

1. Meeting Minutes



JISC DATA DISSEMINATION COMMITTEE
Friday April 22, 2016 (8:15 a.m. – 9:45 a.m.)
Administrative Office of the Courts
SeaTac Office Building
18000 International Blvd. Suite 1106, Conf Rm #2
SeaTac, WA 98188
Call-in Number: 1-877-820-7831, Passcode 797974

DRAFT - MEETING MINUTES

Members Present

Judge Thomas J. Wynne, Chair
Judge Jeannette Dalton – telephonically
Judge J. Robert Leach
Judge G. Scott Marinella
Judge David A. Svaren
Ms. Barbara Miner
Ms. Brooke Powell
Ms. Aimee Vance - telephonically

AOC Staff Present

Stephanie Happold, Data Dissemination Administrator

Guests Present

Ms. Prachi Dave – ACLU - telephonically
Mr. Toby Marshall – Terrell Marshall Daudt & Willie PLLC w/ the ACLU - telephonically
Dr. Marna Miller – Washington State Institute for Public Policy - telephonically
Ms. Jennifer Wilcox – Yakima District Court - telephonically

Judge Wynne called the meeting to order.

1. Minutes of February 26, 2016

There were no additions or corrections to the February meeting minutes and they were approved by the Committee.

2. WSIPP Data Request

Dr. Marna Miller presented the Washington State Institute for Public Policy's (WSIPP) request for dependency filing data from the Washington State Center for Court Research (WSCCR). The data will be used in a study with DSHS Child Protective Services (CPS) evaluating Family Assessment Responses. WSCCR will match children with screened-in CPS reports against SCOMIS records to identify children with dependency case filings. After determining the relevant dependency cases, WSCCR will remove identifying information and deliver the data to WSIPP. IRB approval is still being sought by WSIPP. Once approval is obtained, WSCCR will provide the data.

Judge Wynne asked if there will be multiple requests by WSIPP to WSCCR. Dr. Miller replied that it is not an ongoing data request or study, but rather a single request and evaluation. DDA Happold stated that Dr. McCurley of WSCCR supported the data request.

Judge Leach made the motion to approve the WSIPP request. Judge Dalton and Ms. Powell seconded the motion and it passed unanimously.

3. Review of the Data Dissemination Policy Draft

The Committee reviewed the latest edits and comments from court users and interested parties about the Data Dissemination Policy draft (DD Policy draft). One question from a court user was to clarify the term 'victim information' in Subsection III.G.8. The Committee discussed changing it from 'victim information' to 'victim identification.' However, some members raised concerns about this edit as not all victim names are prohibited from disclosure. Instead, members agreed to change it to 'crime victim address and phone number.' The Committee also changed Section IV.B. to state "[c]onfidential information regarding individual litigants, crime victims, witnesses, or jurors that is contained in case management systems of the courts will not be disseminated." Ms. Miner made the motion to approve these two edits, Judge Leach seconded, and the Committee approved unanimously.

The Committee also reviewed comments received from the AOC Office of Communications and Public Outreach regarding Section III.H., particularly subsection 2.c. Based on the comments received, the Committee changed subsection III.H.2.c. to state:

"Prior to release of the report, the data will be reviewed by delegated court and/or county clerk representatives for accuracy and completeness. The representatives will have ten (10) calendar days to review and return the reports back to the AOC. Any disputes between AOC and the court/county clerk representatives regarding the data contained in the reports shall be resolved by the JISC Data Dissemination Committee."

Judge Leach made the motion to approve this edit; Ms. Miner seconded, and the Committee unanimously approved it.

The Committee then reviewed the proposed amendment of allowing public access to compiled JIS reports, including the DCH screen. DDA Happold started to present the AOC ISD estimate for providing access to the DCH/ICH screens for public users. Several DDC members questioned why this was needed as they were recently informed that the DCH screen in JIS may be incomplete and the courts should be using JABS instead. They also expressed concern that court users and judicial partners were still relying on the DCH screen for information. Several Committee members stated that the DCH screen should be disabled to avoid confusion. Judge Svaren made the motion that the DDC recommend that the DCH screen in JIS be disabled. Judge Leach seconded the motion. The Committee unanimously approved the recommendation. DDA Happold was instructed to inform AOC Leadership of this decision.

The Committee then discussed what could be used in place of the JIS DCH screen for public access to compiled reports on individuals. Several members suggested an ICH- or DCH-type screen in JABS that could then be printed out for the user if the requestor came to the court counter. DDA Happold was asked to provide more information at the next meeting about pros/cons of providing JABS access to the public or any other possible solutions in providing a compiled report to the public user. The Committee also asked her when banners/warning messages were going to be put on the JIS DCH screen until its removal, as well as other compiled case history screens.

4. Odyssey Portal Access Discussion

Judge Wynne expressed concerns about Odyssey Portal access, including the Juvenile Justice and Care Agency role giving too broad of access for what is allowed by statute, and the one email per county issue that was affecting many users. Committee members asked DDA Happold to provide a list of all known Odyssey Portal issues for the next meeting. Ms. Miner suggested contacting County Clerk's Offices that have implemented the Odyssey case management system.

5. ACLU Letter Regarding Outdated Criminal History Data

DDA Happold introduced the topic to the Committee. Mr. Marshall, who wrote the letter on behalf of the ACLU, presented it to the Committee. Judge Wynne asked Mr. Marshall if he had any ideas how AOC could enforce prohibitions against the re-dissemination and re-use of criminal history data in bulk. Mr. Marshall did not have any at this time. The Committee discussed updating the public index contracts, and asked DDA Happold to provide information about making all the indexes provide weekly files like the SINDEK. They also requested an AOC estimate on time/resources for changing the files to include any changes to the cases, and for AOC to start doing regular audits. Once this information is received, the Committee will develop recommendations on updating the contract language, and on possibly raising the subscription rates to cover the costs for these additional actions.

6. Other Business

Ms. Wilcox from Yakima County District Court presented their request to allow the Justice System Partners, a contractor with the Arnold Foundation, access to JIS to audit the Public Safety Assessment tool. Committee members asked if the access would be offsite or onsite. Ms. Wilcox responded that it would be onsite. Ms. Vance stated that the court staff could sit with the auditors and log in, thereby providing the auditors access over the court staffer's shoulder. Ms. Wilcox agreed that could be a workable solution. Judge Svaren made the motion to approve this access for the Justice System Partners in Yakima County District Court. Judge Marinella seconded it. The Committee unanimously passed it with the caveat that logs/reports documenting the audit should go to DDA Happold on each occasion an audit takes place.

As there was no other business, Judge Wynne adjourned the meeting.

**2. LAW
Advocates
JIS LINK
Request**

To The Chair of the Data Dissemination Committee:

I am an attorney at the Whatcom County Public Defender's Office. As such, I have level 20 access to the JISLink system. I also participate in a local legal aid program called "Drive Legal Whatcom" (DLW), which is part of LAW Advocates—the primary access-to-justice program in Whatcom County.

I write to request your authorization to use level 20 access as part of DLW. I ask you to extend the authorization to myself and a select few other local attorneys and trained volunteers. The purpose of DLW is to assist local individuals, who have lost their driving privileges due to unpaid fines, to regain their driver licenses by setting up payment plans with our local courts.

One of the tools we hope to use is the Department of Licensing's web page, "Learn How to Reinststate Your License." In order to use it effectively, we need each participant's Washington ID or driver license number. Since we anticipate a certain number of people will not have their license number, our hope is to obtain it using JISLink.

We also hope to use JISLink to access individuals' legal financial debts to Washington courts. We intend to provide that information—with DLW participants' permission—to Whatcom County courts when we request affordable payment plans to allow license reinstatement.

Please give this request your consideration at the earliest possible date, as our pilot program begins July 23, 2016. If you have any questions, I may be contacted at (360) 778-5673.

