommends that the DMCJA Board support WSBA's proposed amendment to CrRLJ 4.4 and submit a comment to the WSSC to that effect.

Thank you for your consideration of this matter. Please let me know if you have any questions. I can be reached through 425-744-6800 or jeffrey.goodwin@snoco.org.

CC: DMCJA Rules Committee

Attachments: WSBA GR 9 Cover Sheet and Rule Amendment Proposal for CrRLJ 4.4

GR 9 COVER SHEET

Suggested Amendments to

CRIMINAL RULES FOR COURTS OF LIMITED JURISDICTION (CrRLJ)

CrRLJ 4.4 – SEVERANCE OF OFFENSES AND DEFENDANTS

A. Name of Proponent:

William D. Pickett, President, Washington State Bar Association

B. Spokesperson:

Jefferson Coulter
Chair of Court Rules and Procedures Committee
NW Justice Project
1702 W. Broadway Ave.
Spokane, WA 99201 (Phone: 509-324-9128)
Staff Liaison/Contact:
Nicole Gustine, Assistant General Counsel
Washington State Bar Association (WSBA)
1325 Fourth Avenue, Suite 600
Seattle, WA 98101-2539 (Phone: 206-727-8237)

C. Purpose:

Subsection (b) amendment:

The suggested amendment is intended to mirror the language in the suggested amendments to CrR 4.4(b), “...pursuant to ~~other than under~~,” to ensure the references to other subsections are correct and not confusing or contradictory.

Subsection (c) amendment:

This suggested amendment is intended to mirror the language in the suggested amendment to CrR 4.4(c), “...subsection (c)(1)(i),” to ensure the references to other subsections are correct and not confusing.

The only stakeholder feedback received on this proposal was from the Washington Defender Association, which supported the amendments.

The proposed revisions were circulated widely to the Washington State Bar Association's (WSBA) list of stakeholders, including representatives from the Supreme Court, the three Courts of Appeal, the Superior Court Judges Association, and the District and Municipal Court Judges Association; specialty bars (the Washington Defense Trial Lawyers, Washington Association for Justice, Northwest Justice Project, Washington Association of Criminal Defense Lawyers, Washington Appellate Lawyers Associations, International Association of Defense Counsel, Washington Association of Prosecuting Attorneys, Washington State Association of Municipal Attorneys, Public Defenders Association, American Civil Liberties Union of Washington, Columbia Legal, and section leaders for the WSBA's sections); and local and minority bar associations.

D. Hearing: A hearing is not requested.

E. Expedited Consideration: Expedited consideration is not requested.

SUGGESTED AMENDMENT
CRIMINAL RULES FOR COURTS OF LIMITED
JURISDICTION (CrRLJ)

CrRLJ 4.4 – SEVERANCE OF OFFENSES AND DEFENDANTS

(a) [Unchanged.]

(b) Severance of Offenses. The court, on application of the prosecuting authority, or on application of the defendant pursuant to ~~other than under~~ section (a), shall grant a severance of offenses whenever before trial or during trial with consent of the defendant, the court determines that severance will promote a fair determination of the defendant's guilt or innocence of each offense.

(c) Severance of Defendants.

(1) [Unchanged.]

(2) The court, on application of the prosecuting authority, or on the application of the defendant other than under subsection (c)(1)(i), should grant a severance of defendants whenever:

(i)-(ii) [Unchanged.]

(3) [Unchanged.]

TO: Judge Rebecca Robertson, President, DMCJA Board
FROM: Judge Jeffrey Goodwin, Chair, DMCJA Rules Committee
SUBJECT: WSSC Published for Comment: WACDL Proposed Amendments to CrRLJ 4.7
DATE: March 29, 2019

As directed by the DMCJA Board, the DMCJA Rules Committee reviews proposals for rule amendments that are published for comment by the WSSC. The Washington Association of Criminal Defense Attorneys (WACDL) recently proposed several new CrRLJ rules, for which the Rules Committee has already provided comment, as well as amendments to CrRLJ 4.7. The proposal has a comment deadline of April 30, 2019.

Judge David Steiner was assigned to review the proposed amendments and provide a report to the Committee. In addition to Judge Steiner's report, the Committee reviewed the GR 9 Cover Sheet and proposed rule amendments, and considered the comments made on the proposal by members of the legal profession. The Committee did not examine the policy behind the proposal, but rather the potential impact on courts of limited jurisdiction operations and whether the rule amendments would be workable in practice.

Following a robust discussion about the proposed amendments, the Rules Committee came to the following conclusions:

- (1) CrRLJ 4.7(a)(1)(xii) – The proposed amendment to CrRLJ 4.7(a)(1)(xii) would require the disclosure of all identification procedures used in the investigation of an alleged crime.

Impact on the courts: Each of the proposed amendments to CrRLJ 4.7 may result in an increase in the number of discovery motions. Assuming proper law enforcement training, however, motions on this particular issue should not occur often.

No known conflict with other rules.

- (2) CrRLJ 4.7(a)(3) & (4) – The proposed amendments to CrRLJ 4.7(a)(3) & (4) would require disclosure of material or information within the prosecutor's knowledge, which tends to impeach a prosecution ("State's") witness.

Impact on the courts: One commentator noted that the proposed requirement was too open ended (not limited to the facts or issues in the case at hand) and would require research concerning all potential historical impeachable behavior concerning the witness. This proposed amendment is poorly written and would invite needless controversy as judges search for the extent of a prosecutor's obligation under the rule. The rule also greatly expands the discovery requirements of *Brady v. Maryland*, 373 U.S. 83, 83 S.Ct. 1194, 10 L.Ed.2d 215 (1963). See *State v. Mullen*, 171 Wn.2d 881, 259 P.3d 158 (2011), for an overview of *Brady's* requirements.

No known conflict with other rules.

- (3) CrRLJ 4.7(g)(3) – Currently a defense attorney may provide a copy of discovery to the defendant only upon the agreement of the parties or if ordered by the court. If a copy of discovery is provided to the defendant, the discovery must be redacted as approved by the prosecutor or as ordered by the court. The proposed rule change would remove the court and the prosecutor from this process, with the proviso that “upon proper showing” the court may “request to see the duplicate copy with redactions ... to make sure the redactions have been properly made.” Arguably, the court has a duty to ensure that witness information is properly redacted. The proposed rule change, however, gives the court little control over the defendant's review of discovery and sets up a test (upon proper showing) which is unclear at best.

For these reasons, the Rules Committee recommends that the DMCJA Board oppose WACDL's proposed amendments to CrRLJ 4.7 and submit a comment to the WSSC to that effect.

Thank you for your consideration of this matter. Please let me know if you have any questions. I can be reached through 425-744-6800 or jeffrey.goodwin@snoco.org.

CC: DMCJA Rules Committee

Attachments: WACDL GR 9 Cover Sheet and Rule Amendment Proposal for CrRLJ 4.7

GR 9 COVER SHEET

Suggested Amendment to Criminal Rule CrRLJ 4.7 Discovery

Date: June 5, 2018

Proponent: Washington Association of Criminal Defense Lawyers
1511 Third Ave., Suite 503
Seattle, WA 98101
Ph. (206) 623-1302
Fax. (206) 623-4257

Spokesperson: Kent Underwood, WACDL Court Rules Committee Co-chair

Purpose: The purposes of these amendments are (1) create CrRLJ 4.7(a)(1)(xii), requiring the prosecuting authority to provide all eyewitness identification procedures to the defense; (2) amend CrRLJ 4.7(a)(3) and (4), to bring the rule into accord with *Brady v. Maryland*, 373 U.S. 83, 83 S. Ct. 1194, 10 L. Ed. 2d 215 (1963), and its progeny; and (3) to amend CrRLJ 4.7(g)(3) to permit defense counsel to provide properly redacted discovery to defendants.

Public Hearing: None sought.

Expedited Consideration: WACDL requests expedited consideration under GR 9(e)(2)(E) because conflict in case law is an exceptional circumstance that justifies expedited consideration, specifically as relates to CrRLJ 4.7(a)(3) and (4).

SUGGESTED AMENDMENT TO CRIMINAL RULE CrRLJ 4.7 DISCOVERY
CrRLJ 4.7 DISCOVERY

(a) Prosecuting Authority's Obligations

(1) Except as otherwise provided by protective orders or as to matters not subject to disclosure, the prosecuting authority shall, upon written demand, disclose to the defendant the following material and information within his or her possession or control concerning:

(i) Unchanged.

(ii) Unchanged.

(iii) Unchanged.

(iv) Unchanged.

(v) Unchanged.

(vi) Unchanged.

(vii) Unchanged.

(viii) Unchanged.

(ix) Unchanged.

(x) Unchanged.

(xi) Unchanged.

(xii) All records, including notes, reports and electronic recordings relating to an identification procedure, as well as all identification procedures, whether or not the procedure resulted in an identification or the procedure resulted in the identification of a person other than the suspect.

(2) Unchanged.

(3) Except as is otherwise provided as to protective orders, the prosecuting attorney shall disclose to the defendant's counsel any material or information within the prosecuting authority's knowledge which tends to negate defendant's guilt as to the offense charged, and/or which tends to impeach a State's witness.

(4) The prosecuting authority's obligation under this section ~~is limited to material and information within the actual knowledge, possession, or control of members of his or her staff.~~ includes material and evidence favorable to the defendant and material to the defendant's guilt or punishment, and/or which tends to impeach a State's witness. This includes favorable evidence known to others acting on the State's behalf in the case, including the police. The prosecuting authority's duty under this rule not conditioned on a defense request for such material. Such duty is ongoing, even after plea or sentencing.

(b) Defendant's Obligations. Unchanged.

(c) Physical and Demonstrative Evidence. Unchanged.

(d) Material Held by Others. Unchanged.

(e) Discretionary Disclosures. Unchanged.

(f) Matters Not Subject to Disclosure. Unchanged.

(g) Regulation of Discovery.

(1) *Investigation Not to Be Impeded.* Unchanged.

(2) *Continuing Duty to Disclose.* Unchanged.

(3) *Custody of Materials.* Any materials furnished to a lawyer pursuant to these rules shall remain in the exclusive custody of the lawyer and be used only for the purposes of conducting the party's side of the case, unless otherwise agreed by the parties or ordered by the court, and shall be subject to such other terms and conditions as the parties may agree or

the court may provide. Further, a defense lawyer shall be permitted to provide a copy of the materials to the defendant after making ~~appropriate~~ the following redactions: ~~which are approved by the prosecuting authority or order of the court.~~

(i) Dates of Birth—redact to the year of birth;

(ii) Names of Minor Children—redact to the initials;

(iii) Social Security Numbers or Federal Taxpayer Identification Numbers—redact in their entirety;

(iv) Financial Accounting Information—redact to the last four digits;

(v) Passport Numbers and Driver License Numbers—redact in their entirety;

(vi) Home Addresses—redact to the City and State; and

(vii) Phone Numbers—redact in their entirety.

Each defense lawyer shall maintain a duplicate copy of discovery furnished to the defendant they are representing, which shows the redactions made in accordance with this court rule for the duration of the case. The duplicate copy of discovery with redactions shall be kept in the client’s case file. If the defense lawyer withdraws from representing the defendant, the duplicate copy with redactions shall be furnished to the new lawyer and maintained in the new lawyer’s case file for the defendant for the duration of the case. The court may, upon proper showing, request to see the duplicate copy with redactions that has been furnished to the defendant, to make sure the redactions have been properly made.

(4) *Protective Orders.* Unchanged

(5) *Excision.* Unchanged

(6) *In Camera Proceedings.* Unchanged

(7) *Sanctions.* Unchanged

TO: Judge Rebecca Robertson, President, DMCJA Board
FROM: Judge Jeffrey Goodwin, Chair, DMCJA Rules Committee
SUBJECT: Proposal to Amend GR 31
DATE: March 29, 2019

As you know, the DMCJA Rules Committee is charged with reviewing proposals for court rule amendments that are brought forward by DMCJA members. Judge Adam Eisenberg proposed a rule amendment, originally to GR 22, which would protect from public access certain sensitive documents that are submitted to Therapeutic Courts. After careful review and consultation with the DMCJA Therapeutic Courts Committee, the Rules Committee determined that adding a subsection to GR 31 is the best way to accomplish the proposal's purpose.

