

## 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~~ This policy governs the release of information ~~in from~~ the case management systems maintained by the Administrative Office of the Courts (AOC), such as the Judicial Information System (JIS), the Superior Court Management Information System (SCOMIS), the Appellate Court System (ACORDS) and Odyssey. It also includes 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 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 course 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 is assigned the responsibility for-of 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 forAdministrative 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 the county 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.~~
- e. ~~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;~~

~~(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, 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 makescan 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 CHANGES TO DD POLICY SECTION III.G.

### G. Index Report.

1. 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: **In addition, the following data is confidential information:**

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

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

**2. 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.**

3. 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.)~~

**4. A local court or county clerk's office is not precluded by this policy from releasing, without redaction, a document or pleading containing a residence address, as this policy does not apply to documents filed with local courts or county clerk's offices.**

5. A local court or county clerk's office is not precluded by this policy from providing the residence address of a party to a state agency to meet requirements of law or court rules.

6. A local court or clerk's office is not precluded from providing a party's residence address to a collection agency for the purpose of collection of legal financial obligations imposed by a court.

# 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](#)
  - [VERSION HISTORY](#)
- 

## I. AUTHORITY AND SCOPE

- A. This policy governs the release of information from the case management systems maintained by the Administrative Office of the Courts (AOC), such as the Judicial Information System (JIS), the Superior Court Management Information System (SCOMIS), the Appellate Court System (ACORDS) and Odyssey. It also includes data collected by AOC from other court case management systems. The policy has been approved by the Judicial Information System Committee (JIS Committee), pursuant to JISCR 12 and JISCR 15(d), and applies to all requests for computer-based court information subject to JISCR 15.
- B. 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. This policy does not apply to requests initiated by or with the consent of the 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. “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 readable and retrievable form.
- C. JIS Reports
  - 1. "**JIS reports**" are the results of special programs written to retrieve and manipulate JIS records into a readable form. It includes, but is not limited to, index reports, compiled aggregate numbers, and statistics.
  - 2. "**Index reports**" are reports containing bulk court data with set data elements.
  - 3. "**Compiled aggregate numbers**" are JIS reports containing only total numerical quantities without case level data elements.
  - 4. "**Routine summary reports**" are JIS reports automatically generated by courts, county clerk’s offices, or the AOC during the course of daily business.
- D. Data Dissemination Management
  - 1. "**Data dissemination**" is the reporting or other release of information derived from JIS records.
  - 2. "**Data dissemination administrator**" is the individual designated within the Administrative Office of the Courts and within each individual court or county clerk’s office, and is assigned the responsibility of 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.
- E. **Data Dissemination Contract**

The “**data dissemination contract**” is an agreement between a county clerk’s office, a Washington state court, or the Administrative Office of the Courts and any non-Washington state court entity, for release of data contained in the JIS. The data dissemination contract shall specify terms and conditions, as approved by the JIS Committee, concerning the data including but not limited to restrictions, obligations, and cost recovery fees.

### III. ACCESS TO JIS RECORDS

- 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.

- 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 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).
- C. **Contact Lists:** 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.
- D. Court and county clerk data dissemination administrators will restrict the dissemination of JIS reports to data related to the administrator’s particular court or court operations subject to the supervision of that court.
- 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 the county 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.
- G. An index report shall not contain confidential information as determined by Court Rules, Washington state law and Federal law. This includes but is not limited to:
  - 1. social security numbers;
  - 2. financial account numbers;
  - 3. driver’s license numbers;
  - 4. date of birth of a minor child;
  - 5. party’s telephone number;
  - 6. witness address and phone number;
  - 7. abstract driving record as defined in RCW 46.52.130;

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

## 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 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, witnesses, or jurors that is contained in case management systems of the courts will not be disseminated. 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 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 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 administrators, shall be as set forth in policies issued by the 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 can make no representation as to the accuracy and completeness of the data except for court purposes.

## **VII. ACCESS TO AND USE OF DATA BY COURTS**

The 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's office 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 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 a 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 42.56.010 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. Agencies requesting additional access under this provision shall identify the information requested and the proposed use(s). In reviewing such requests, the 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.