Thank you for your time and attention,



Jane Boman
Attorney, Whatcom County Public Defender's Office



Michael Heatherly
Executive Director, LAW Advocates



June 24, 2016

TO: JISC Data Dissemination Committee

FROM: Stephanie Happold, AOC Data Dissemination Administrator

RE: AOC recommendation for LAW Advocates request for JIS LINK Level 20 for the Drive Legal Whatcom program

Representatives from the LAW Advocates are requesting JIS LINK level 20 access for the “Drive Legal Whatcom” legal aid program. The access will be used by the program’s attorneys and trained volunteers to obtain program participants’ Washington ID or driver’s license numbers and case financial history information.

The JIS Committee (JISC) authorized the Data Dissemination Committee (DDC) to act on its behalf in reviewing and acting on requests for JIS access by non-court users.¹ The Judicial Information System Committee Data Dissemination Policy (DD Policy) permits “public purpose agencies” to be granted additional access to JIS records beyond that which is permitted the public.² A public purpose agency is a governmental agency as defined in RCW 42.17.020³ and any non-profit organization “whose principal function is to provide services to the public.”⁴ The DD Policy sets forth criteria which this Committee may use in deciding the LAW Advocates request:

- The extent to which access will result in efficiencies in the operation of a court or courts.
- The extent to which access will enable the fulfillment of a legislative mandate.
- The extent to which access will result in efficiencies in other parts of the criminal justice system.
- The risks created by permitting such access.⁵

The JIS LINK level 20 that was created for public defenders provides broader access than the public level 1. It includes view-only access to defendant case history, case accounting notes, and case financial history. Level 20 also displays personal identifiers such as dates of birth, IN numbers, and driver’s license numbers.

In reviewing the current request, the organization qualifies as a “public purpose agency” as it is a non-profit organization whose principal function is providing services to the public. The AOC does not object to granting access to the program’s attorneys such as Ms. Boman. However, the AOC does have concerns about the volunteers having this

¹ JISC Bylaws, Article 7, Secs. 1 and 2.

² DD Policy, Sec. IX.B.

³ Definition of “agency” in RCW 42.17.020 was later recodified in RCW 42.17A.005(2).

⁴ DD Policy, Sec. IX.A.

⁵ DD Policy, Sec. IX.C.

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elevated access because it is unknown how these volunteers are vetted, if at all. Because of the unknown factors around the program's volunteers, the AOC recommends providing the access to the attorneys only. Also, the account should only be available for a limited time as established by the DDC, with the opportunity for the LAW Advocates to return to Committee for an extension if needed.

3. DCH Recommendation Update



June 24, 2016

TO: JISC Data Dissemination Committee
FROM: Stephanie Happold, AOC Data Dissemination Administrator
RE: DCH Screen Recommendation

BACKGROUND

During the Data Dissemination Committee's (DDC) April 22 meeting, several members questioned why the Defendant Case History (DCH) screen was still active in JIS. It was their understanding that court users were instructed to stop using the DCH screen due to it possibly containing incomplete information, and to use JABS instead. Members questioned the continued availability of the screen and moved to have it disabled because of the concern that court users and judicial partners would rely on possible inaccurate information. The DDC unanimously recommended the disabling of the JIS DCH screen and directed DDA Happold to take their recommendation to AOC Leadership, which took place on May 16. Also, several AOC staff members met with Judge Wynne to discuss the issue further.

This brief memo is to present concerns regarding the removal of the DCH screen and to also update the DDC on the Expedited Data Exchange (EDE) governance committee and its authority and purpose during the EDE project.

CONCERNS ABOUT REMOVING THE DCH SCREEN FROM JIS

The DCH screen in JIS is used for more than just case history. Removing the screen will cause substantial impacts to the courts as it is also used for case management and case navigation.¹ Also, there are many more screens that would be impacted if this decision to remove the DCH is to be made consistently, such as the individual case history, individual order history, domestic violence inquiry, and family relationship history screens. Additionally, some JCS and ASRA functionality would need to be disabled, and the JCS sentencing calculations would be effected. Furthermore, though it is in the EDE project to increase the capacity of JABS, there has been no performance testing on JABS for sustaining this type of load that disabling the DCH screen would cause. Also, there is no training plans for this kind of transition.

¹ Examples can be provided at the June 24 meeting.

EDE PROJECT AND GOVERNANCE COMMITTEE

Instead of an immediate disabling of the DCH screen, the AOC recommends a delay of this action as the EDE project is analyzing this issue in relation to King County District Court (KCDC) going to its own case management system. A group has been formed called the “Expedited Data Exchange JIS Systems Changes Governance Committee”² that is the governing body under the EDE project and will exist as long as the project needs mitigation input. The following associations have members belonging to the EDEGC:

- DMCJA
- SCJA
- DMCMA
- MCA
- WAJCA
- AWSCA
- WSACC

The EDEGC members were chosen by the various associations as experienced users of JIS and/or JABS.

The EDEGC will be a voting committee charged with making decisions on options and recommendations provided by AOC to mitigate the impacts to existing JIS systems when KCDC and other courts leave the statewide applications. It will address impacts to JIS and JABS screens, person matching rules, and data validation rules. This will include any concerns regarding the DCH and other similar screens. The EDEGC will also address the question of location and number of warning messages on various JIS screens. Based on earlier feedback from the EDEGC, it is likely there will be warning messages in multiple locations, such as the home screen, the affected screens, and printouts of those screens. The AOC will ask the EDEGC to begin voting on mitigations for a number of screens at their next meeting on June 22. The work decided upon will be done as part of the EDE project.

Because this voting group has been created for the EDE Project, the AOC staff respectfully requests that the DDC delay or withdrawal its recommendation to disable the DCH screen to allow for the Expedited Data Exchange JIS Systems Changes Governance Committee to review the issue in more detail.

² For purposes of this memo, the Committee will be referred to as the EDEGC; however, that is not its official acronym.

4. Data Dissemination Policy Draft

New edits from April 22 DDC meeting are highlighted in yellow. Judge Wynne's proposed amendments not included.

Data Dissemination Policy

- [AUTHORITY AND SCOPE](#)
- [DEFINITIONS](#)
- [ACCESS TO JIS LEGAL RECORDS](#)
- [JIS PRIVACY AND CONFIDENTIALITY POLICIES](#)
- [LIMITATION ON DISSEMINATION OF JUVENILE OFFENDER COURT RECORDS](#)
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- [ACCESS TO AND USE OF DATA BY COURTS](#)
- [ACCESS TO AND USE OF DATA BY CRIMINAL JUSTICE AGENCIES](#)
- [ACCESS TO AND USE OF DATA BY PUBLIC PURPOSE AGENCIES](#)
- [E-MAIL](#)
- [VERSION HISTORY](#)

I. AUTHORITY AND SCOPE

- A. ~~These policies govern~~This policy governs the release of information ~~in from~~ the case management systems that the Administrative Office of the Courts (AOC) maintains, such as the Judicial Information System (JIS), the Superior Court Management Information System (SCOMIS), the Appellate Court System (ACORDS) and Odyssey, as well as data collected by AOC from other court case management systems. ~~The policy has been approved and are promulgated~~ by the Judicial Information System Committee (JIS Committee), pursuant to JISCR 12 and JISCR 15(d). ~~They, and apply~~applies to all requests for computer-based court information subject to JISCR 15.
- B. ~~These policies are to~~This policy is to be administered in the context of the requirement of Article I, § 10 of the Constitution of the State of Washington that "Justice in all cases shall be administered openly, and without unnecessary delay," as well as the privacy protections of Article I, § 7, and GR 31.
- C. ~~These policies do~~This policy does not apply to requests initiated by or with the consent of the ~~Administrator for the Courts~~State Court Administrator or his/her designee for the purpose of answering a request vital to the internal business of the courts. See JISCR 15(a).
- D. This policy does not apply to documents filed with the local courts and county clerk's offices.