The reasons for the proposals are set forth in the attached draft GR 9 Cover Sheet. In sum, the Therapeutic Court process is dependent on the defendant being honest throughout the entire process. Initial evaluations require defendants to be honest about their personal history, their addiction issues, their mental health issues, etc. If defendants were aware that this information could be available to the public, they may not speak freely to evaluators, treatment providers and probation counselors. Therefore, restricting public access to documents such as evaluations and treatment reports will help facilitate the important goals of Therapeutic Courts.

Thank you for your consideration of this matter. Please let me know if you have any questions. I can be reached through 425-744-6800 or jeffrey.goodwin@snoco.org.

CC: DMCJA Rules Committee

Attachment: GR 9 Cover Sheet and Rule Proposal for GR 31 Amendment

GR 9 COVER SHEET
Suggested Amendments to
WASHINGTON STATE COURT RULES:
GR 31: ACCESS TO COURT RECORDS

Submitted by the District & Municipal Courts Judges' Association

-
- A. Name of Proponent:** District & Municipal Courts Judges' Association
- B. Spokesperson:** Judge Rebecca Robertson, President
DMCJA
- C. Purpose:** The DMCJA recommends amending GR 31 to add a new paragraph (I) to include Therapeutic Court records. This amendment would further the goal of therapeutic courts, which are defined under RCW 2.30.010, to provide individualized treatment intervention. Limited public access to assessments and treatment reports would help encourage defendants to cooperate more honestly with risk/needs assessments, mental health and chemical dependency evaluations, and treatment.

In RCW 2.30.010, the Legislature recognized the unique ability of Therapeutic Courts to help defendants address their individual treatment needs:

(1) The legislature finds that judges in the trial courts throughout the state effectively utilize what are known as therapeutic courts to remove a defendant's or respondent's case from the criminal and civil court traditional trial track and allow those defendants or respondents the opportunity to obtain treatment services to address particular issues that may have contributed to the conduct that led to their arrest or other issues before the court. Trial courts have proved adept at creative approaches in fashioning a wide variety of therapeutic courts addressing the spectrum of social issues that can contribute to criminal activity and engagement with the child welfare system.

(2) The legislature further finds that by focusing on the specific individual's needs, providing treatment for the issues presented, and ensuring rapid and appropriate accountability for program violations, therapeutic courts may decrease recidivism, improve the safety of the community, and improve the life of the program participant and the lives of the participant's family members by decreasing the severity and frequency of the specific behavior addressed by the therapeutic court.

(3) The legislature recognizes the inherent authority of the judiciary under Article IV, section 1 of the state Constitution to establish therapeutic courts, and the outstanding contribution to the state and local communities made by the establishment of therapeutic courts and desires to provide a general provision in statute acknowledging and encouraging the judiciary to provide for therapeutic court programs to address the particular needs within a given judicial jurisdiction.

Successful completion by a Therapeutic Court defendant is dependent on the defendant being honest throughout the entire process. Initial evaluations require defendants to be honest about their personal history, their addiction issues, their mental health issues, etc. Restricting access to such evaluations and treatment reports will help facilitate the goals of Therapeutic Courts because defendants can speak freely to evaluators, treatment providers and probation counselors without fear their personal private information will be released to the general public.

To further this end, the DMCJA proposes an amendment to GR 31 that would restrict access to certain critical records used in Therapeutic Courts. This amendment would be consistent with how family law and guardianship records are handled under GR 22, and would similarly facilitate public access to court records while also protecting personal privacy and not unduly burdening the ongoing business of the courts.

The DMCJA considered a proposal to amend GR 22 to add Therapeutic Court records but has chosen to propose GR 31. The proposed language is modeled after GR 22(c) and (h). An alternative proposal amending GR 22 instead of GR 31 is available upon request.

D. Proposed Amendments:

The following subsection is proposed to be added to GR 31. The rest of the rule would remain unchanged.

(l) Restricted Access to Therapeutic Court Records.

(1) Unless otherwise provided by statute, court rule, court order, and subsection (1)(A) below, all court records shall be open to the public for inspection and copying upon request. The Clerk of the court may assess fees, as may be authorized by law, for production of such records.

(A) Restricted Access. Risk/needs assessments, chemical dependency assessments, domestic violence assessments, mental health and sexual deviancy assessments, treatment provider reports and compliance reports, presentence reports, probation compliance reports, self-help support group attendance (e.g., AA or NA), and any other compliance reports used in Therapeutic Courts shall only be accessible as provided in (2) herein.

(2) Unless otherwise provided by statute, court rule or court order, the following persons shall have access to the Restricted Access records listed in (1)(A) above:

- (A) Judges, commissioners, magistrates, other court personnel, probation counselors, defendants, defendants' attorney of record, and the prosecuting attorney.

(3) Upon receipt of a written motion requesting access to these types of records by some other person, the court may allow access to court records restricted under this rule, or relevant portions of court records restricted under this rule, if the court finds no statute or other court rule prohibits access, and the public interest in granting access or the personal interest of the petitioner seeking access, outweighs the privacy and safety interests of the defendant or other persons mentioned in the records.

- (A) If the court grants access to court records restricted under this rule, the court may enter such orders necessary to balance the personal privacy and safety interests of the defendant or other persons with the public interest in access.

E. **Hearing:** A hearing is not recommended.

F. **Expedited Consideration:** Expedited consideration is not requested.

PROPOSED AMENDMENT:

GR 31

ACCESS TO COURT RECORDS

[a] – [k] Unchanged

(l) Restricted Access to Therapeutic Court Records.

(1) Unless otherwise provided by statute, court rule, court order, and subsection (1)(A) below, all court records shall be open to the public for inspection and copying upon request. The Clerk of the court may assess fees, as may be authorized by law, for production of such records.

(A) Restricted Access. Risk/needs assessments, chemical dependency assessments, domestic violence assessments, mental health and sexual deviancy assessments, treatment provider reports and compliance reports, presentence reports, probation compliance reports, self-help support group attendance (e.g., AA or NA), and any other compliance reports used in Therapeutic Courts shall only be accessible as provided in (2) herein.

(2) Unless otherwise provided by statute, court rule or court order, the following persons shall have access to the Restricted Access records listed in (1)(A) above:

(A) Judges, commissioners, magistrates, other court personnel, probation counselors, defendants, defendants' attorney of record, and the prosecuting attorney.

(3) Upon receipt of a written motion requesting access to these types of records by some other person, the court may allow access to court records restricted under this rule, or relevant portions of court records restricted under this rule, if the court finds no statute or other court rule prohibits access, and the public interest in granting access or the personal interest of the petitioner seeking access, outweighs the privacy and safety interests of the defendant or other persons mentioned in the records.

(A) If the court grants access to court records restricted under this rule, the court may enter such orders necessary to balance the personal privacy and safety interests of the defendant or other persons with the public interest in access.

Request Summary

268 - Olympia Municipal Court CMS

Request Status Summary

Request Status

Awaiting Endorsement

Request Detail

Requestor Name:

Olson, Maryam

Origination Date:

01/04/2019

Recommended Endorser:

District and Municipal Court
Judges' Association

Request Type:

New System

Which Systems are affected?

Judicial Information System (JIS)
eCitation
Data Warehouse
Judicial Receipting System (JRS)
Judicial Access Browser System (JABS)
Possible Case History (PCH)
Case and Criminal History (CACH)
Other

Business Area:

Court Case Management

Communities Impacted:

Superior Court Judges
County Clerks
Superior Court Administrators
CLJ Judges
CLJ Managers
State Agencies
Public and Other Users

Impact if not Resolved:

High

What is the Business Problem or Opportunity

Olympia Municipal Court is seeking to have their data uploaded into the Enterprised Data Repository (EDR) through the Exchange (EDE) program.

Olympia Municipal Court is purchasing a new Case Management System (CMS) through JTI's eCourt. Olympia Probation already proceeded to implement JTI's probation CMS and Olympia Prosecution and Defense will also be using JTI's probate management. When implementation is complete, Olympia Municipal Court will no longer use JIS. DISCIS and Odyssey data from the new Olympia Municipal Court CMS.

Expected Benefit:

A new case management system for Olympia would streamline the work process and communication and data exchange with defense. As well as transitioning to a paperless system whereas forms can be shared and exchanged with probation, probate, and the public.

Hello Judge Robertson,

The Conference Planning Committee has been working hard to plan some fun, new activities for the spring conference. One event we were hoping to have is a Trivia Night. We have located a company that will come to the hotel and put on the event w/ several rounds, and the committee approved the expenditure of bringing them in to put on the event. What was an unknown at the time was the cost of obtaining a room at the hotel. We have since learned that to secure a room for the event, we must pay the hotel \$300 room rental (plus 24% gratuity & 7.7% tax) for a grand total of \$400.64. This expenditure, along with offering cookies and a no host bar will put us at about \$300 over our budget. Therefore, this is a request for the DMCJA Board to authorize an additional \$300 to the conference planning committee so that we may sponsor this event. My understanding is that the board meets again on Friday, April 12. I have attached a copy of the flyer for the event for your review. We are currently holding that out of the conference distribution flyer due to our budget issues.

Thank you,
Andrea Beall
DMCJA Conference Planning Committee Chair



Free Event
Everyone Can Play!



★ TRIVIA NIGHT ★

WHERE
WHO
WHAT

TUESDAY

HOW
WHO
WHEN

★ ★ ★
7:30 PM

Please join us for Trivia Night!

**Play in
Teams**

**PRIZES
FUN
DESSERT**

**No
Registration
Required**





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3607055282
sharon.harvey@courts.wa.gov

Payment Information

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Order Payment Summary

Merchandise:	\$74.99
Shipping Charge:	\$24.98
Total Before Tax:	\$99.97
Estimated Tax:	\$8.09
Order Total:	\$108.06


Recipient 1 of 1: Send To: Sarah Koss

Gift Details

Tranquil White Garden-
Tranquil White Garden for
Sympathy
Item # 40050R

Quantity: 1
Price: \$74.99

Shipping Address

Sarah Koss
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LONGVIEW, WA 98632-5388 USA
Tel: 360-423-1160 

Delivery Options

Delivery Date:
on Friday, Mar 15, 2019
Delivery Time:

Gift Message

Card Message
With Deepest Sympathy,
District and Municipal Court
Judges' Association

Let Them Know
It's On The Way! >

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Check Out Faster

As a registered member, all of your information is stored for you. You can click through checkout with ease.

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Store your frequently used addresses to save time at checkout.

E-mail Sign Up

Sign up to receive our e-mails and catalogs. We will keep you updated on great deals, what's new and what's hot!

Secure Credit Card Storage

Store your credit card information securely for faster and easier checkout.