- D. Access by public purpose agencies shall be governed by a data dissemination contract. The contract shall:
1. Require the requestor to specify provisions for the secure protection of any data that is confidential.
  2. Prohibit the disclosure of data in any form which identifies an individual.
  3. Prohibit the copying, duplication, or dissemination of information or data provided other than for the stated purpose.
  4. 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. 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

# JIS Person Business Rules

## 8.00 ADDRESSES

<b>8.01</b>	<b>Mailing Address Is Required</b>
One and only current mailing address shall always be recorded for a JIS person record, except as noted in rule <a href="#">8.30</a> . If a person has only one address, it shall be recorded as a mail type address. This shall be enforced by system edits.	
<b>8.02</b>	<b>Residence Address Is Optional</b>
Multiple current residence addresses may be recorded for a JIS person record.	
<b>8.03</b>	<b>Use Standard Address Abbreviations And Data Entry Procedures</b>
All courts shall utilize the United States Postal Service (USPS) Postal Addressing Standards when entering mailing and residence address information for JIS person records. This includes the USPS Preferred Addressing Standards and Abbreviations as documented in the current edition of the <a href="#">USPS Postal Addressing Standards</a> .	
<b>8.10</b>	<b>Case Participant Address To Be Kept Current</b>
The best address for case participants on the JIS Person Database is the most recent known address. This address shall be considered the person's mailing address.	
<b>8.11</b>	<b>Use Of Person Address Fields Restricted</b>
Only house/apartment/street/postal address data shall be entered in the two-part address field. All other notations are disallowed and should be entered ONLY on the case docket. (See also rule <a href="#">8.13</a> , Use Address Status Code to flag inadequate or undeliverable address.)	
<b>8.12</b>	<b>Use Address Status Code To Indicate The Reason For An Address Change.</b>
When changing an address for an existing JIS person record, an address status code indicating the reason for the change shall be recorded. This will be enforced by the system. Whenever possible, retain a physical record of the address change authorization, especially when an address is used for financial transactions.	
<b>8.13</b>	<b>Use Address Status Code To Flag Inadequate Or Undeliverable Address.</b>
Upon receipt of authoritative information that a person's current mailing address is inadequate, enter a Status Code on the address in JIS. An example of authoritative information is a postal endorsement on returned mail. Use the hold flag on payables to prevent checks from being mailed to a known 'bad address.' Whenever possible, retain a physical record of the inadequate or undeliverable address documentation in the court case file.	
<b>8.14</b>	<b>Addresses For Multiple Persons May Be Changed</b>

Addresses for multiple persons linked in a family or AKA relationship may be changed on the Related Address/Phone Change screen (RAPC)

A. only after the address changes for all parties have been verified verbally by a credible source such as a probation officer, attorney, social worker, other criminal justice agency, or parent,  
OR

B. When authoritative supporting documentation such as a court order, police report, or return mail from the post office with a forwarding address has been received.

All other Person Business Rules relating to changing an address (PBR [8.03](#), [8.10](#), [8.11](#), [8.12](#) and [8.20](#)) must also be followed.

<b>8.20</b>	<b>Secretary Of State Confidential Address Program</b>
-------------	--

When an individual demonstrates participation in the Secretary of State Confidential Address Program, the court to which evidence is presented is responsible for:

A. Changing the current mailing address contained in the statewide person record to the address issued by the Secretary of State, and

B. Entering an end effective date for current residence addresses in JIS.

<b>8.30</b>	<b>Exception: When JIS Person Records Without Addresses Are Allowed</b>
-------------	---

Record an address as unknown only when no address data is available or provided upon initiation of juvenile referrals or legal cases. Record an unknown address by entering U in the street and city fields and ZZ in the state field.

# Entering a confidential address into JIS

Answer ID 1953 | Published 01/14/2008 09:28 AM | Updated 10/10/2014 02:15 PM

The Judge ordered that an address be made confidential for a Victim on a case. What is the best way to enter the address or the confidential status into JIS?

The Person Business Rules (PBRs) MUST be followed when entering Names or Addresses into JIS. [PBR 8.20 Secretary of State Confidential Address Program](#) specifically addresses the use of the Secretary of State Confidential Address Program.

If the Victim on the case is NOT participating in the Secretary of State Confidential Address Program, you should NOT make any changes to the valid mailing address. Mailing addresses are required on all JIS Person records, per [PBR 8.10 Case Participant Address to Be Kept Current](#), as notices may need to be mailed to the person. The residential address, however, CAN have the **End Effective Date** completed on the [Address History \(ADH\) screen](#), so it is no longer showing as a valid residential address.