II. DEFINITIONS

- A. "JIS" is the acronym for "Judicial Information System" and as used in this policy represents all the case management systems that the AOC currently maintains.
- B. Records—"JIS record" is an electronic representation of information stored within, or derived from the case management systems that the AOC maintains. It is programmed to be available in human readable and retrievable form.
1. "JIS record" is an electronic representation (bits/bytes) of information either stored within, derived from, or accessed from the OAC. (Amended February 27, 1998.)
- "JIS legal record" is a JIS record that is the electronic duplication of the journal of proceedings or other case related information which it is the duty of the court clerk to keep, and which is programmed to be available in human readable and retrievable form. Case information reflecting the official legal file and displayed by JIS programs are JIS legal records.
- C. JIS Reports
1. "JIS reportsreports" are the results of special programs written to retrieve and manipulate JIS records into a human-readable form, other than the JIS legal record. It includes, but is not limited to, index reports, compiled aggregate numbers, and statistics.
2. "Compiled reports" are based on information related to more than one case or more than one court. As used in this policy, "compiled reports" do not include index reports.
- 3-2. "Index reports" are reports containing bulk court data with set data elements.
- 4-3. "Compiled aggregate numbers" are JIS reports containing only total numerical quantities without case level data elements.
- 5-4. "Routine summary reports" are JIS reports automatically generated by courts, county clerk's offices, or the AOC during the scope of daily business.
- D. Data Dissemination Management
1. "Data dissemination" is the reporting or other release of information derived from JIS records.
2. The "data-Data dissemination manageradministrator" is the individual designated within the Office of the Administrator forAdministrative Office of the Courts and within each individual court or county clerk's office and assigned the responsibility for administration of data dissemination, including responding to requests of the public, other governmental agencies, or other participants in the judicial information system. Courts and county clerk's offices may use multiple staff to satisfy this role.The

~~name and title of the current data dissemination manager for each court and the Office of the Administrator for Administrative the Courts shall be kept on file with the Office of the Administrator for the Courts.~~

E. **Electronic Data Dissemination Contract**

The "**electronic data dissemination contract**" is an agreement between ~~the a county clerk's office, a Washington state court, or the Office of the Administrator for Administrative Office of~~ the Courts and any non-Washington state court entity, ~~except a Washington State court (Supreme Court, court of appeals, superior court, district court, or municipal court), that is provided information for release of data~~ contained in the JIS in an electronic format. The data dissemination contract shall specify terms and conditions, as approved by the Judicial Information System, JIS Committee, concerning the data including but not limited to restrictions, obligations, and cost recovery agreements/fees. ~~Any such contract shall at a minimum include the language contained in Exhibit A—Electronic Data Dissemination Contract. (Amended February 27, 1998.)~~

III. ACCESS TO JIS ~~LEGAL~~ RECORDS

Open Records Policy. ~~The following principles apply to the interpretation of procedural rules or guidelines set forth in this policy.~~

A. Access to and release of JIS data will be consistent with Article I, § 10 of the Constitution of the State of Washington, GR 31 and Washington state statutes, Statutes, court rules, case law, and policy guidelines that protect individual privacy and confidential court records shall be adhered to when JIS records or JIS reports are disseminated. All access to JIS records and JIS reports is subject to the requirements of the criteria for release of data specified in JISCR 15(f): availability of data, specificity of the request, potential for infringement of personal privacy created by release of the information requested, and potential disruption to the internal ongoing business of the courts. JIS records or JIS reports provided in electronic format shall be subject to provisions contained in the data dissemination contract. Information related to the conduct of the courts' business, including statistical information and information related to the performance of courts and judicial officers, is to be disclosed as fully as resources will permit. In order to effectuate the policies protecting individual privacy which are incorporated in statutes, case law, and policy guidelines, direct downloading of the database is prohibited except for the index items identified in Section III.B.6. Such downloads shall be subject to conditions contained in the electronic data dissemination contract. (Amended February 27, 1998.)

3. Dissemination of compiled reports on an individual, including information from more than one case, is to be limited to those items contained in a case index, as defined in Section III.B.6.

B. Privacy protections accorded by the [United States Congress](#) and by the [Washington State](#) Legislature to records held by other state agencies are to be applied to requests for ~~computerized information from court~~ JIS records or JIS reports, unless such record is a “court record” as defined in GR 31 and access is controlled by GR 31(d) and GR 31(e), admitted in the record of a judicial proceeding, or otherwise made a part of a file in such a proceeding, so that court computer records will not be used to circumvent such protections.

C. Contact Lists: ~~Access to JIS information will not be granted when to do so would have the effect of providing access to lists of individuals for commercial purposes, defined as set forth in RCW 42.17.260(6) and WAC 390-13-010, i.e., that in connection with access to a list of individuals, the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit expecting activity. The use of JIS records or JIS reports for the purpose of commercial solicitation of individuals named in the court records is prohibited. Requests for JIS data for this purpose will be denied.~~

~~6. Except to the extent that dissemination is restricted by Section IV.B, or is subject to provisions in the electronic data dissemination contract, electronic records representing court documents are to be made available on a case-by-case and court-by-court basis as fully as they are in hard copy form. (Amended February 27, 1998.)~~

~~All access to JIS information is subject to the requirements of the criteria for release of data specified in JISCR 15(f): availability of data, specificity of the request, potential for infringement of personal privacy created by release of the information requested, and potential disruption to the internal ongoing business of the courts. JIS information provided in electronic format shall be subject to provisions contained in the electronic data dissemination contract. (Amended February 27, 1998.)~~

D. Court and county clerk data dissemination ~~managers-administrators~~ will restrict the dissemination of JIS reports to data related to the ~~manager's administrator's~~ particular court, or court operations subject to the supervision of that court, ~~except where the court has access to JIS statewide indices.~~

E. Courts and county clerk's offices may direct requestors to the Administrative Office of the Courts if the request falls under GR 31 (g)(2) and creates an undue burden on the court or court clerk operations because of the amount of equipment, materials, staff time, computer time or other resources required to satisfy the request.

F. Routine summary reports will be made available to the public upon request, subject to the payment of an established fee and so long as such request can be met without unduly disrupting the on-going business of the courts.

3.—Access to JIS legal records, in the form of case-specific records, will be permitted to the extent that such records in other forms are open to inspection by statute, case law and court rule, and unless restricted by the privacy and confidentiality policies below.

4.—Individuals, personally or through their designees, may obtain access to compiled legal records pertaining to themselves upon written request, accompanied by a signed waiver of privacy.

5.—No compiled reports will be disseminated containing information which permits a person, other than a judicial officer or an attorney engaged in the conduct of court business, to be identified as an individual, except that data dissemination managers may disseminate the following:

a.—Public agency requested reports. Reports requested by public agencies which perform, as a principal function, activities directly related to the prosecution, adjudication, detention, or rehabilitation of criminal offenders, or to the investigation, adjudication, or enforcement of orders related to the violation of professional standards of conduct, specifically including criminal justice agencies certified to receive criminal history record information pursuant to RCW 10.97.030(5)(b).

b.—Personal reports, on the request or signed waiver of the subject of the report.

c.—On court order.

G. An index report, containing some or all of the following information, may be disseminated: (Amended February 27, 1998.) shall not contain confidential information as determined by Court Rules, Washington state law and Federal law.

This includes but is not limited to:

1. filing date; social security numbers;
2. case caption; financial account numbers;
3. party name and relationship to case (e.g., plaintiff, defendant); driver's license numbers;
4. cause of action or charge; date of birth of a minor child;
5. case number or designation; party's telephone number;
6. case outcome; witness address and phone number;
7. disposition date; abstract driving record as defined in RCW 46.52.130; and
8. crime victim address and phone number.

(III.B.6.f. and III.B.6.g. added December 5, 1997.)

An index report provided in electronic format shall be subject to the provisions contained in the ~~electronic~~ data dissemination contract.
(Amended February 27, 1998.)