* Required

* First Name:

* Last Name:

* E-mail:

* Confirm E-mail:

* Password:

* Verify Password:

[create account](#)



DMCJA BOARD MEETING
FRIDAY, APRIL 12, 2019
12:30 PM – 3:30 PM
AOC SEATAC OFFICE
SEATAC, WA

PRESIDENT REBECCA C. ROBERTSON

SUPPLEMENTAL AGENDA

PAGE

Call to Order

General Business

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| A. Minutes – March 8, 2019 | 1-6 |
| B. Treasurer's Report | 7-26 |
| C. Special Fund Report | |
| 1. March Report | 27 |
| 2. February Report | 28 |
| 3. January Report | 29 |
| D. Standing Committee Reports | |
| 1. Legislative Committee – <i>Judge Meyer</i> | |
| 2. Rules Committee | |
| a. Minutes for January 23, 2019 | 30-31 |
| E. Judicial Information System (JIS) Report – <i>Ms. Cullinane</i> | |

Liaison Reports

- A. Administrative Office of the Courts (**AOC**) – *Ms. Dawn Marie Rubio*
- B. Board for Judicial Administration (**BJA**) – *Judges Ringus, Jasprica, Logan, and Johnson*
- C. District and Municipal Court Management Association (**DMCMA**) – *Ms. Margaret Yetter*
- D. Misdemeanant Probation Association (**MPA**) – *Ms. Stacie Scarpaci*
- E. Superior Court Judges' Association (**SCJA**) – *Judge Kitty-Ann van Doorninck*
- F. Washington State Association for Justice (**WSAJ**) – *Rachel Hamar, Esq.*
- G. Washington State Bar Association (**WSBA**) – *Kim E. Hunter, Esq.*

Discussion

- | | |
|---|-------|
| A. Judicial Needs Methodology – Carl McCurley, PhD (Materials sent via e-mail) | |
| 1. Description of Courts of Limited Jurisdiction Judicial Needs Estimation | 32-34 |
| 2. Judicial Workload Study – February Update | 35-36 |
| 3. Washington Judicial Workload Proposal – Superior Courts | 37-62 |
| 4. Washington Judicial Workload Proposal – All Court | 63-88 |
| B. Council on Independent Courts Proposed Amendment for General Rule 29 | |
| 1. DMCJA Rules Committee Memorandum | 89 |
| 2. GR Cover Sheet | 90-91 |

<p>3. Proposed Amendment</p> <p>C. DMCJA Rules Committee Recommendations for Proposed Rule Amendments</p> <ul style="list-style-type: none"> a. Washington Defender Association (WDA) CrRLJ 3.1 b. Washington Bar Association (WSBA) CrRLJ 4.4 c. Washington Association of Criminal Defense Lawyers (WACDL) CrRLJ 4.7 d. Proposal to Amend GR 31 <p>D. Proposed Rule 13 – Electronic Court Record Systems</p> <p>E. Information Technology Governance Request 268: Olympia Municipal Court (See web link: https://www.courts.wa.gov/jis/?fa=jis.ITGRequestDetail&requestID=268)</p> <p>F. Board Position #5, Full-Time Municipal Court Judge Vacancy: Request for Ratification of Appointment</p> <p>G. Joint Judicial Legislative Reception (Cont'd): Whether it should occur immediately following State of the Judiciary Address</p> <p>H. Request to Distribute Legal Financial Obligations Stakeholder Consortium Judges Survey</p> <ul style="list-style-type: none"> a. Survey for Judges b. 2018 LFO Stakeholder Consortium Progress Report <p>I. DMCJA Conference Planning Committee: Request for \$300 in Additional Funding for Trivia Night</p>	<p>92-93</p> <p>94-96 97-100 101-106 107-111</p> <p>112</p> <p>X1-X3 X4-X26</p> <p>113-114</p>
<p>Information</p> <p>A. 2019-2020 DMCJA Slate of Candidates (Revised)</p> <p>B. Board members are encouraged to apply for DMCJA representative positions. Available positions include:</p> <ul style="list-style-type: none"> 1. Presiding Judge & Administrator Education Committee <p>C. DMCJA Board members are encouraged to submit Board agenda topics for monthly meetings.</p> <p>D. The DMCJA sent flowers to the family of Retired Judge David Koss, Cowlitz County District Court, who passed away in March 2019.</p>	<p>X27-X28</p> <p>115</p>
<p>Other Business</p> <p>A. The next DMCJA Board Meeting is May 11, 2019, 11:10 a.m. to 1:00 p.m., at the Double Tree Hotel, Olympia Room, in Olympia, WA.</p>	

LFO Practices Survey – Judges
Subcommittee 1
Rev. April 10, 2019

1. What position do you currently hold?
 - a. Superior Court Judge
 - b. Superior Court Commissioner
 - c. District Court Judge
 - d. Municipal Court Judge
 - e. District/Municipal Court Commissioner or Magistrate
2. Are you aware that an LFO Calculator exists that assists Washington State judges with setting appropriate levels of LFOs based on a defendant's ability to pay?
 - a. Yes
 - b. No
3. Have you ever used the LFO Calculator?
 - a. If yes, do you use the LFO Calculator as a regular practice?
 - (i) Yes
 - (ii) No
 - b. If no, why not? *Explain.*
4. If you have not used the LFO Calculator, are you interested in using it?
 - a. Yes, why? *Explain.*
 - b. No, why? *Explain.*
 - c. Maybe/Unsure. *Explain.*
5. If you are not using the LFO Calculator, why?
 - a. I'm not tech savvy
 - b. It takes too much time
 - c. Other. *Explain*
6. Do you consider an individual's ability to pay when setting costs and fees?
 - a. Yes
 - b. No
 - c. Sometimes
7. Do you consider an individual's ability to pay when setting fines?
 - a. Yes
 - b. No

c. Sometimes

8. What factors, if any, do you consider in imposing restitution? *Explain.*

9. When you consider ability to pay, which factors do you typically consider? *Please list.*

10. When you consider setting fines and fees, which factors do you typically consider?

Check all that apply.

- a. If a defendant is represented by a public defender I presume the defendant is indigent and do not impose discretionary costs and fees.
- b. If a defendant is represented by a public defender I presume the defendant is indigent and do not impose discretionary fines.
- c. If a defendant receives any form of public assistance I assume the defendant is indigent and do not impose discretionary costs and fees.
- d. If a defendant receives any form of public assistance I assume the defendant is indigent and do not impose discretionary fines.
- e. When I am unsure whether a defendant is indigent or unable to afford fines and fees I ask the defense attorney or an unrepresented defendant whether the defendant is able to afford the possible fines and costs/fees.
- f. When I am unsure whether a defendant is indigent or unable to afford costs and fees I conduct an individualized inquiry into a defendant's current and future ability to pay before imposing discretionary fees.
- g. When I am unsure whether a defendant is indigent or unable to afford fines and fees I conduct an individualized inquiry into a defendant's current and future ability to pay before imposing discretionary fines.
- h. Other. *Explain.*

11. Do you consider a defendant's future ability to pay?

- a. Yes
- b. No
- c. Other. *Explain.*

12. Approximately what percentage of defendants that appear before your court do you believe are indigent?

13. What do you think is the reason courts impose LFOs? *Explain.*
14. Do you consider LFOs to be essential to the criminal justice process? *Explain.*
15. How often are you asked, post sentence, to reduce fines or fees?
- 1 – Never
 - 2 – Almost never
 - 3 – Occasionally/Sometimes
 - 4 – Almost every time
 - 5 – Every time
16. How often do you agree to reduce, post sentence, a fine or fee?
- 1 – Never
 - 2 – Almost never
 - 3 – Occasionally/Sometimes
 - 4 – Almost every time
 - 5 – Every time
17. How would you classify your remissions process?
- a. Formal. *Explain.*
 - b. Informal. *Explain.*
18. Does your court inform defendants at sentencing that they may later seek remission of costs or waiver of LFOs?
- a. Yes
 - (i) This information is provided at sentencing.
 - (ii) This information is provided any time after sentencing.
 - b. No
 - c. I don't know
19. Do you have any other observations regarding the imposition of fines and fees or the remission of fines and fees? *Please share.*



The Washington State Supreme Court
Minority and Justice Commission

2017-2019 Washington State LFO STAKEHOLDER CONSORTIUM

Progress Report 2018 LFO Symposium

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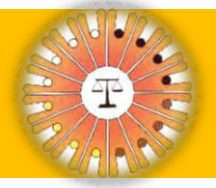
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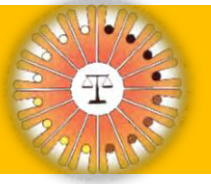
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Summary of Grant Objectives



- Establish a LFO Stakeholder Consortium made up of individuals who represent different parts of the LFO system in Washington to oversee the work of the grant.
 - Work collaboratively to understand **the issues around Washington State's LFO** system from diverse perspectives and carry out the objectives of the grant.
- Gather data on LFOs that looks at all angles of the LFO system in Washington, including state and local laws, practices, costs, and the impact on those receiving LFOs, and develop meaningful recommendations for change.
 - After reviewing the data, stakeholders will identify areas of the system that need to be changed and develop meaningful and practical solutions that can be accomplished within the existing legal framework.
 - If the solutions cannot be achieved through legislation and/or extensive training, stakeholders will develop a plan of action.
- Create an LFO Calculator Tool that will assist judges in making ability to pay determinations, and measure the effect of the tool through a number of pilots.
- In all areas of the project, examine the impact of race, poverty, and incarceration.



SUBCOMMITTEE PROGRESS REPORTS

ACCOMPLISHMENTS AND FINDINGS FOR 2017 and PLANNING FOR 2018

1. Accounts Receivables (ARs)

The subcommittee reviewed the various types of Account Receivable Codes (ARs), to have better understanding of all the types of Legal Financial Obligations (LFO) that can be imposed by courts in Washington State.

Included in the Review

- 135 different AR codes available for use in superior courts.
- 102 AR codes available for use in courts of limited jurisdiction.
- Revised Code of Washington (RCW) provisions to compare the AR statutory references and confirm the existence of these LFOs.

Findings

- There are costs other than LFOs, which may vary by jurisdiction, which may be accounted for within or outside AOC's accounting systems.
- Any cost components not ordered by a court will be accounted for outside of AOC's accounting systems, and will be excluded from any fiscal LFO reporting prepared by that agency. Examples:
 - Public Defense Recoupment
 - i. Can be ordered in a Judgment and Sentence (J&S); or
 - ii. Can be collected by local defense agencies if not ordered by the court.
 - Warrant Issuance or Jail Booking Fees
 - i. Can be ordered in a J&S; or
 - ii. Can be collected by local jurisdictions if not ordered by the court.
 - In-take or supervision fees accessed by DOC
 - i. Assessed and collected directly by DOC.

2. State and Local Court Rules

Subcommittee members also did a comprehensive review of state and local court rules to identify LFO-related rules. This review encompassed an extensive body of work, as there are 96 sets of municipal court rules in this state, in addition to 39 counties' local rules, Rules of

Appellate Procedure and State Court Rules. At the time of the review, committee members summarized 53 different court rules that affect how LFOs are assessed, applied or have relief granted. These rules cover a variety of issues necessary to understand the LFO scheme in Washington, including if and how costs will be imposed on appeal, and how to determine whether a defendant is indigent for purposes of imposing costs. Because of the proliferation of local court rules, it is believed that on-going monitoring of court rules as they pertain to LFOs would be an important task.

3. Relief

The subcommittee conducted a review of the RCWs to identify statutes that provide persons with LFOs opportunities for relief. Common forms of statutory relief include:

- Waiver or suspension of LFOs.
- Waiver or reduction of interest on LFOs.
- Remission of discretionary costs.
- Conversion to community service.

While options exist in each of these areas, such relief is limited and is not automatic, oftentimes requiring persons to file motions with the sentencing court asking for this relief.

Next Steps

The collection of data should be an ongoing task, given that each year there is the chance that the legislature will amend LFO laws and courts will amend or create new court rules. Any such changes this year will need to be monitored and added to our current database. Furthermore, there are other areas where additional data collection may be helpful for better understanding LFO policies in Washington State.

- Further research into juvenile LFOs. While many of these were prospectively eliminated in 2015 (see SB 5564 (2015)), many outstanding juvenile LFOs are still being collected and will be for several years.
- Further research of court rules, particularly municipal court rules, and local LFO ordinances to get a better sense of the universe of LFOs that exist at the municipal level. There are 96 sets of municipal court rules in WA, and each may contain references to LFO imposition and collection procedures.

- More thorough and on-going analysis of caselaw as legal precedents are varied and are periodically revised.

Main Goals

- Learn more about practices in Washington State.
- Determine whether and how judges impose various LFOs and grant or deny relief to individuals. This is necessary as many statutes give judges broad discretion in interpreting LFOs statutes. Additionally, courts may not always have easily accessible information about the various LFOs.
- Develop a comprehensive survey for superior court judges and judges in courts of limited jurisdiction.
 - How do you determine whether a defendant will receive discretionary costs?
 - What factors do you consider?
 - Do you ever convert LFOs to community restitution or offer other alternatives in lieu of payment, and if so, how is this done?
- Develop a survey of tribal courts to determine their LFO practices and procedures.