At no time should the word CONFIDENTIAL be added to the Name or Address Fields of the person record. Refer to the following PBRs regarding the restricted use of the Name and Address fields respectively:

- [2.30 Enter Only Individual or Business Names On The JIS Person Database](#), and
- [8.11 Use of Person Address Fields Restricted](#)

If the Judge determines that the address should NOT be listed in JIS, follow the instructions in:

- [PBR 8.30 Exception: When JIS Person Records Without Addresses Are Allowed](#), and
- [eService Answer ID 1943: Entering an unknown address in JIS](#).

Information on the [Secretary of State's Confidential Program for Victims of Crimes](#) can be provided to the Victim. When verification is received that the Victim is part of the program, the mailing address can be updated to the address provided by the program.

See also:

- [eService Answer ID 1441: Address Confidentiality Program \(ACP\) for victims of crimes](#).
- [eService Answer ID 1864: DOL rules regarding the Address Confidentiality Program \(ACP\)](#).

# Secretary of State's Address Confidentiality Program (ACP) for victims of crimes

Answer ID 1441 | Published 01/09/2006 12:16 PM | Updated 10/20/2009 11:52 AM

Where can I find information about the Address Confidentiality Program (ACP) for victims of crimes involving domestic violence, sexual assault, or stalking?

The ACP program is offered by the Washington State Office of the Secretary of State (OSOS). For more information about this program and to apply for the ACP, please refer to the [Address Confidentiality](#) page of the Washington Secretary of State's Web site.

The Revised Code of Washington (statute) authorizing this program is [RCW 40.24: Address confidentiality for victims of domestic violence, sexual assault, and stalking](#).

See also:

- [Answer ID 1953: Entering a confidential address into JIS](#).
- [Answer ID 1864: DOL rules regarding the Address Confidentiality Program \(ACP\)](#).

# DOL rules regarding the Address Confidentiality Program (ACP)

Answer ID 1864 | Published 08/21/2007 03:55 PM | Updated 10/20/2009 11:52 AM

What kind of reporting does DOL require when a party to a case is a member of the Washington State Secretary of State's Address Confidentiality Program (ACP)?

See **Section III Record Keeping**, Sub-section **Address of Record** of the DOL Reporting Manual, for information about ACP records with the Department of Licensing (DOL).

A link to this manual in PDF format is located near the bottom of the [Reporting and Recording Requirements Manual](#) page of the DOL Web site.

See also:

- [Answer ID 1441: Address Confidentiality Program \(ACP\) for victims of crime](#).
- [Answer ID 1953: Entering a confidential address into JIS](#).

# Entering an unknown address in JIS

Answer ID 1943 | Published 12/12/2007 08:13 AM | Updated 10/20/2009 11:52 AM

What are the guidelines for entering an unknown or general delivery address in JIS?

**When CREATING a person record, an address is always required.**

- **If the exact address is not known:**
  - Enter UNKNOWN in the **Addr** and **City** fields.
  - Enter **State Code** ZZ (unknown state) in the State field.
  - The **Zip Code** field is optional and may be left blank.
  - Enter **County Code** 99 (Unknown County) in the **County (CO)** field.
  - The **Country (CY)** field defaults to US, or enter any other valid **Country Code**.
  
- **If the person receives mail via General Delivery:**
  - Enter GENERAL DELIVERY in the **Addr** field on the Individual Information (PER) screen.
  - Also on the PER screen, enter the appropriate City, State, and Zip Code.

**When UPDATING a person record, however, do NOT change a known address to UNKNOWN.**

- Instead, flag the bad address with an appropriate Status code on the Address history (ADH) screen.



# ADDRESSES IN JIS

## PER Screen

```
                                09/30/16 08:25:16
DG1000MU Individual Information (PER) EASTSIDE SUPERIOR S59 1 of 2
Case: _____ Csh: _____ Pty: _____ StID: D BLAINLC436LK WA
Name: BLAINE, LAWRENCE CHARLES NmCd: IN 580 10366
CONFIDENTIAL--NOT FOR RELEASE
NmCd: IN 580 10366 Name Updated on 08/25/2005 By MJH from Court S08
Name: BLAINE, LAWRENCE CHARLES
Addr: 341 ROSEWOOD LANE
City: CHARLOTTE St: WA Zip: 98363 Cy: US Co:
Hm Ph: _____ wk Ph: _____ Cell Ph: _____ Rw:
Race: W Ethnicity: U ICWA: _____ Sex: M DOB: 06 12 1957 Age: 59 DOD:
Dr Lic No: BLAINLC436LK St: WA Expires: 06 12 2001
Address Last Updated on 09/30/2016 by S59 From Court S99 SC
More addresses (PF4)
---- Identifying Information Updated on 10/13/2009 By JPC from Court EDC ----
Wash St Id: 98752903 Height: 6 weight: 155 JUV #:
Eyes: BLU Hair: BLN True Name: _____ DOC Number:
FBI Nu: _____ Emp Name:
Interpreter:
Phy Desc :
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help PCMT HST ADH Rfsh AKA Bwd Fwd Copy Exit
```