~~A report sorted by case resolution and resolution type, giving index criteria except individual names, may be compiled and released. (Section added June 21, 1996.)~~

H. Financial Data.

1. ~~Requests to courts or county clerk's offices will be handled by that individual office in the same manner as all other requests for court data.~~
2. ~~Requests to the AOC for statewide financial court data or for an individual court's data will be handled in the following manner:~~
 - a. ~~Requestor will provide as much detail as possible regarding specific financial information requested. Explanations may include such information as specific codes, accounting or non-accounting needs, statewide aggregate, court aggregate or case-by-case data, and court levels.~~
 - b. ~~The AOC will review the request and submit any clarifications to the requestor. Communications may need to take place between the AOC staff and the requestor so the parties know what is being asked for and what can be provided. The time taken for clarifications and meetings will be in addition to any time estimates given for compiling the data. Further, the requestor will be charged for the staff time under the approved cost recovery fee for research/programming.~~
 - c. ~~Prior to release of the report, the data will be reviewed by delegated court and/or county clerk representatives for accuracy and completeness. Review period for representatives will be ten (10) days. Any disputes between AOC and the court/county clerk representatives regarding the data contained in the reports shall be resolved by the JISC Data Dissemination Committee.~~

IV. JIS PRIVACY AND CONFIDENTIALITY POLICIES

- A. Information in JIS records which is sealed, exempted, or otherwise restricted by law, ~~including -or-~~ court rule, whether or not directly applicable to the courts, may not be released except by specific court order ~~or by statutory authority.~~
- B. Confidential information regarding individual litigants, **crime victims**, witnesses, or jurors that ~~has been collected for the internal administrative operations is contained in case management systems~~ of the courts will not be disseminated. ~~This information includes, but is not limited to, credit card and P.I.N. numbers, and social security numbers.~~ Identifying information (including, but not limited to, residential addresses and residential phone numbers) regarding individual litigants, witnesses, or jurors will not be disseminated, except that the residential

addresses of litigants will be available to the extent otherwise permitted by law. (Section amended September 20, 1996; June 26, 1998.)

- C. A data dissemination ~~manager-administrator~~ may provide data for a research report when the identification of specific individuals is ancillary to the purpose of the research, the data will not be sold or otherwise distributed to third parties, and the requester agrees to maintain the confidentiality required by these policies. In such instances, the requester shall complete a research agreement in a form prescribed by the ~~Office of the Administrator for~~ Administrative Office of the Courts. The research agreement shall 1) require the requester to explain provisions for the secure protection of any data that is confidential, using physical locks, computer passwords and/or encryption; 2) prohibit the disclosure of data in any form which identifies an individual; 3) prohibit the copying or duplication of information or data provided other than for the stated research, evaluative, or statistical purpose. (Amended June 6, 1997.)

V. LIMITATION ON DISSEMINATION OF JUVENILE OFFENDER COURT RECORDS*

The dissemination of juvenile offender court records maintained in the Judicial Information System shall be limited as follows:

- A. Juvenile offender court records shall be excluded from any bulk distribution of JIS records by the Administrative Office of the Courts otherwise authorized by GR 31(g), except for research purposes as permitted by statute or court rule.
- B. The Administrative Office of the Courts shall not display any information from an official juvenile offender court record on a publicly-accessible website that is a statewide index of court cases.

* Juvenile offender court records shall remain publicly accessible on the JIS Link notwithstanding any provision of this section. (Section added September 6, 2013.)

VI. PROCEDURES

- A. Uniform procedures for requesting JIS information, and for the appeal of decisions of data dissemination ~~managers~~ administrators, shall be as set forth in policies issued by the ~~Office of the Administrator for the Courts~~ Administrative Office of the Courts pursuant to JISCR 15(d).
- B. In any case where a report is provided, the report must be accompanied by a suitable disclaimer noting that the court, the county clerk's office, and the Administrative Office of the Courts can make no representation regarding the identity of any persons whose names appear in the report, and ~~that the court makes~~ can make no representation as to the accuracy and completeness of the data except for court purposes.

Commented [HS1]: Disclaimer that is currently sent with the reports:
The Administrative Office of the Courts, the Washington Courts, and the Washington State County Clerks:
1) Do not warrant that the data or information is accurate or complete;
2) Make no representations regarding the identity of any persons whose names appear in data or information; and
3) Do not assume any liability whatsoever resulting from the release or use of the data or information.
The user should verify the information by personally consulting the "official" record reposing at the court of record.

VII. ACCESS TO AND USE OF DATA BY COURTS

The Courts, courts, the county clerk's offices, and their employees may access and use JIS records only for the purpose of conducting official court business. Such access and use shall be governed by appropriate security policies and procedures. Each year, all court staff, county clerk staff, and anyone receiving access from a court or a county clerk's office, including prosecutors and public defenders with access to JABS, will sign a confidentiality agreement by January 31. The courts and the county clerk's offices will then submit a Statement of Compliance to the AOC by March 31 confirming that their staff and any other users receiving access from their office have executed the agreements.

VIII. ACCESS TO AND USE OF DATA BY CRIMINAL JUSTICE AGENCIES AND BY THE WASHINGTON STATE ATTORNEY GENERAL'S OFFICE

- A. "Criminal justice agencies" as defined in ~~RCW Chapter~~ chapter 10.97 RCW shall have additional access to JIS records beyond that which is permitted the public.
- B. The JIS Committee shall approve the access level and permitted use(s) for classes of criminal justice agencies including, but not limited to, law enforcement, prosecutors, and corrections. An agency that is not covered by a class may request access.
- C. Agencies requesting access under this provision shall identify the information requested and the proposed use(s).
- D. Access by criminal justice agencies shall be governed by an ~~electronic~~ data dissemination contract with each such agency. The contract shall:
 - 1. Specify the data to which access is granted.
 - 2. Specify the uses which the agency may make of the data.
 - 3. Include the agency's agreement that its employees will access the data only for the uses specified.
- E. The Washington State Attorney General's Office will be provided additional access to JIS records for those cases in which it represents the State.

IX. ACCESS TO AND USE OF DATA BY PUBLIC PURPOSE AGENCIES

- A. "Public purpose agency" includes governmental agencies included in the definition of "agency" in RCW ~~42.17.020~~ 42.56.010 and other non-profit organizations whose principal function is to provide services to the public.
- B. A public purpose agency may request court records not publicly accessible for scholarly, governmental, or research purposes where the identification of specific individuals is ancillary to the purpose of the request.

~~C.~~ Upon approval by the JIS Committee, public purpose agencies may be granted additional access to JIS records beyond that which is permitted the public.

~~D.C.~~ Agencies requesting additional access under this provision shall identify the information requested and the proposed use(s). In reviewing such requests, the ~~JIS courts, the county clerk's offices, and the JIS Committee~~ will consider such criteria as:

1. The extent to which access will result in efficiencies in the operation of a court or courts.
2. The extent to which access will enable the fulfillment of a legislative mandate.
3. The extent to which access will result in efficiencies in other parts of the criminal justice system.
4. The risks created by permitting such access.

The courts, the county clerk's offices, and the JIS Committee must determine that fulfilling the request will not violate GR 31, and must determine the minimum access to restricted court records necessary for the purpose of the request.

~~E.D.~~ Access by public purpose agencies shall be governed by ~~an electronic~~ data dissemination contract ~~with each such agency~~. The contract shall:

1. Require the requestor to specify provisions for the secure protection of any data that is confidential.
- ~~1.2.~~ Specify the data to which access is granted. Prohibit the disclosure of data in any form which identifies an individual.
- ~~2.3.~~ Specify the uses which the agency may make of the data. Prohibit the copying, duplication, or dissemination of information or data provided other than for the stated purpose.
- ~~3.4.~~ Include the agency's agreement that its employees will access the data only for the uses specified. Maintain a log of any distribution of court records which will be open and available for audit by the court, the county clerk's office or the AOC. Any audit should verify that the court records are being appropriately used and in a manner consistent with GR 31.