The following is a listing of commonly imposed LFOs, which are included on the felony Judgment and Sentencing forms. Please note the date listed below, as these statutes and case law will change over time. This document is intended to be a quick reference guide -- it is recommended that further research is conducted on each LFO to effectively represent clients' interests.

Type	Statute	Dollar Limit	Notes
Common LFOs			
Fines	RCW 9.94A.550	\$0 - \$50,000	The court may impose fines of \$0 in any Class A, B, or C felony sentences.
Victim Penalty Assessment	RCW 7.68.035	\$500 felony \$250 misdemean.	<ul style="list-style-type: none"> Does not apply to <i>low level</i> motor vehicle crimes in Title 46 RCW. See list in section 2. Not discretionary, even for defendants with mental health conditions. RCW 9.94A.777
DNA Collection Fee	RCW 43.43.7541	\$0 - \$100	<ul style="list-style-type: none"> While DNA testing is not required if the WA State Patrol crime lab already has the defendant's sample, 43.43.754(2) all defendants are still required to pay this fee upon each eligible conviction. <i>State v. Thornton</i>, 353 P.3d 642 (2015). Must make determination on means to pay for defendants with mental health conditions. RCW 9.94A.777
Clerk's Fees	RCW 36.18.020	\$0 - \$200	<ul style="list-style-type: none"> Must make determination on means to pay for defendants with mental health conditions. RCW 9.94A.777
Costs: <ul style="list-style-type: none"> • Prosecution • Pretrial Supervision • FTA Warrants • Jury Fees 	RCW 10.01.160 RCW 10.46.190	\$0 - \$250 deferred pros \$0 - \$150 pretrial supervision* \$0 - \$100 FTA warrant \$0 - \$125 jury	<ul style="list-style-type: none"> The court <i>shall</i> not order a defendant to pay costs unless the defendant is or will be able to pay them. The court <i>shall</i> take account of the financial resources of the defendant and the nature of the burden that payment of costs will impose. RCW 10.01.160(3) See also RCW 9.94A.777 for defendants with mental health conditions. "Costs cannot include expenses inherent in providing a constitutionally guaranteed jury trial or expenditures in connection with the maintenance and operation of government agencies." RCW 10.01.160(2) *As of Oct. 1, 2015, the court <i>may</i> impose fees upon conviction for electronic monitoring or alcohol abstinence monitoring which is not subject to the \$150 limit to pretrial supervision costs. Jury fee dollar limits established in RCW 36.18.016(3)(b). Must make determination on means to pay for defendants with mental health conditions. RCW 9.94A.777
Booking Fee	RCW 70.48.390	\$0 - \$100	<ul style="list-style-type: none"> May be required to pay actual booking costs or \$100, whichever is less. Must make determination on means to pay for defendants with mental health conditions. RCW 9.94A.777
Costs of Incarceration	RCW 9.94A.760(2)	\$0 - \$100 per day	<ul style="list-style-type: none"> The court must determine that the defendant has means "at the time of sentencing" to pay. RCW 9.94A.760(2) See also RCW 9.94A.777 for defendants with mental health conditions. <i>If sentenced to prison:</i> Notwithstanding this LFO, a portion of defendant's prison wages will already be automatically deducted for incarceration costs. RCW 72.09.111 Must make determination on means to pay for defendants with mental health conditions. RCW 9.94A.777
Costs for Court Appointed Attorney	RCW 10.101.020(5)	\$0 and up	<ul style="list-style-type: none"> A person may be determined to be "indigent and able to contribute" when applying for a public defender. Upon appointment, the defendant should be informed of repayment conditions. RCW 10.101.020(5) A statute allowing for recoupment of attorney fees is permissible because it "is tailored to impose an obligation only upon those with a foreseeable ability to meet it, and to enforce that obligation only against those who actually become able to meet it without hardship." <i>Fuller v. Oregon</i>, 417 U.S. 40, 54 (1974). Must make determination on means to pay for defendants with mental health conditions. RCW 9.94A.777
Crime Lab Fee	RCW 43.43.690	\$0 - \$100	<ul style="list-style-type: none"> "Upon verified petition by the person assessed the fee, the court may suspend payment of all or part of the fee if it finds that the person does not have the ability to pay." RCW 43.43.690 Must make determination on means to pay for defendants with mental health conditions. RCW 9.94A.777

Emergency Response Costs	RCW 38.52.430	\$0 - \$2500	<ul style="list-style-type: none"> • Applies when defendant's intoxication causes an incident resulting in emergency response, in connection to: DUI, use of a vessel while under the influence, vehicular homicide, or vehicular assault. • Prosecution <i>may</i> present court information on expenses incurred. Upon court's finding that they are reasonable, the court <i>shall</i> order to reimburse the public agency. • Must make determination on means to pay for defendants with mental health conditions. RCW 9.94A.777.
Restitution	RCW 9.94A.753	\$0 and up	<ul style="list-style-type: none"> • "The court should take into consideration the total amount of restitution owed, the offender's present, past, and future ability to pay, as well as any assets that the offender may have." RCW 9.94A.753(1) • "Shall be based on easily ascertainable damages for injury to or loss of property, actual expenses incurred for treatment for injury to persons, and lost wages resulting from injury." RCW 9.94A.753(3) • "The amount shall not exceed double the amount of the offender's gain or the victim's loss." RCW 9.94A.753(3) • The state must prove the causal connection by a preponderance of the evidence. <i>But for</i> the offense, the loss or damages to the victim's property would not have occurred. <i>State v. Cawyer</i>, 182 Wash. App. 610, 617 (2014).
Charge-Specific LFOs (many not listed here)			
Domestic Violence Assessment	RCW 10.99.080	\$0 - \$115	<ul style="list-style-type: none"> • Discretionary – <i>may impose</i>. RCW 10.99.080(1) • Defendant must be convicted of crime involving domestic violence. Includes deferred sentences and cases with suspended penalties/fines. RCW 10.99.080(4) • Judges are encouraged to solicit input from the <i>victim</i> re: defendant's ability to pay. RCW 10.99.080(4) • Must make determination on means to pay for defendants with mental health conditions. RCW 9.94A.777
Violation of DV Protection Order	RCW 26.50.110	\$0 - \$15 and EHM costs	<ul style="list-style-type: none"> • The \$15 fine is not discretionary – <i>shall impose</i>. RCW 26.50.110(1)(b)(ii) unless a determination is made based on the defendant's mental health condition. RCW 9.94A.777. • The court may require convicted respondent to submit to electronic monitoring. The order may require respondent to pay the costs, but the court <i>shall</i> consider his/her ability to pay. No statutory limit. RCW 26.50.110(1)(b)
VUCSA Additional Fine	RCW 69.50.430	\$0 - \$1000 for 1 st conviction, \$0 - \$2000 for 2 nd or subsequent	<ul style="list-style-type: none"> • May be suspended or deferred if "the court finds the person to be indigent." • "Indigent" defined by RCW 10.101.010 as: receiving certain forms of public assistance; involuntarily committed to a public mental health facility; or net income of 125% poverty level. General Rule 34 further defines a person as "indigent" if his/her income is above 125% and has recurring basic living expenses that render him/her without financial ability to pay court fees, or other compelling circumstances demonstrate an inability to pay. • Must make determination on means to pay for defendants with mental health conditions. RCW 9.94A.777.

[RCW 9.94A.777](#) Legal Financial Obligations – Defendants with Mental Health Conditions

- (1) Before imposing any legal financial obligations upon a defendant who suffers from a mental health condition, other than restitution or the victim penalty assessment under RCW 7.68.035, a judge must first determine that the defendant, under the terms of this section, has the means to pay such additional sums.
- (2) For the purposes of this section, a defendant suffers from a mental health condition when the defendant has been diagnosed with a mental disorder that prevents the defendant from participating in gainful employment, as evidenced by a determination of mental disability as the basis for the defendant's enrollment in a public assistance program, a record of involuntary hospitalization, or by competent expert evaluation.

The following is a listing of commonly imposed LFOs which are included on the misdemeanor J & S forms. Please note the date below, as these statutes and case law will change over time. This document is intended to be a quick reference guide. It is recommended that further research is conducted on each LFO to effectively represent clients' interests.

Type	Statute	Amount	Notes
Common LFOs			
Fines or Penalties	RCW 3.62.010	\$0 and up	Courts "may at the time of sentencing or at any time thereafter suspend a portion or all of a fine or penalty."
Public Safety and Educational Assessments	RCW 3.62.090	PSEA 1: 70% of other imposed fines, forfeitures, and penalties; PSEA 2: 50% of PSEA 1	<ul style="list-style-type: none"> • PSEA 1 <i>shall</i> be assessed and collected in addition to fines, forfeitures or penalties, other than for parking infractions. • PSEA 2, <i>shall</i> also be assessed, with the exception being DUI-related offenses under RCW 46.61.5055 or parking infractions. • Neither <i>shall</i> be suspended or waived by the court.
Conviction Fee	RCW 3.62.085	\$43	<ul style="list-style-type: none"> • Upon conviction or a plea of guilty, defendant "is liable" for this fee.
Booking Fee	RCW 70.48.390	\$0 - \$100	<ul style="list-style-type: none"> • <i>May</i> be required to pay actual booking costs or \$100, whichever is less.
Costs: <ul style="list-style-type: none"> • Prosecution • Pretrial Supervision • FTA Warrants • Jail • Jury 	RCW 10.01.160	\$0 - \$250 deferred pros \$0 - \$150 pretrial supervision* \$0 - \$100 FTA warrant \$0 - \$100/day jail \$0 - \$125 jury	<ul style="list-style-type: none"> • The court <i>shall</i> not order a defendant to pay costs unless the defendant is or will be able to pay them. The court <i>shall</i> take account of the financial resources of the defendant and the nature of the burden that payment of costs will impose. RCW 10.01.160(3) • "Costs cannot include expenses inherent in providing a constitutionally guaranteed jury trial or expenditures in connection with the maintenance and operation of government agencies." RCW 10.01.160(2) • *As of Oct. 1, 2015, the court <i>may</i> impose fees upon conviction for electronic monitoring or alcohol abstinence monitoring which is not subject to the \$150 limit to pretrial supervision costs. • Jury costs established in RCW 36.18.016(3)(b).
Costs for Court Appointed Attorney	RCW 10.101.020(5)	\$0 and up	<ul style="list-style-type: none"> • A person may be determined to be "indigent and able to contribute" when applying for a public defender. At that point in time, the defendant should be informed of repayment conditions. RCW 10.101.020(5) • A statute allowing for recoupment of attorney fees is permissible because it "is tailored to impose an obligation only upon those with a foreseeable ability to meet it, and to enforce that obligation only against those who actually become able to meet it without hardship." <i>Fuller v. Oregon</i>, 417 U.S. 40, 54 (1974).
Restitution	RCW 9.92.060(2) ; RCW 9.95.210(2)	\$0 and up	<ul style="list-style-type: none"> • RCW 9.92.060(2) and RCW 9.95.210(2) apply to courts of limited jurisdiction. <i>City of Seattle v. Fuller</i>, 177 Wn. 2d 263 (2013). • The court "may require" the defendant to make payments "as are necessary. . . to make restitution" for the crime of conviction or for other crimes "pursuant to a plea agreement." RCW § 9.92.060 (2); RCW 9.95.210(2). • "[T]he State must establish the loss would not have occurred but for the crime." <i>State v. Thomas</i>, 138 Wn.App. 78 (2007).

Charge-Specific LFOs (many not listed here)			
DNA Collection Fee	RCW 43.43.7541	\$100	<ul style="list-style-type: none"> While DNA testing is not required if the WA State Patrol crime lab already has the defendant's sample, 43.43.754(2) all defendants are still required to pay this fee upon each eligible conviction. <i>State v. Thornton</i>, no. 32478-8-III (Wn. Ct. App., June 16, 2015). Applies to: Assault 4 with Sexual Motivation, Communication w/ Minor for Immoral Purposes, Custodial Sexual Misconduct 2, Harassment, Patronizing a Prostitute, Stalking, Violation of Sexual Assault Protection Order, or any crime that requires Sex/Kidnaping Registration. RCW 43.43.754
Domestic Violence Assessment	RCW 10.99.080	\$0 - \$115	<ul style="list-style-type: none"> Discretionary – <i>may impose</i>. RCW 10.99.080(1) Defendant must be convicted of crime involving domestic violence. Includes deferred sentences and cases with suspended penalties/fines. RCW 10.99.080(4) Judges are encouraged to solicit input from the <i>victim</i> re: defendant's ability to pay. RCW 10.99.080(4)
Violation of a DV Protection Order Fine	RCW 26.50.110	\$0 - \$15 and EHM costs	<ul style="list-style-type: none"> The court may require convicted respondent to submit to electronic monitoring. The order may require respondent to pay the costs, but the court <i>shall</i> consider his/her ability to pay. No statutory limit. RCW 26.50.110(1)(b)
DUI Fee	RCW 46.61.5054	\$0 - \$200	<ul style="list-style-type: none"> "Upon a verified petition by the person assessed the fee, the court may suspend payment of all or part of the fee if it finds that the person does not have the ability to pay."
Motor Vehicle Penalty	RCW 46.64.055	\$0 - \$50	<ul style="list-style-type: none"> Imposed in addition to any other penalties for a conviction under Chapter 46. As a <i>penalty</i>, it is subject to the PSEA assessments (see page 1). Therefore, this amount will more than double. The court may reduce, waive or suspend the penalty if the court "finds the offender to be indigent." See definitions of indigence in RCW 10.101.010 and the comments to General Rule 34.
Emergency Response Costs	RCW 38.52.430	\$0 - \$2500	<ul style="list-style-type: none"> Applies when defendant's intoxication causes an incident resulting in emergency response, in connection to: DUI related charges. Prosecution <i>may</i> present court information on expenses incurred. Upon court's finding that they are reasonable, the court <i>shall</i> order to reimburse the public agency.
Crime Lab Fee	RCW 43.43.690	\$0 - \$100	<ul style="list-style-type: none"> Crime laboratory analysis must be performed by a <i>state</i> crime laboratory. "Upon verified petition by the person assessed the fee, the court may suspend payment of all or part of the fee if it finds that the person does not have the ability to pay the fee." RCW 43.43.690
Indecent Exposure or Prostitution Fee	RCW 9A.88.120(1)(a)	\$0 - \$50	<ul style="list-style-type: none"> The court may reduce, waive or suspend the fee by two-thirds if it finds on the record that the defendant does not have the ability to pay the fee.
Permitting Prostitution or Patronizing a Prostitute	RCW 9A.88.120(1)(b)	<ul style="list-style-type: none"> 1st offense \$0 - 1000 2nd \$0 - \$2,500 2+ priors \$0 - \$5,000 	<ul style="list-style-type: none"> The court may reduce, waive or suspend the fee by two-thirds if it finds on the record that the defendant does not have the ability to pay the fee.

ACCOMPLISHMENTS AND FINDINGS FOR 2017 and PLANNING FOR 2018

Clerk Survey

The subcommittee conducted a Clerk Survey and collected information regarding the \$100 LFO Collection Fee. In the survey, clerks were asked to answer the following questions:

1. What is your practice in assessing the (up to) \$100 clerk collection fee?
2. What would happen to your collection activities if the clerk collection fee went away completely?
3. Would you be willing to share the details of your collection program if (a) you and your county remained anonymous, or (b) you and your county were identified?

Survey Results

- Out of 39 counties, 37 responded to the survey.
- Of the 37 counties that responded, 29 reported that they do assess the collection fee and one indicated plans to begin assessing it in the near future.
- Clerks place significant limitations on the amount that is assessed, the number of times the collection fee may be assessed, or the number of cases upon which the collection fee is assessed.
- It appears likely that no county assesses a full \$100.00 collection fee annually on every case with an outstanding balance, for an unlimited number of occurrences.
- Of the 29 counties that assess or plan to start assessing the collection fee in some limited fashion, 21 reported that elimination of the collection fee would cause them to cease or significantly reduce the scope of their collections efforts.

Next Steps

- CLJs Collection Practices Data Collection
 - Identify who are the collection agencies working with the courts?
 - Identify what are the practices within collection agencies, including:
 - i. Participation fees and interest rates
 - ii. Definition of an account, is it a person or case?
 - iii. Sequence in which accounts are paid off, and who makes that decision?
 - iv. How are the collected funds distributed?
 - Identify what's the collection rate, and how much is collected.

ACCOMPLISHMENTS AND FINDINGS FOR 2017 and PLANNING FOR 2018

Members of the Legal Financial Obligation (LFO) Stakeholder Consortium requested and received data from the Administrative Office of the Courts (AOC) on several financial aspects of LFOs in Washington State. The Consortium is the core advisory board and working group that carries out the objectives of the U.S. Department of Justice *Price of Justice Grant*.

- The data received includes LFOs imposed during calendar years 2014-2016, and the data on what payments were received on these specific LFOs
- The data received includes types of adjustments made on these specific LFOs
- This data comprises only a small subset of all payments or adjustments made on LFOs imposed prior to or after these dates
- In this report, data for payments received or adjustments made pertain only to those LFOs that were imposed during 2014-2016

Background – Data Source

The data includes information received from the AOC from 148 courts of limited jurisdiction (CLJs), except for information from Seattle Municipal Court, the state's largest CLJ. The data also includes information from all of the 39 superior courts. However, in 2015, AOC began implementation of Odyssey, the new case management system for superior courts. By the end of the sample period in 2016, five courts had made this transition. As a result of the transition, the data from these courts is no longer available in the Judicial Information System (JIS). The only data available to us from these five courts is the data up to the time they implemented Odyssey.

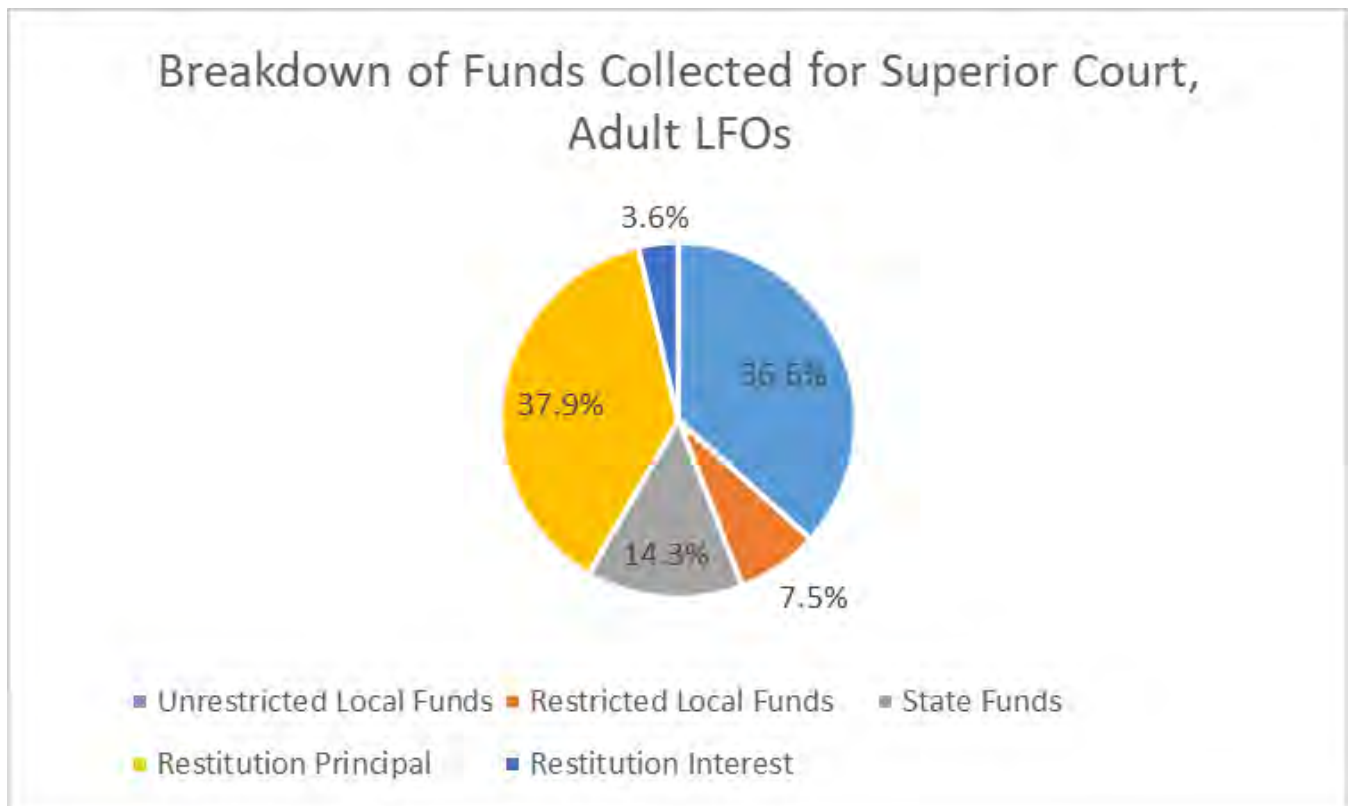
The data is not case specific, does not include individual markers, and it does not include demographic markers. This data only includes the various LFOs imposed by courts, and the data is intended only to provide some understanding of:

- What dollar amounts of LFOs are being imposed?
- What is collected?
- How are collected funds disposed?
- What are courts' practices in making adjustments to LFOs previously imposed?

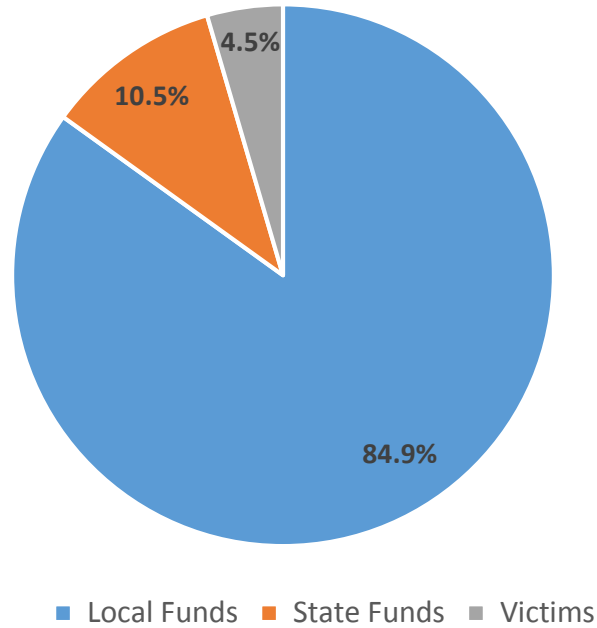
Questions and Findings

1. *“Where does the money that is collected go?”*

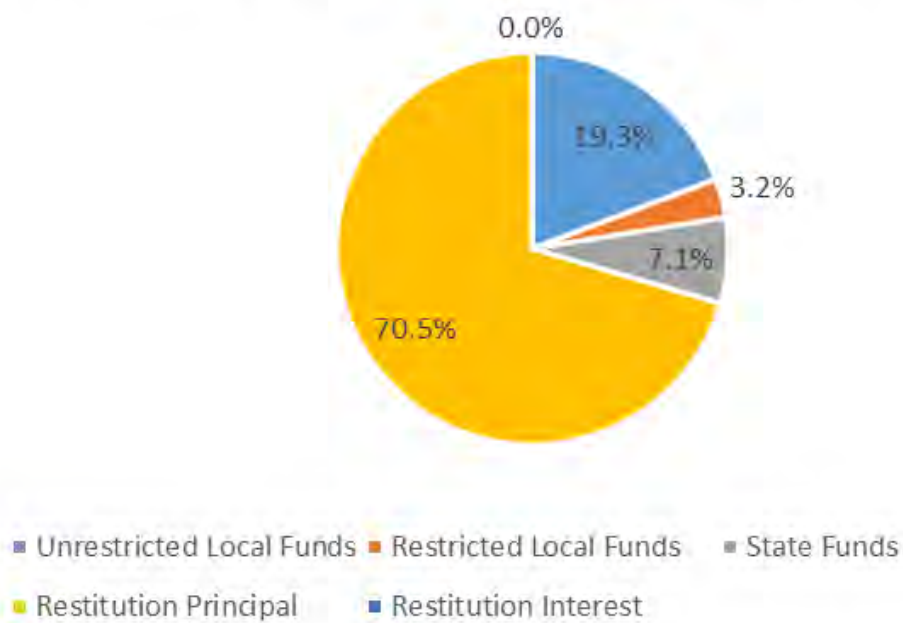
The following three graphs illustrate how the funds that were collected on LFOs imposed between calendar years 2014-2016 were disposed.