X. — E-MAIL

~~The JIS provides e-mail for official court business use only. Access to judicial officers' and court employees' e-mail is restricted. Access to a judicial officer's e-mail files shall only be granted with the permission of the judicial officer involved. Request for access to a court employee's e-mail or to logs containing records on an employee's e-mail shall be subject to the review and approval of the county clerk if the employee is employed in the clerk's office, or the presiding judge or court administrator if the employee is employed by the court. Nothing in this policy shall be used as a reason to withhold records which are the subject of a subpoena or otherwise available to the public.~~

XI.X. **VERSION HISTORY**

These policies shall take effect 30 days from the date of their adoption by the Judicial Information Systems Committee, May 19, 1995.

- Adopted May 19, 1995
- Amended June 21, 1996
- Amended September 20, 1996
- Amended June 6, 1997
- Amended December 5, 1997
- Amended February 27, 1998
- Amended June 26, 1998
- Amended September 6, 2013

DRAFT

JUDGE WYNNE'S PROPOSED AMENDMENTS TO SECTION III.G.

~~G. An index report, containing some or all of the following information, may be disseminated:~~
~~(Amended February 27, 1998.)~~ shall not contain confidential information as determined by Court Rules, Washington state law and Federal law. This includes but is not limited to:

- ~~1. filing date; social security numbers;~~
- ~~2. case caption; financial account numbers;~~
- ~~3. party name and relationship to case (e.g., plaintiff, defendant); driver's license numbers;~~
- ~~4. cause of action or charge; date of birth of a minor child;~~
- ~~5. case number or designation; party's telephone number;~~
- ~~6. case outcome; witness address and phone number; and~~
- ~~7. disposition date. abstract driving record as defined in RCW 46.52.13, and;~~

8. party's address

~~(III.B.6.f. and III.B.6.g. added December 5, 1997.)~~

No screen or report in a JIS system shall be made available for public dissemination if it contains confidential information, as defined in this section, notwithstanding any other provision of this policy.

An index report provided in electronic format shall be subject to the provisions contained in the ~~electronic~~ data dissemination contract. ~~(Amended February 27, 1998.)~~

~~A report sorted by case resolution and resolution type, giving index criteria except individual names, may be compiled and released. (Section added June 21, 1996.)~~

Current Data Dissemination Policy

Data Dissemination Policy

- [AUTHORITY AND SCOPE](#)
- [DEFINITIONS](#)
- [ACCESS TO JIS LEGAL RECORDS](#)
- [JIS PRIVACY AND CONFIDENTIALITY POLICIES](#)
- [LIMITATION ON DISSEMINATION OF JUVENILE OFFENDER COURT RECORDS](#)
- [PROCEDURES](#)
- [ACCESS TO AND USE OF DATA BY COURTS](#)
- [ACCESS TO AND USE OF DATA BY CRIMINAL JUSTICE AGENCIES](#)
- [ACCESS TO AND USE OF DATA BY PUBLIC PURPOSE AGENCIES](#)
- [E-MAIL](#)
- [VERSION HISTORY](#)

I. AUTHORITY AND SCOPE

- A. These policies govern the release of information in the Judicial Information System (JIS) and are promulgated by the JIS Committee, pursuant to JISCR 12 and 15(d). They apply to all requests for computer-based court information subject to JISCR 15.
1. These policies are to be administered in the context of the requirement of Article I, § 10 of the Constitution of the State of Washington that "Justice in all cases shall be administered openly, and without unnecessary delay," as well as the privacy protections of Article I, § 7.
 2. These policies do not apply to requests initiated by or with the consent of the Administrator for the Courts for the purpose of answering a request vital to the internal business of the courts. See JISCR 15(a).

II. DEFINITIONS

- A. Records
1. "**JIS record**" is an electronic representation (bits/bytes) of information either stored within, derived from, or accessed from the OAC. (*Amended February 27, 1998.*)
 2. "**JIS legal record**" is a JIS record that is the electronic duplication of the journal of proceedings or other case-related information which it is the duty of the court clerk to keep, and which is programmed to be available in human readable and retrievable form. Case information reflecting the official legal file and displayed by JIS programs are JIS legal records.
- B. JIS Reports
1. "**JIS reports**" are the results of special programs written to retrieve and manipulate JIS records into a human readable form, other than the JIS legal record.

2. **"Compiled reports"** are based on information related to more than one case or more than one court. As used in this policy, "compiled reports" do not include index reports.
- C. **Data Dissemination Management**
1. **"Data dissemination"** is the reporting or other release of information derived from JIS records.
 2. The **"data dissemination manager"** is the individual designated within the Office of the Administrator for the Courts and within each individual court and assigned the responsibility for administration of data dissemination, including responding to requests of the public, other governmental agencies, or other participants in the judicial information system. The name and title of the current data dissemination manager for each court and the Office of the Administrator for the Courts shall be kept on file with the Office of the Administrator for the Courts.
- D. **Electronic Data Dissemination Contract**
- The **"electronic data dissemination contract"** is an agreement between the Office of the Administrator for the Courts and any entity, except a Washington State court (Supreme Court, court of appeals, superior court, district court, or municipal court), that is provided information contained in the JIS in an electronic format. The data dissemination contract shall specify terms and conditions, as approved by the Judicial Information System Committee, concerning the data including but not limited to restrictions, obligations, and cost recovery agreements. Any such contract shall at a minimum include the language contained in Exhibit A – Electronic Data Dissemination Contract. (*Amended February 27, 1998.*)

III. ACCESS TO JIS LEGAL RECORDS

- A. **Open Records Policy.** The following principles apply to the interpretation of procedural rules or guidelines set forth in this policy.
1. Information related to the conduct of the courts' business, including statistical information and information related to the performance of courts and judicial officers, is to be disclosed as fully as resources will permit.
 2. In order to effectuate the policies protecting individual privacy which are incorporated in statutes, case law, and policy guidelines, direct downloading of the database is prohibited except for the index items identified in Section III.B.6. Such downloads shall be subject to conditions contained in the electronic data dissemination contract. (*Amended February 27, 1998.*)
 3. Dissemination of compiled reports on an individual, including information from more than one case, is to be limited to those items contained in a case index, as defined in Section III.B.6.
 4. Privacy protections accorded by the Legislature to records held by other state agencies are to be applied to requests for computerized information

from court records, unless admitted in the record of a judicial proceeding, or otherwise made a part of a file in such a proceeding, so that court computer records will not be used to circumvent such protections.

5. **Contact Lists:** Access to JIS information will not be granted when to do so would have the effect of providing access to lists of individuals for commercial purposes, defined as set forth in RCW 42.17.260(6) and WAC 390-13-010, i.e., that in connection with access to a list of individuals, the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit expecting activity.
6. Except to the extent that dissemination is restricted by Section IV.B, or is subject to provisions in the electronic data dissemination contract, electronic records representing court documents are to be made available on a case-by-case and court-by-court basis as fully as they are in hard copy form. (*Amended February 27, 1998.*)

B. All access to JIS information is subject to the requirements of the criteria for release of data specified in JISCR 15(f): availability of data, specificity of the request, potential for infringement of personal privacy created by release of the information requested, and potential disruption to the internal ongoing business of the courts. JIS information provided in electronic format shall be subject to provisions contained in the electronic data dissemination contract. (*Amended February 27, 1998.*)

1. Court data dissemination managers will restrict the dissemination of JIS reports to data related to the manager's particular court, or court operations subject to the supervision of that court, except where the court has access to JIS statewide indices.
2. Routine summary reports will be made available to the public upon request, subject to the payment of an established fee and so long as such request can be met without unduly disrupting the on-going business of the courts.
3. Access to JIS legal records, in the form of case-specific records, will be permitted to the extent that such records in other forms are open to inspection by statute, case law and court rule, and unless restricted by the privacy and confidentiality policies below.
4. Individuals, personally or through their designees, may obtain access to compiled legal records pertaining to themselves upon written request, accompanied by a signed waiver of privacy.
5. No compiled reports will be disseminated containing information which permits a person, other than a judicial officer or an attorney engaged in the conduct of court business, to be identified as an individual, except that data dissemination managers may disseminate the following:
 - a. Public agency requested reports. Reports requested by public agencies which perform, as a principal function, activities directly related to the prosecution, adjudication, detention, or rehabilitation of criminal offenders, or to the investigation, adjudication, or

enforcement of orders related to the violation of professional standards of conduct, specifically including criminal justice agencies certified to receive criminal history record information pursuant to RCW 10.97.030(5)(b).