Breakdown of Funds Collected in Courts of Limited Jurisdiction



Breakdown of Funds Collected from Juvenile LFOs



2. “How much of the funds being retained locally are restricted?”

It is difficult to answer it with any certainty. In all superior courts state wide, all of the Crime Victim Penalty Assessment (CVP) required in any case resulting in conviction is retained locally, and it is required to be used for crime victim advocacy. Recent legislation requires that all proceeds from the CVP assessments be dedicated to crime victim advocacy work, so this percentage is expected to increase.

- \$577,612 (17%) of the \$3,400,248 (*Distribution of Funds Collected - Local Funds*) collected in adult superior court cases during the sample period was restricted to only being used for crime victim advocacy
- \$15,850 (14%) of the \$110,980 (*Distribution of Funds Collected - Local Funds*) collected in juvenile court cases during the sample period was restricted to only being used for crime victim advocacy
- A significant portion of restrictions on incoming funds from courts is effected by local government legislation.
 - Multitude of local ordinances require funds collected to be used for specific purposes. AOC data does not track all of these local restrictions on use of funds. For example, there are a number of jurisdictions that require defendants convicted of specified drug related offenses to pay a fee into a drug fund. Most of these ordinances require that proceeds from these fees be used to support drug prevention or drug rehabilitation efforts in the local jurisdiction.

3. “How much of the funds paid to crime victims is restitution principal, and how much is restitution interest?”

- Superior Courts
 - \$278,771 of the \$3,201,543 (*Distribution of Funds Collected – Victims*) paid to victims was interest on restitution
- Courts of Limited Jurisdiction
 - No data on any restitution interest paid out
- Juvenile Courts
 - The requirement to pay interest was removed

4. “Can restitution paid to insurance companies be isolated from restitution paid to other victims?”

Because the JIS doesn't have a data field to indicate a specific victim type, it is not possible to answer this question at this time.

Tables – Summaries of the Data

Superior Court Adult LFOs				Distribution of Funds Collected		
Court Name	LFO Imposed	Amount Paid	Sum of Adjustments	Local Funds	State Funds	Victims
ADAMS COUNTY SUPERIOR COURT	239,960.75	24,184.35	14,782.05	10,474.11	3,387.30	10,322.94
ASOTIN COUNTY SUPERIOR COURT	1,431,893.78	158,716.52	(35,253.30)	71,684.26	23,209.86	63,822.40
BENTON COUNTY SUPERIOR COURT	3,612,796.21	318,470.06	164,920.41	140,172.46	45,352.28	132,945.32
CHELAN COUNTY SUPERIOR COURT	1,582,049.78	96,603.29	(24,557.43)	43,294.40	14,014.82	39,294.07
CLALLAM COUNTY SUPERIOR COURT	1,533,581.49	64,931.08	(14,556.03)	28,209.13	9,123.58	27,598.37
CLARK COUNTY SUPERIOR COURT	11,116,345.37	540,007.50	(208,940.87)	240,431.20	77,815.75	221,760.55
COLUMBIA COUNTY SUPERIOR COURT	103,211.55	31,762.18	(2,460.13)	14,271.22	4,620.06	12,870.90
COWLITZ COUNTY SUPERIOR COURT	4,952,644.73	140,150.35	(183,261.47)	61,641.54	19,943.49	58,565.32
DOUGLAS COUNTY SUPERIOR COURT	522,372.41	46,292.22	5,905.77	20,578.24	6,659.87	19,054.12
FERRY COUNTY SUPERIOR COURT	54,860.00	3,705.69	(50.00)	1,642.24	531.44	1,532.01
FRANKLIN COUNTY SUPERIOR COURT	2,654,611.57	386,465.40	247,662.22	173,242.85	56,080.79	157,141.76
GARFIELD COUNTY SUPERIOR COURT	108,193.38	24,308.78	(79,631.01)	10,520.18	3,402.13	10,386.47
GRANT COUNTY SUPERIOR COURT	1,704,324.83	112,204.78	(43,013.10)	49,864.10	16,137.71	46,202.97
GRAYS HARBOR COUNTY SUPERIOR COURT	1,883,684.11	54,924.83	34,171.96	24,031.07	7,773.85	23,119.91
ISLAND COUNTY SUPERIOR COURT	389,741.70	37,494.40	(793.96)	16,744.20	5,419.73	15,330.47
JEFFERSON COUNTY SUPERIOR COURT	584,083.46	15,619.83	(61,529.25)	7,565.57	2,454.12	5,600.13
KING COUNTY SUPERIOR COURT	29,945,405.13	910,942.96	(1,780,726.56)	401,468.68	129,898.50	379,575.78
KITSAP COUNTY SUPERIOR COURT	5,671,689.98	308,712.14	(49,882.73)	136,170.04	44,059.99	128,482.11
KITTITAS COUNTY SUPERIOR COURT	488,190.46	49,104.87	(35,642.62)	21,496.88	6,954.18	20,653.81
Klickitat County Superior Court	307,577.16	60,059.50	(3,949.82)	26,789.61	8,670.92	24,598.97
LEWIS COUNTY CLERK	2,978,008.04	294,535.55	(116,723.23)	127,444.71	41,214.24	125,876.60
LINCOLN COUNTY SUPERIOR COURT	289,315.43	12,757.63	(55,935.25)	5,704.39	1,846.45	5,206.79
MASON COUNTY SUPERIOR COURT	1,879,639.57	112,771.47	(3,580.37)	55,339.47	17,956.98	39,475.02
OKANOGAN COUNTY SUPERIOR COURT	1,232,748.65	43,868.28	(1,847.34)	21,202.44	6,877.27	15,788.57
PACIFIC COUNTY SUPERIOR COURT	491,871.65	28,968.34	(82,359.87)	12,643.39	4,089.75	12,235.21
PEND OREILLE CO SUPERIOR COURT	214,412.60	9,417.29	(15,302.82)	4,254.44	1,377.51	3,785.34
PIERCE COUNTY SUPERIOR COURT	19,979,836.43	619,812.29	(522,291.17)	273,371.60	88,453.54	257,987.15
SAN JUAN COUNTY SUPERIOR COURT	36,185.12	6,408.54	(731.18)	3,013.57	976.79	2,418.18
SKAGIT COUNTY SUPERIOR COURT	2,168,260.50	99,553.11	(104,450.04)	43,848.22	14,187.21	41,517.68
SKAMANIA COUNTY SUPERIOR COURT	165,066.38	25,108.10	18,367.40	10,865.61	3,513.84	10,728.65
SNOHOMISH COUNTY SUPERIOR COURT	7,178,307.11	940,267.25	(84,101.32)	409,927.64	132,594.74	397,744.86
SPOKANE COUNTY SUPERIOR COURT	9,019,802.51	536,934.87	(258,323.01)	235,438.86	76,167.26	225,328.75
STEVENS COUNTY SUPERIOR COURT	1,094,379.63	31,066.42	(7,536.79)	13,788.64	4,462.31	12,815.47
THURSTON COUNTY SUPERIOR COURT	3,986,985.52	881,301.14	(171,665.17)	382,508.77	123,710.08	375,082.28
WAHIAKUM COUNTY SUPERIOR COURT	81,807.39	8,917.68	2,606.73	3,878.87	1,254.57	3,784.24
WALLA WALLA CO SUPERIOR COURT	1,121,004.26	102,733.07	(1,324.42)	45,622.40	14,764.66	42,346.00
WHATCOM COUNTY SUPERIOR COURT	4,329,453.08	123,554.25	(61,085.31)	54,977.67	17,793.27	50,783.31
WHITMAN COUNTY SUPERIOR COURT	218,354.25	81,959.80	(13,365.18)	37,144.50	12,027.74	32,787.55
YAKIMA COUNTY SUPERIOR COURT	5,629,747.64	357,425.38	(201,244.63)	158,981.01	51,452.91	146,991.47
Grand Total	130,982,403.61	7,702,021.19	(3,737,698.84)	3,400,248.18	1,100,231.48	3,201,541.53
				44.1%	14.3%	41.6%

Courts of Limited Jurisdiction				Distribution of Funds Collected		
Court Name	LFO Imposed	Amount Paid	Sum of Adjustments	Local Funds	State Funds	Victims
#1 GRAYS HARBOR DISTRICT COURT	273,847.69	26,411.05	(3,786.54)	12,969.65	7,448.92	5,992.48
#2 GRAYS HARBOR DISTRICT COURT	124.00	46.27	-	32.49	13.78	-
ABERDEEN MUNICIPAL COURT	760,274.59	33,146.51	(27,860.72)	25,219.30	4,860.53	3,066.68
AIRWAY HEIGHTS MUNICIPAL	255,972.09	7,795.77	(769.31)	7,343.03	402.74	50.00
ANACORTES MUNICIPAL COURT	119,610.24	7,821.88	14,059.16	6,224.26	1,336.51	261.11
ASOTIN DISTRICT COURT	75,042.50	9,253.43	22,567.24	7,352.80	1,900.63	-
ASOTIN MUNICIPAL COURT	62.00	-	-	-	-	-
BAINBRIDGE ISLAND MUNICIPAL CRT	46,874.50	4,454.85	(4,805.22)	4,222.51	132.34	100.00
BATTLE GROUND MUNICIPAL COURT	312,716.52	31,388.86	1,714.50	22,968.56	6,806.54	1,613.76
BELLINGHAM MUNICIPAL COURT	2,450,206.29	80,353.61	(581,780.60)	76,345.77	3,986.83	21.01
BENTON COUNTY DISTRICT COURT	3,391,125.70	324,093.60	77,843.53	296,066.35	28,027.25	-
BLACK DIAMOND MUNICIPAL COURT	63,087.00	3,463.91	(240.00)	2,523.04	352.27	588.60
BLAINE MUNICIPAL COURT	126,579.00	8,728.95	(1,457.50)	8,089.27	589.68	50.00
BONNEY LAKE MUNICIPAL COURT	640,252.36	51,785.51	28,670.65	46,332.83	5,082.68	370.00
BOTHELL MUNICIPAL COURT	417,213.01	13,386.81	(5,238.28)	11,870.97	1,437.97	77.87
BREMERTON MUNICIPAL COURT	1,364,781.79	50,941.07	13,904.20	45,518.92	1,001.02	4,421.13
BRIDGEPORT DISTRICT COURT	167,911.37	11,169.89	18,987.10	10,106.19	521.68	542.02
BUCKLEY MUNICIPAL COURT	72,784.00	4,682.20	(1,010.00)	4,267.77	414.42	-
BURLINGTON MUNICIPAL COURT	105,949.28	6,859.44	65,657.00	5,294.93	702.49	862.02
CAMAS/WASHOUGAL MUNICIPAL COURT	565,283.27	21,066.15	(31,110.97)	15,401.17	2,640.21	3,024.77
CENTRALIA MUNICIPAL COURT	981,240.88	35,665.97	32,254.74	33,472.29	2,042.68	151.00
CHEHALIS MUNICIPAL COURT	242,160.96	18,060.88	88,394.96	16,264.31	1,671.57	125.00
CHELAN COUNTY DISTRICT COURT	1,191,635.33	97,069.52	53,013.95	76,933.59	20,135.93	-
CHENEY MUNICIPAL COURT	221,151.24	8,911.30	105,239.50	7,978.46	855.84	77.00
CLALLAM COUNTY DISTRICT COURT #1	1,268,882.62	126,781.41	(6,695.78)	115,164.27	6,136.89	5,480.25
CLALLAM DISTRICT COURT #2	305,991.24	25,871.07	27,587.77	19,590.82	1,888.00	4,392.25
CLARK COUNTY DISTRICT COURT	5,813,562.14	280,212.43	(694,435.48)	202,145.57	44,194.57	33,872.29
CLE ELUM MUNICIPAL COURT	57,442.19	4,318.78	8,210.00	4,207.59	111.19	-
COLFAX MUNICIPAL COURT	12,598.00	250.43	(245.00)	241.54	8.89	-
COLUMBIA COUNTY DISTRICT COURT	21,611.41	5,066.77	224.50	4,671.44	230.33	165.00
COSMOPOLIS MUNICIPAL COURT	3,451.00	401.12	-	334.29	66.83	-
COWLITZ COUNTY DISTRICT COURT	1,298,861.23	70,299.68	(8,543.03)	52,649.85	13,467.34	4,182.49
DES MOINES MUNICIPAL COURT	222,859.62	9,742.98	(799.00)	7,573.48	2,004.25	165.25
DOUGLAS DISTRICT COURT	509,365.89	55,882.55	66,322.73	45,807.82	2,529.73	7,545.00
E WENATCHEE MUNI CT(509)884-0680	685,452.67	37,083.20	46,604.34	35,210.57	922.63	950.00
E. KLICKITAT DISTRICT	236,568.02	10,354.44	128.77	7,051.96	2,866.23	436.25
EDMONDS MUNICIPAL COURT	366,388.83	19,121.75	(6,618.49)	16,805.24	1,556.51	760.00
ELMA MUNICIPAL COURT	68,956.22	6,184.64	(254.31)	5,575.68	568.96	40.00
ENUMCLAW MUNICIPAL COURT	122,533.50	9,291.47	(2,312.37)	7,187.74	1,806.73	297.00
EVERETT MUNICIPAL COURT	1,699,933.08	59,353.82	(11,304.72)	52,901.18	6,452.64	-
EVERSON-NOOKSACK MUNICIPAL COURT	89,412.79	9,861.89	24,856.68	9,708.26	153.63	-
FEDERAL WAY MUNICIPAL COURT	1,456,840.37	56,667.75	(3,094.75)	43,237.69	6,547.55	6,882.51
FERNDAL MUNICIPAL COURT	854,194.29	42,830.93	345,190.00	37,952.91	4,062.96	815.06
FERRY COUNTY DISTRICT COURT	25,926.15	4,138.16	(241.00)	3,408.33	607.81	122.02
FIFE MUNICIPAL COURT	617,469.62	24,228.53	16,267.41	22,305.53	1,793.00	130.00
FIRCREST MUNICIPAL COURT	135,773.83	10,029.67	(6,327.10)	9,066.87	962.80	-
FRANKLIN DISTRICT COURT	750,966.11	62,154.04	(29,337.22)	55,338.14	4,715.00	2,100.90
GARFIELD COUNTY DISTRICT COURT	15,626.68	1,958.16	251.00	1,416.40	541.76	-
GIG HARBOR MUNICIPAL COURT	167,237.64	9,444.65	(4,430.40)	8,146.60	1,168.05	130.00
GRANGER MUNICIPAL COURT	17,449.05	997.55	85.00	893.66	103.89	-
GRANT COUNTY DISTRICT COURT	2,036,629.28	114,343.40	522,503.38	100,713.55	10,729.69	2,900.16
HOQUIAM MUNICIPAL COURT	213,264.99	14,694.17	1,205.86	12,401.25	1,579.67	713.25
ISLAND COUNTY DISTRICT COURT	262,397.28	26,389.27	(19,078.01)	20,805.71	4,273.06	1,310.50
ISSAQUAH MUNICIPAL COURT	433,078.97	16,006.78	(15,320.29)	13,488.97	773.82	1,743.99
JEFFERSON DISTRICT COURT	327,213.17	25,402.95	(1,242.75)	22,533.81	1,318.72	1,550.42
KCDC AUBURN COURTHOUSE	57,075.84	11,169.00	(21,407.73)	8,528.80	951.16	1,689.04
KCDC-EAST DIV (BEL)	509.88	33.69	(119.38)	20.15	13.54	-
KCDC-EAST DIV (ISQ)	270.00	-	-	-	-	-
KCDC-EAST DIV (NED)	4,519.50	320.42	(2,150.50)	320.42	-	-
KCDC-EAST DIV (SHO)	6,557.50	778.43	(134.75)	745.57	32.86	-
KCDC-SO DIV (AUK)	487.00	29.51	(28.00)	15.36	14.15	-
KCDC-SO DIV (FWD)	505.50	(70.25)	(505.50)	(70.25)	-	-
KCDC-SO DIV (RDC)	60.27	-	-	-	-	-
KCDC-SO DIV (SWD)	1,601.00	107.99	(3,195.00)	61.62	46.37	-
KCDC-WEST DIV (SDC)	1,784.00	332.81	(390.50)	332.81	-	-
KENT MUNICIPAL COURT	2,392,371.71	94,319.00	(164,157.87)	75,455.70	11,402.99	7,460.31
KING COUNTY DISTRICT COURT	6,351,340.87	294,451.13	(302,587.44)	260,433.45	34,017.68	-
KIRKLAND MUNICIPAL COURT	1,078,142.74	67,988.40	(30,753.99)	62,905.00	4,133.91	949.49
KITSAP DISTRICT COURT	2,264,347.96	176,161.91	86,412.39	166,025.53	7,649.38	2,487.00
LAKE FOREST PARK MUNICIPAL COURT	71,244.30	14,923.18	9,356.62	9,549.89	1,580.39	3,792.90
LAKEWOOD MUNICIPAL COURT	1,341,714.49	57,594.14	10,995.84	51,610.22	3,162.55	2,821.37
LEWIS COUNTY DISTRICT COURT LAW	1,092,471.82	69,841.79	37,990.01	61,540.93	7,657.32	643.54
LINCOLN COUNTY DISTRICT COURT	211,507.23	24,183.77	27,644.80	21,686.24	1,849.07	648.46
LOWER KITTITAS DISTRICT COURT	1,000,827.01	61,834.67	134,281.22	53,831.94	4,590.72	3,412.01

LYNDEN MUNICIPAL COURT	181,349.70	9,738.68	55,913.25	8,825.20	913.48	-
LYNNWOOD MUNICIPAL COURT	3,082,996.66	75,638.15	(5,019.39)	71,596.00	2,740.77	1,301.38
MARYSVILLE MUNICIPAL COURT	2,126,504.31	56,740.83	(35,279.47)	47,470.75	5,709.25	3,560.83
MASON COUNTY DISTRICT COURT	1,413,696.77	62,006.25	57,823.70	52,900.28	4,860.97	4,245.00
MERCER ISLAND MUNICIPAL COURT	92,429.50	6,116.92	583.00	5,269.82	847.10	-
MILTON MUNICIPAL COURT	220,333.33	13,920.05	(516.50)	12,603.30	1,316.75	-
MONROE MUNICIPAL COURT	87,848.91	1,096.12	(408.00)	761.69	199.43	135.00
MONTESANO MUNICIPAL COURT	27,509.61	3,427.36	(41.50)	3,248.44	178.92	-
MOUNT VERNON MUNICIPAL COURT	221,015.23	17,261.47	89,841.29	13,462.70	2,031.25	1,767.52
NAPAVINE MUNICIPAL COURT	23,802.13	2,838.43	543.55	2,361.95	476.48	-
NORTH BONNEVILLE MUNICIPAL COURT	7,168.00	289.58	(40.00)	287.62	1.96	-
NORTH PACIFIC DISTRICT COURT PACIF	33,685.50	4,292.82	(375.00)	4,050.63	242.19	-
OAKVILLE MUNICIPAL COURT	5,739.99	493.83	-	477.64	16.19	-
OCEAN SHORES MUNICIPAL COURT	21,607.15	2,621.81	1,150.00	2,396.42	25.39	200.00
OKANOGAN COUNTY DISTRICT COURT	1,098,409.79	43,463.22	(38,836.95)	37,793.25	3,737.69	1,932.28
OLYMPIA MUNICIPAL COURT	468,227.81	25,416.95	(4,589.65)	22,277.67	1,689.15	1,450.13
ORTING MUNICIPAL COURT	71,197.70	5,513.44	141.01	4,215.22	936.22	362.00
OTHELLO DISTRICT COURT	83,903.20	14,316.85	(307.00)	9,134.29	4,608.55	574.01
PACIFIC MUNICIPAL COURT	295,529.38	21,244.93	175,817.13	20,179.65	1,025.28	40.00
PASCO MUNICIPAL COURT	1,254,227.00	77,239.27	(2,288.45)	75,080.13	2,159.14	-
PEND OREILLE DISTRICT COURT	205,275.99	19,266.80	325.12	16,544.56	1,115.04	1,607.20
PIERCE COUNTY DISTRICT COURT	3,397,868.01	102,418.23	(121,849.19)	89,934.48	12,483.75	-
PORT ORCHARD MUNICIPAL COURT	965,960.18	29,966.63	5,774.77	28,866.72	1,099.91	-
POULSBO MUNICIPAL COURT	257,793.36	15,797.77	10,746.84	15,337.28	207.33	253.16
PUYALLUP MUNICIPAL COURT	949,660.35	56,627.13	(7,139.61)	46,273.44	8,633.53	1,720.16
RAYMOND MUNICIPAL COURT	14,158.47	1,202.41	-	1,016.59	85.82	100.00
RENTON MUNICIPAL COURT	1,417,437.81	70,038.47	(4,275.37)	64,497.60	4,362.36	1,178.51
RITZVILLE DISTRICT COURT	30,240.35	3,170.12	-	1,933.50	927.59	309.03
ROSLYN MUNICIPAL COURT	8,537.00	940.59	1,680.00	845.82	94.77	-
ROY MUNICIPAL COURT	10,272.50	2,073.61	1,050.00	1,609.32	464.29	-
RUSTON MUNICIPAL COURT	47,928.50	3,320.83	100.00	3,162.03	158.80	-
SAN JUAN DISTRICT COURT	100,260.50	16,081.89	(31,306.87)	13,933.88	1,398.01	750.00
SEATAC MUNICIPAL COURT	455,953.18	16,713.93	(37,710.09)	15,645.08	816.76	252.09
SEDRO-WOOLLEY MUNICIPAL COURT	15,941.67	1,769.00	169.03	1,134.79	634.21	-
SELAH MUNICIPAL COURT	144,811.94	9,188.37	106.00	6,773.67	1,420.54	994.16
SHELTON MUNICIPAL COURT	248,835.66	17,946.38	22,023.20	16,021.82	969.56	955.00
SKAGIT COUNTY DISTRICT COURT	568,048.75	50,547.53	87,290.52	38,376.69	10,901.78	1,269.06
SKAMANIA COUNTY DISTRICT COURT	93,474.16	7,578.89	(4,863.32)	5,872.15	1,366.74	340.00
SNO CO DIST CT CASCADE DIV	362,551.50	18,836.56	(6,039.50)	17,017.95	1,818.61	-
SNO CO DIST CT EVERETT DIV	974,795.97	47,913.03	(4,296.35)	41,821.67	6,091.36	-
SNO CO DIST CT EVERGREEN DIV	714,995.88	32,810.87	(22,562.51)	29,305.39	2,341.64	1,163.84
SNO CO DIST CT SOUTH DIV	814,596.37	44,990.86	(4,379.93)	38,196.50	5,680.59	1,113.77
SOUTH BEND MUNICIPAL COURT	8,714.20	439.58	(60.00)	346.91	22.67	70.00
SOUTH PACIFIC DISTRICT COURT	127,510.30	19,879.17	167.55	18,580.07	1,199.10	100.00
SPOKANE COUNTY DISTRICT COURT	3,610,931.16	117,955.31	(116,059.65)	97,035.86	6,140.82	14,778.63
SPOKANE MUNICIPAL COURT	1,804.00	7,413.59	(5,839.07)	5,600.26	928.33	885.00
STEILACOOM MUNICIPAL COURT	50.00	1,933.59	(191.82)	1,798.52	135.07	-
STEVENS COUNTY DISTRICT COURT	521,791.45	17,051.75	(10,488.09)	12,249.04	2,369.51	2,433.20
STEVENSON MUNICIPAL COURT	13,814.50	899.80	-	682.43	142.37	75.00
SUMAS MUNICIPAL COURT	65,086.83	5,165.93	4,589.35	4,987.46	158.47	20.00
SUMNER MUNICIPAL COURT	77,008.43	8,295.70	5,462.50	5,420.71	1,424.99	1,450.00
SUNNYSIDE MUNICIPAL COURT	214,371.13	13,271.20	(1,543.20)	9,610.74	2,221.53	1,438.93
TACOMA MUNICIPAL COURT	522,212.71	24,457.10	(20,894.62)	14,228.86	5,321.53	4,906.71
TENINO MUNICIPAL COURT	12,361.00	1,950.82	(267.93)	1,412.86	537.96	-
THURSTON COUNTY DISTRICT COURT	1,076,868.74	64,158.33	(18,121.36)	49,824.38	12,628.32	1,705.63
TOPPENISH MUNICIPAL COURT	373,204.22	3,734.70	(4,625.30)	3,268.02	466.68	-
TUKWILA MUNICIPAL COURT	545,216.81	13,377.92	(3,659.18)	10,905.74	1,102.18	1,370.00
UNION GAP MUNICIPAL COURT	102,935.83	13,586.12	(2,757.01)	11,066.06	2,143.38	376.68
UPPER KITTITAS DISTRICT COURT	353,330.02	12,505.63	4,381.09	11,594.32	673.46	237.85
VADER MUNICIPAL COURT	16,147.87	623.60	-	583.02	40.58	-
W. KLICKITAT DISTRICT	81,099.79	5,865.83	(166.62)	4,315.68	760.11	790.04
WAHIAKUM DISTRICT COURT	35,434.16	2,425.39	(642.95)	1,540.01	270.38	615.00
WALLA WALLA DISTRICT COURT	557,894.57	28,558.22	(3,077.39)	22,839.46	4,544.76	1,174.00
WAPATO MUNICIPAL COURT	307,544.79	9,637.20	(6,207.65)	7,666.19	1,971.01	-
WESTPORT MUNICIPAL COURT	39,813.44	4,103.81	(457.64)	3,118.17	385.64	600.00
WHATCOM COUNTY DISTRICT COURT	1,910,626.37	126,562.75	(607,593.97)	116,762.12	9,800.63	-
WHITMAN COUNTY DISTRICT COURT	235,208.40	29,410.30	(24,087.89)	25,106.05	2,428.14	1,876.11
WILKESON MUNICIPAL COURT	3,482.00	421.38	50.00	372.95	48.43	-
WINLOCK MUNICIPAL COURT	32,090.80	2,315.15	805.00	2,128.10	187.05	-
YAKIMA CO DIST CT - GRM -	616.00	96.10	(446.00)	77.30	18.80	-
YAKIMA CO DIST CT - YDC -	2,112,518.97	95,885.57	(43,460.92)	58,733.03	22,886.06	14,266.48
YAKIMA MUNICIPAL COURT	3,343,100.66	57,421.89	(24,797.07)	39,283.71	9,759.06	8,379.12
YELM MUNICIPAL COURT	83,755.97	7,096.02	(239.00)	5,441.79	1,634.23	20.00
ZILLAH MUNICIPAL COURT	18,330.11	2,241.05	(493.00)	1,783.97	222.08	235.00
(blank)						
Grand Total	88,842,617.11	4,581,538.82	(807,112.73)	3,891,205.93	482,972.22	207,360.67
				84.9%	10.5%	4.5%