- b. Personal reports, on the request or signed waiver of the subject of the report.
 - c. On court order.
6. An index report, containing some or all of the following information, may be disseminated: (*Amended February 27, 1998.*)
- a. filing date;
 - b. case caption;
 - c. party name and relationship to case (e.g., plaintiff, defendant);
 - d. cause of action or charge;
 - e. case number or designation;
 - f. case outcome;
 - g. disposition date.

(*III.B.6.f. and III.B.6.g. added December 5, 1997.*)

An index report provided in electronic format shall be subject to the provisions contained in the electronic data dissemination contract. (*Amended February 27, 1998.*)

7. A report sorted by case resolution and resolution type, giving index criteria except individual names, may be compiled and released. (*Section added June 21, 1996.*)

IV. JIS PRIVACY AND CONFIDENTIALITY POLICIES

- A. Information in JIS records which is sealed, exempted, or otherwise restricted by law or court rule, whether or not directly applicable to the courts, may not be released except by specific court order.
- B. Confidential information regarding individual litigants, witnesses, or jurors that has been collected for the internal administrative operations of the courts will not be disseminated. This information includes, but is not limited to, credit card and P.I.N. numbers, and social security numbers. Identifying information (including, but not limited to, residential addresses and residential phone numbers) regarding individual litigants, witnesses, or jurors will not be disseminated, except that the residential addresses of litigants will be available to the extent otherwise permitted by law. (*Section amended September 20, 1996; June 26, 1998.*)
- C. A data dissemination manager may provide data for a research report when the identification of specific individuals is ancillary to the purpose of the research, the data will not be sold or otherwise distributed to third parties, and the requester agrees to maintain the confidentiality required by these policies. In such instances,

the requester shall complete a research agreement in a form prescribed by the Office of the Administrator for the Courts. The research agreement shall 1) require the requester to explain provisions for the secure protection of any data that is confidential, using physical locks, computer passwords and/or encryption; 2) prohibit the disclosure of data in any form which identifies an individual; 3) prohibit the copying or duplication of information or data provided other than for the stated research, evaluative, or statistical purpose. (*Amended June 6, 1997.*)

V. LIMITATION ON DISSEMINATION OF JUVENILE OFFENDER COURT RECORDS*

The dissemination of juvenile offender court records maintained in the Judicial Information System shall be limited as follows:

- A. Juvenile offender court records shall be excluded from any bulk distribution of JIS records by the Administrative Office of the Courts otherwise authorized by GR 31(g), except for research purposes as permitted by statute or court rule.
- B. The Administrative Office of the Courts shall not display any information from an official juvenile offender court record on a publicly-accessible website that is a statewide index of court cases.

* Juvenile offender court records shall remain publicly accessible on the JIS Link notwithstanding any provision of this section. (*Section added September 6, 2013.*)

VI. PROCEDURES

- A. Uniform procedures for requesting JIS information, and for the appeal of decisions of data dissemination managers, shall be as set forth in policies issued by the Office of the Administrator for the Courts pursuant to JISCR 15(d).
- B. In any case where a report is provided, the report must be accompanied by a suitable disclaimer noting that the court can make no representation regarding the identity of any persons whose names appear in the report, and that the court makes no representation as to the accuracy and completeness of the data except for court purposes.

VII. ACCESS TO AND USE OF DATA BY COURTS

Courts and their employees may access and use JIS records only for the purpose of conducting official court business. Such access and use shall be governed by appropriate security policies and procedures.

VIII. ACCESS TO AND USE OF DATA BY CRIMINAL JUSTICE AGENCIES

- A. "Criminal justice agencies" as defined in RCW Chapter 10.97 shall have additional access to JIS records beyond that which is permitted the public.
- B. The JIS Committee shall approve the access level and permitted use(s) for classes of criminal justice agencies including, but not limited to, law enforcement, prosecutors, and corrections. An agency that is not covered by a class may request access.
- C. Agencies requesting access under this provision shall identify the information requested and the proposed use(s).
- D. Access by criminal justice agencies shall be governed by an electronic data dissemination contract with each such agency. The contract shall:
 - 1. Specify the data to which access is granted.
 - 2. Specify the uses which the agency may make of the data.
 - 3. Include the agency's agreement that its employees will access the data only for the uses specified.

IX. ACCESS TO AND USE OF DATA BY PUBLIC PURPOSE AGENCIES

- A. "Public purpose agency" includes governmental agencies included in the definition of "agency" in RCW 42.17.020 and other non-profit organizations whose principal function is to provide services to the public.
- B. Upon approval by the JIS Committee, public purpose agencies may be granted additional access to JIS records beyond that which is permitted the public.
- C. Agencies requesting additional access under this provision shall identify the information requested and the proposed use(s). In reviewing such requests, the JISC will consider such criteria as:
 - 1. The extent to which access will result in efficiencies in the operation of a court or courts.
 - 2. The extent to which access will enable the fulfillment of a legislative mandate.
 - 3. The extent to which access will result in efficiencies in other parts of the criminal justice system.
 - 4. The risks created by permitting such access.
- D. Access by public purpose agencies shall be governed by an electronic data dissemination contract with each such agency. The contract shall:
 - 1. Specify the data to which access is granted.
 - 2. Specify the uses which the agency may make of the data.
 - 3. Include the agency's agreement that its employees will access the data only for the uses specified.

X. E-MAIL

The JIS provides e-mail for official court business use only. Access to judicial officers' and court employees' e-mail is restricted. Access to a judicial officer's e-mail files shall only be granted with the permission of the judicial officer involved. Request for access to a court employee's e-mail or to logs containing records on an employee's e-mail shall be subject to the review and approval of the county clerk if the employee is employed in the clerk's office, or the presiding judge or court administrator if the employee is employed by the court. Nothing in this policy shall be used as a reason to withhold records which are the subject of a subpoena or otherwise available to the public.

XI. VERSION HISTORY

These policies shall take effect 30 days from the date of their adoption by the Judicial Information Systems Committee, May 19, 1995.

- Adopted May 19, 1995
- Amended June 21, 1996
- Amended September 20, 1996
- Amended June 6, 1997
- Amended December 5, 1997
- Amended February 27, 1998
- Amended June 26, 1998
- Amended September 6, 2013

5. Odysseus Portal



June 24, 2016

TO: JISC Data Dissemination Committee
FROM: Stephanie Happold, AOC Data Dissemination Administrator
RE: Odyssey Portal Issues

BACKGROUND:

During its last meeting, the JISC Data Dissemination Committee directed DDA Happold to provide the Committee with a list of known Odyssey Portal issues. At the suggestion of some DDC members, DDA Happold contacted three County Clerk's Offices that have implemented Odyssey and asked for their input. Below is a summary of the issues known to DDA Happold and also conveyed by the County Clerk's Offices. Any solution or ongoing work for each issue is provided in underlined italics.