Juvenile Courts			Distribution of Funds Collected			
Court Name	LFO Imposed	Amount Paid	Sum of Adjustments	Local Funds	State Funds	Victims
ADAMS COUNTY SUPERIOR COURT	1,485.27	557.09	-	125.12	39.39	392.58
ASOTIN COUNTY SUPERIOR COURT	304,950.12	18,106.48	(2,344.05)	4,066.72	1,280.13	12,759.64
BENTON COUNTY SUPERIOR COURT	85,195.88	18,350.75	68,291.75	4,121.58	1,297.40	12,931.77
CHELAN COUNTY SUPERIOR COURT	77,262.10	9,369.72	(4,244.32)	2,104.44	662.44	6,602.84
CLALLAM COUNTY SUPERIOR COURT	14,433.70	1,926.67	(1,208.78)	432.73	136.22	1,357.72
CLARK COUNTY SUPERIOR COURT	368,165.15	44,612.28	83,091.78	10,019.92	3,154.09	31,438.27
COLUMBIA COUNTY SUPERIOR COURT	8,059.21	3,259.56	300.00	732.10	230.45	2,297.01
COWLITZ COUNTY SUPERIOR COURT	220,210.26	7,856.38	(15,219.06)	1,764.54	555.45	5,536.39
DOUGLAS COUNTY SUPERIOR COURT	18,473.93	3,663.64	(8,421.45)	822.85	259.02	2,581.77
FERRY COUNTY SUPERIOR COURT	7,398.06	268.49	-	60.30	18.98	189.20
FRANKLIN COUNTY SUPERIOR COURT	183,487.05	37,689.27	86,456.03	8,465.01	2,664.63	26,559.63
GARFIELD COUNTY SUPERIOR COURT	5,315.00	521.60	-	117.15	36.88	367.57
GRANT COUNTY SUPERIOR COURT	509,526.82	8,810.44	(397,830.42)	1,978.82	622.90	6,208.72
GRAYS HARBOR COUNTY SUPERIOR COURT	22,178.44	2,459.63	927.20	552.43	173.90	1,733.30
ISLAND COUNTY SUPERIOR COURT	57,545.84	3,344.46	(856.39)	751.17	236.45	2,356.84
JEFFERSON COUNTY SUPERIOR COURT	6,236.45	4,288.71	(200.00)	963.24	303.21	3,022.25
KING COUNTY SUPERIOR COURT	1,219,153.21	55,057.50	(284,641.53)	12,365.91	3,892.57	38,799.02
KITSAP COUNTY SUPERIOR COURT	354,576.80	19,223.55	118,778.15	4,317.61	1,359.10	13,546.84
KITTITAS COUNTY SUPERIOR COURT	1,958.34	2,258.87	(320.48)	507.34	159.70	1,591.83
Klickitat County Superior Court	25,930.53	5,201.77	(3,271.30)	1,168.32	367.77	3,665.69
LEWIS COUNTY CLERK	85,922.68	6,210.41	(1,012.50)	1,394.86	439.08	4,376.48
LINCOLN COUNTY SUPERIOR COURT	1,387.37	1,172.81	80.00	263.41	82.92	826.48
MASON COUNTY SUPERIOR COURT	30,246.71	34,485.65	5,506.05	7,745.48	2,438.14	24,302.04
OKANOGAN COUNTY SUPERIOR COURT	46,548.45	11,821.73	(93.00)	2,655.16	835.80	8,330.77
PACIFIC COUNTY SUPERIOR COURT	6,846.39	1,145.00	-	257.17	80.95	806.88
PEND OREILLE CO SUPERIOR COURT	1,572.00	1,079.85	700.00	242.53	76.35	760.97
PIERCE COUNTY SUPERIOR COURT	361,763.47	38,488.77	(17,670.13)	8,644.58	2,721.16	27,123.04
SAN JUAN COUNTY SUPERIOR COURT	10,725.94	1,315.75	(1,044.91)	295.52	93.02	927.21
SKAGIT COUNTY SUPERIOR COURT	72,954.53	5,886.49	(5,512.07)	1,322.11	416.17	4,148.21
SKAMANIA COUNTY SUPERIOR COURT	2,165.27	536.33	(25.00)	120.46	37.92	377.95
SNOHOMISH COUNTY SUPERIOR COURT	278,122.88	34,922.25	(149,593.90)	7,843.54	2,469.00	24,609.71
SPOKANE COUNTY SUPERIOR COURT	346,775.10	26,574.91	(3,718.11)	5,968.72	1,878.85	18,727.34
STEVENS COUNTY SUPERIOR COURT	13,026.65	2,354.18	(101.72)	528.75	166.44	1,658.99
THURSTON COUNTY SUPERIOR COURT	202,967.92	24,334.47	(1,416.82)	5,465.52	1,720.45	17,148.50
WAHIAKUM COUNTY SUPERIOR COURT	2,172.70	287.20	-	64.51	20.31	202.39
WALLA WALLA CO SUPERIOR COURT	34,501.16	7,907.54	(510.00)	1,776.03	559.06	5,572.44
WHATCOM COUNTY SUPERIOR COURT	115,201.44	10,044.30	(1,946.10)	2,255.95	710.13	7,078.22
WHITMAN COUNTY SUPERIOR COURT	26,253.23	9,975.09	2,171.28	2,240.41	705.24	7,029.45
YAKIMA COUNTY SUPERIOR COURT	238,287.32	28,753.56	(10,951.16)	6,458.05	2,032.88	20,262.63
Grand Total	5,368,983.37	494,123.15	(545,850.96)	110,980.06 22.5%	34,934.51 7.1%	348,208.58 70.5%

Next Steps

- Further analysis of fiscal data from the Administrative Office of the Courts to isolate more detailed data about fiscal relationships between:
 - The number of cases with outstanding balance, and
 - The number of individuals with outstanding balance, and
 - The percentage of cases paid in full, and
 - The percentage of what is imposed that ultimately gets paid.
- Review set of court related data to determine frequency of post-sentence hearings, and frequency of post-sentence incarceration, to determine costs.
- Create document to capture costs related to counties executing their LFO programs across superior courts and CLJs.

DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION SLATE FOR ELECTION

June 2019

Simple majority vote wins.

OFFICERS: 2019-2020 (1-YEAR TERM)

POSITION	NOMINATION	WRITE-IN CANDIDATE
President	<input checked="" type="checkbox"/> Judge Samuel Meyer Thurston District Court	<i>Write-in candidates for President are not allowed according to Bylaws.</i>
President - Elect	<input type="checkbox"/> Judge Michelle Gehlsen Bothell Municipal Court	<input type="checkbox"/>
Vice - President	<input type="checkbox"/> Judge Charles Short Okanogan District Court	<input type="checkbox"/>
Secretary/Treasurer	<input type="checkbox"/> Commissioner Rick Leo Snohomish District Court	<input type="checkbox"/>
Past - President	<input checked="" type="checkbox"/> Judge Rebecca Robertson Federal Way Municipal Court	<i>Automatic succession according to Bylaws.</i>

BOARD OF GOVERNORS: 2019-2022 (3-YEAR TERM)

POSITION	NOMINATION	WRITE-IN CANDIDATE
#2 Full-Time District Ct	<input type="checkbox"/> Judge Tyson Hill Grant District Court	<input type="checkbox"/>
#3 Part-Time District Ct	<input type="checkbox"/> Judge Thomas Cox Garfield District Court <input type="checkbox"/> Judge Heidi Heywood Wahkiakum District Court	<input type="checkbox"/>
#4 Full-Time Municipal Ct	<input type="checkbox"/> Judge Matthew Antush Spokane Municipal Court <input type="checkbox"/> Judge Drew Ann Henke Tacoma Municipal Court	<input type="checkbox"/>

BJA REPRESENTATIVE: 2019-2023 (4-YEAR TERM)

POSITION	NOMINATION	WRITE-IN CANDIDATE
District Court Position	<input type="checkbox"/> Judge Debra Hayes Spokane District Court <input type="checkbox"/> Judge Dan Johnson Lincoln District Court	<input type="checkbox"/>

(OVER)

BJA REPRESENTATIVE: 2019-2023 (4-YEAR TERM)

POSITION	NOMINATION	WRITE-IN CANDIDATE
Open Position #1	<input type="checkbox"/> Judge Debra Burchett Cowlitz District Court	<input type="checkbox"/>
	<input type="checkbox"/> Judge David Steiner King District Court	

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