REGISTRATION & SECURITY ROLE ISSUES:

Single email registration issues. Currently, Odyssey Portal users requiring access to more than one county's documents must register with a separate email address in each county. This is a problem for all Portal customers. Some counties are having to issue refunds to customers who cannot comply. *Tyler Technologies will soon begin development on a Portal modification which will allow users to register with one email address for access to documents in multiple counties. Each County Clerk will remain responsible for approving access to her/his county's documents in Portal. AOC anticipates implementing this development in mid-2017.*

Security is based on Base Case Types. Cannot fine-tune certain roles, such as the Juvenile Justice and Care Agency role, to fit the needs of the users.

GAL Override. The GAL of record override works like the Attorney of Record permissions override. However, some Clerks have commented that it is time-consuming.

Focus on Security Roles & Case Types education prior to rollout. Some early adopters did not fully understand the importance of case types and security role access levels prior to the Odyssey implementation. Clerks recommend AOC focus on educating Clerk staff and other users regarding the different security roles and confidential case types. *Currently what is done: at the beginning of every implementation period, members from the SC-CMS project hold an Odyssey Security Overview and Training for*

site coordinators. This covers both Odyssey and Odyssey Portal security. SC-CMS Business Analysts also do some case type education during Business Process Reviews.

Registration issues causing additional work and tracking for Clerk's Offices.

- a. Users are not selecting and/or requesting Portal roles when they are requesting access – need clearer directions.
- b. Some requestors are not receiving the registration emails.
- c. Many users who receive the registration emails miss the 48 hour registration window, which is not long enough. Tyler Technologies is working to fix this issue and AOC is waiting for the build.

Limitations on linking legal assistants to more than one bar number. Odyssey Portal can only link one legal assistant per attorney bar number. Users would like to see this expanded so a legal assistant can view documents tied to all attorneys they support.

Court Lobby and Registered Users cannot see public Juvenile Offender information in Odyssey Portal. One office reported that Odyssey Portal court lobby access and registered public users cannot view Juvenile Offender information. However, other offices did not have this issue. SC-CMS project members confirmed that court lobby user and registered public user accounts have access to juvenile offender cases as long as they have not been made confidential or sealed.

Need for new role for certain parties to view statutorily confidential case documents. Examples: Mother of child victim, pro se users. Currently, there is no Odyssey Portal role to allow these parties access to statutorily confidential case documentation. Now that courts are moving to paperless systems, it is challenging to provide the documentation these individuals need to review without a proper access level in Portal. New roles can be created, but the challenge is how their access will be submitted/managed. This is a continuing discussion.

Probate AORs cannot view confidential documents. Some attorneys that were listed correctly in Odyssey did not replicate over to Odyssey Portal. Clerk had to unlink the attorney from the case and remove them from the events information and then relink back. The relinking worked.

TECHNICAL AND APPLICATION ISSUES:

Calendaring functions and search for hearings using attorney bar number unreliable. Counties are unsure if bar number information is properly tied to all cases. This applies to cases and hearings before and after Odyssey implementation.

- a. Some Attorneys do not see hearings that they know are calendared;

- b. Other Attorneys cannot view any of the hearing or calendaring information prior to go live date. SC-CMS Project is reviewing this issue.

Financial screen is lacking important information. Because financial information is not being replicated, and the displayed Odyssey information is lacking, prosecuting attorneys and some state agencies are having to supplement information from other sources. Tyler Technologies is working on a project that will make more financial details available in the Odyssey Portal.

Attorneys are frustrated with document download & printing functionalities. Attorneys miss capabilities they had with Liberty where they could select all and then download in order. Now each file must be opened individually and documents are not exporting in a logical order; exports are coming through alphabetically, or by file size; not on the order they are selected by the user. Tyler Technologies expects to fix this in January 2017, but this remains a problem until then. However, Odyssey Portal was not created to be a document management system for Portal users.

Interface issues. The search result screen is not intuitive. Users cannot click on text to move to the next screen; instead they have to click on small gray arrows which are hard to see.

Search screen guidance. The home screen for Portal searches does not provide information or guidance on how to perform a 'wildcard' search. Directions are buried in the User Guide and should either be stated or clearly linked on the Portal Search home screen. User Guide is being reviewed to make the information more prominent.

VIEW ISSUES:

Attorney of Record (AOR) information not completely displaying for all cases. AOR only able to see post conversion docs and events; cannot see anything prior to Odyssey implementation. The majority of this issue is related to the way the attorney was added to the case in SCOMIS. If the attorney was not added to the case in a way that identified which party the attorney was tied to, it affected how it was converted into Odyssey.

Confidential addresses and DOB. Confidential dates of birth (DOB) and addresses can be viewable by the public in publically accessible cases. All DOBs and address access is currently turned off for all Portal users. If access to addresses and dates of birth is reactivated in Portal, the Counties would like a broader discussion on which roles should receive this access.

Statutorily confidential items displaying as public. Events added to confidential cases are showing as public. A service ticket will be submitted to AOC for this issue.

Court Lobby Issues.

- a. **Search screen ‘predictive search function.’** Applies to kiosks in the court lobby. The search screen ‘remembers’ the last search (case numbers and names) performed and auto-populates this information for the next user(s). *This is related to the way the County has the internet browser configured on the workstations. It is not related to a Portal function.*
- b. **All case type 8s (even sealed) displaying.** *Tyler Technologies ran a script to fix this issue. However, there are some issues around viewing Juvenile Offender information. May need additional tweaks with the ORS codes. This should only affect anonymous users currently.*

GR 22 requirements not bring met? There is some concern that Portal does not differentiate the different attorney types in family law cases that fall under GR 22, and that some counsel may have access to documents they should not. For example: the confidential information form should be seen by the AOR for the party who submitted it; however, opposing counsel has access to it too. Adding new event codes may help differentiate.

Event numbers and sub numbers are not appearing on the document tab. *Tyler Technologies expects to have a solution in January 2017, but this is a current problem.*

Superior Court of the State of Washington ***for Snohomish County***

JUDGE
THOMAS J. WYNNE

SNOHOMISH COUNTY COURTHOUSE
3000 Rockefeller Avenue, M/S #502
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Department 9

thomas.wynne@snoco.org

TO: Data Dissemination Committee

FROM : Judge Thomas Wynne

RE: Public Access to Party addresses in JIS/Odyssey thru Odyssey Portal *

- Neither GR 31 nor GR 22 provide for confidentiality of party names in any non confidential case type, including DV cases. This was an informed decision by the drafting Committee.
- The JIS Data Dissemination policy, which preceded the adoption of GR 31 and GR 22 has limited public access to an Index report, not including party address information. The DD policy has also prohibited public access to compiled reports.
- DV cases are filed within case types 1,2,3,5, and 8.(Odyssey Criminal, Civil, Family law and Juvenile).
- RCW 40.24.030 provides an address confidentiality program for victims of domestic violence, sexual assault, trafficking, or stalking through the Secretary of State's Office.
- A Confidential Information Form, WPF DV-1.060, promulgated by the pattern Forms Committee, must be completed and provided to the Clerk upon filing a Domestic violence petition.
- The initial creation of the Confidential Information Form was part of the adoption process of GR 22. The Confidential Information Form was created so clerks could receive the information contained therein in a hard copy format and it wouldn't have to be entered into the JIS system.
- The current iteration of WPF DV 1.06 reads in part:

Confidential Information Form (INFO)		
County:	Cause Number:	Do not file in a public access file.
Court Clerk: This is a Restricted Access Document		
<input type="checkbox"/> Divorce/Separation/Invalidity/Nonparental Custody/Paternity/Modifications <input type="checkbox"/> Sexual Assault <input type="checkbox"/> Other		
<input type="checkbox"/> Domestic Violence <input type="checkbox"/> Antiharassment <input type="checkbox"/> Information Change (Check if you are updating information)		
<input type="checkbox"/> A restraining order or protection order is in effect protecting <input type="checkbox"/> the petitioner <input type="checkbox"/> the respondent <input type="checkbox"/> the children.		
<input type="checkbox"/> The health, safety, or liberty of a party or child would be jeopardized by disclosure of address information because:		
<hr/> <hr/> <hr/>		
The following information about the parties <u>is required in all cases:</u>		
(Use the Addendum To Confidential Information Form to list additional parties or children)		

- Some petitioners check the box on the current form that the health, safety, or liberty of a party or child would be jeopardized by disclosure of address information. They have an expectation of the privacy of this information.
- There is a similar box which may be checked on the second page of the Confidential Information Form of Family Law cases, WPF DRPSCU 09.0200
- Party address information and birthdates as well as the same information for children affected by DV Orders is required on each of these Confidential Information Forms.
- GR 22 (B) (6) specifically provides that the DOB of a minor child is a “Restricted personal identifier”.
- GR 22 (d) contains the following comment, consistent with RCW 40.24.010:

A party is not required to provide a residence address. Petitioners or counsel to a family law case will provide a service or contact address in accordance with CR 4.1 that will be publicly available and all parties and counsel should provide a contact address if otherwise required. Pattern forms shall be modified, as necessary, to reflect the intent of this rule.

- GR 15 (6) provides that “Restricted Personal Identifiers” are defined in GR 22 (b) (6)

- Notwithstanding the Confidentiality of the address information and DOB of children contained in the Confidential Information Forms, Clerks' Offices have been entering information from these forms into the JIS system upon case initiation.
- The party database, insofar as it contains address information and DOBs of children has been compromised by such data entry.
- The Odyssey portal can't differentiate which cases contain DV Petitions.
- As a result of the above, public access to party address information in Odyssey has been blocked.
- The JIS Data Dissemination Committee has taken a position that where the preexisting DD policy conflicts with or is more restrictive than GR 15, 22 and 31, that the court rules should prevail.
- As the JIS person database has been contaminated with data entries from Confidential Information forms, the intent of GR 15, 22 and 31 in re: party addresses can't be implemented at this time within Odyssey.

*Judge Wynne was a member of the GR 31 drafting committee and co-chaired the GR 22 and GR 15 amendment drafting committee

CC: Stephanie Happold

Callie Dietz

Maribeth Sapinosa

Vonnie Diseth

Sonya Kraski



June 24, 2016

TO: JISC Data Dissemination Committee
FROM: Stephanie Happold, AOC Data Dissemination Administrator
RE: Odyssey Portal Access Questions

BACKGROUND

During the Snohomish County Odyssey implementation, it was discovered that confidential addresses and confidential dates of birth were displaying for parties in publically accessible cases. For example: because dates of birth cannot be flagged in the Odyssey case management system as confidential, if there is a date of birth listed for a minor in a family law case, it would display in a publicly accessible case type. (For other examples, please see Judge Wynne's attached memo.) When this issue was discovered, the Snohomish County Clerk instructed AOC to immediately turn off all access to party dates of birth and party addresses for all Odyssey Portal roles.

QUESTION

Knowing that Odyssey Portal displays dates of birth and addresses in this manner, what Odyssey Portal roles should have access to this information?

There is concern that the elevated Odyssey Portal roles need to have access restored to this information. Such Portal roles include: prosecutors, law enforcement/CCJA, jail, public defenders, juvenile probation, attorney of record, Guardian Ad Litem assigned to a specific case, and mental health service providers.

7. Law Enforcement Access to ICH Screen



June 24, 2016

TO: JISC Data Dissemination Committee
FROM: Stephanie Happold, AOC Data Dissemination Administrator
RE: Law enforcement access to ICH screen for future JABS enhancement

As part of the Expedited Data Exchange Project (EDE Project), AOC is looking into providing JABS access to law enforcement as a possible JIS LINK replacement. However, current JIS LINK security established by the Judicial Information System Committee (JISC) does not allow law enforcement (including jail and certified criminal justice agencies) access to the ICH screen that is used as a basis for JABS. The AOC recommends granting law enforcement that access if that group of judicial partners is moved over to the JABS viewer.

JABS currently displays the following types of JIS, SCOMIS, and Odyssey information for superior courts and courts of limited jurisdiction:

- Statewide individual case histories
- Statewide domestic violence
- Domestic, parentage, or dependency cases involving DV or children
- Civil cases involving DV or unlawful harassment petitions
- Convictions of DV or sex related crimes
- Pending criminal cases involving DV or sex related crimes
- Case summary
- Charge or violation summary
- Case participants
- Case eTicket
- Statewide family relationships
- Statewide protection order history for an individual
- Protection order history associated with a specific case
- Statewide warrant information and status
- Statewide FTA information and status
- Case FTA information and status
- Proceedings information by case and person

JABS Individual Case History (ICH) Screen Codes

Confidential - Not for Release	Individual Case History	Conf
Logon	Search	Person Search Results
True Name: BLAINE, LAWRENCE CHARLES		Alias: BLAIN, LARRY 19 Cases
AKA Party	Case Number	CRT Date Short Title DV Jg O CD W F C BAL

AKA	An "A" in the AKA column to the left of a Party Code and Case Number indicates that that case was filed under an alias name or AKA name.
Party	Indicates the selected person's role in that case. (Defendant, Victim, Petitioner, Respondent, Minor, Parent, Truant, Dependand, Family/Household Member)
Case Number	Case number assigned to the case.
Crt	Court ID number for the court that filed the case. A complete list of court ID numbers is available in the online manuals located on Inside Courts under <i>Court Resources > Manuals > JRS/JIS Code Manual for Superior Courts > Court IDs</i> .
Date	Filing date of the case.
Short Title	Type of case.
DV	Domestic violence related. Y = Yes; N = No
Jg	Finding or judgment for a criminal case: D (dismissed) G (guilty) NG (not guilty) OD (other deferral) CV (change of venue) V (vacated conviction) TR (transferred for sentencing or supervision)
O	Protection Order Status: A Active protection order E Expired protection order D Denied protection order T Terminated protection order
CM	Case disposition or case completion code. Superior court disposition/completion codes: CM = Completed; if blank, no completion code in SCOMIS. District/Municipal Court Non-Civil Cases: CL Closed TR Transferred * Archived Case # Imported from Non-JIS Court (Seattle Municipal Court) Blank Case not disposed
W	Warrant Status: A FTA Adjudicated I Issued O Ordered M Warrant activity on superior court case with multiple defendants. N Past activity (includes FTA canceled; warrant recalled, quashed, expired, served, or canceled before issuance). * Archived Case (does NOT indicate past FTA or warrant activity on archived case) # Imported from Non-JIS Court Blank No FTA or Warrant activity
F	Failure to Appear Status (See Warrant Codes above.)
C	Collection Status: S Selected for 1st notice 1 1st notice prepared 2 2nd notice prepared 3 3rd notice prepared A Agent assigned (is in active collections)
Balance	Current accounts receivable balance.

Person DOL	Abstract Driving Record for the selected person.
Person FTAs	Displays all ordered or issued FTAs for the selected person in courts of limited jurisdiction.
Person Orders	Displays all protection-type orders recorded for a selected person.
Person Family Relations	Displays relationship information recorded for an individual, including relationship recorded for that individual's alias names.
Person Warrants	Displays warrant activity for selected individual.
Case Summary	Summary of the selected case's basic information.
Case Docket	Docket entries for courts of limited jurisdiction cases.
Case DVI	Domestic Violence Inquiry for a selected case. Displays domestic, paternity, and dependency cases with domestic violence related order. Displays civil cases with domestic violence, antiharassment, or sexual assault protection orders. Displays convictions of domestic violence or sex-related crimes. Displays pending criminal cases of domestic violence or sex-related crimes.
Case Orders	Displays all protected-type orders for the selected case.
Case Proceedings	Displays proceedings for a selected case.
Case Participants	Displays current and past participants for the selected case. (Alias names for a participant are not displayed. Attorneys in SCOMIS-only cases are not displayed.)
Case eTicket	Courts of limited jurisdiction's eTicket information.