## History Screen (ADH)

Confidential address is 341 Rosewood Lane.

```
D0032I Maintenance completed DG1190PX
                                09/30/16 08:09:21
DG1190MX Address History (ADH) EASTSIDE SUPERIOR S59 1 of 1
Case: _____ Csh: _____ Pty: _____ StID: D BLAINLC436LK WA
Name: BLAINE, LAWRENCE CHARLES NmCd: IN 580 10366
CONFIDENTIAL--NOT FOR RELEASE
Show address type: ALL Resides with:
Type: _____ Begin: _____ End: _____ **SC = Status Code (reason for change)
Addr: _____
City: _____ St: _____ Zip: _____ Cy: US Co: _____
SC: _____ Updated By: _____ Crt: _____
Type: MAI Begin: 09 30 2016 End: _____
Addr: 341 ROSEWOOD LANE
City: CHARLOTTE St: WA Zip: 98363 Cy: US Co: _____
SC: _____ Updated By: S59 Crt: S99
Type: MAI Begin: 06 27 2008 End: 09 30 2016
Addr: 340 ROSEWOOD LANE
City: CHARLOTTE St: WA Zip: 98531 Cy: US Co: 99
** SC: CA Confidential Address Updated By: J99 Crt: J99
Type: MAI Begin: 07 28 1997 End: 06 27 2008
Addr: 340 ROSEWOOD LANE
City: CHARLOTTE St: WA Zip: 98531 Cy: US Co: _____
SC: SG System generated update Updated By: T01 Crt: EDC
```

**SC: Status Code**  
**Also called 'source'**

```

*WINDOW(DJADHCRN)                SC (STATUS CODE)

  █ CURRENT ADDRESS STATUS          ADDRESS CHANGE STATUS REASONS

To indicate a "bad" address
but keep the current address
active, use one of the following
codes:

AN Attempted - Not Known          CA Confidential (person is
FE Forwarding Address Expired     participating in Secretary of
IA Insufficient Address           State confidential address
MN Moved - Left No Forwarding    program)
  Address                          CE Clerical Error
NN No Such Number                 CI Notified by LEA - Citation
NS No Such Street                 DC Notified by Dept of Corrections
RF Refused                         JL Notified by LEA - Jail
UC Unclaimed                       MA Moved with Forwarding Address
UF Unable to Forward              NA Notified by Prosecutor
VC Vacant                          NB Notified by Bond Company

                                     F3=Exit F7=Bwd F8=Fwd
                                     {More + }

```

```

*WINDOW(DJADHCRN)                SC (STATUS CODE)

                                     ND Notified by DSHS
                                     NJ Notified by Juvenile Prob off
                                     NL Notified by DOL
                                     NO Notified by Other
                                     NP Notified by Person
                                     OE Officer Error
                                     PO Notified by CLJ Probation Off
                                     SC Notified by School
                                     TP Temporary Placement

                                     The following are system-generated
                                     address change status codes:

                                     CC Changed by JUVIS Conversion
                                     CR Copied by RAPC Command
                                     FX OAC Repaired Database Error
                                     JM Copied by JUVIS Number Move
                                     SG System Generated Update
                                     SO Status change only

                                     F3=Exit F7=Bwd F8=Fwd
                                     {More -+ }

```

# ADDRESSES IN ODYSSEY

The screenshot displays the Odyssey Case Manager software interface. The main window is titled "Modify Party" and shows the "General" tab. The party's name is "JIMENEZ RUIZ, [REDACTED]". The "Add Address" dialog box is open, showing the following fields and options:

- Address Type:  Standard U.S.,  Standard U.S. With Attn.,  Non-Standard U.S.,  Foreign
- Line 1: [REDACTED]
- Line 2: [REDACTED]
- Line 3: [REDACTED]
- City: [REDACTED] State: [REDACTED] ZIP Code: [REDACTED]
- Start: [REDACTED] End: [REDACTED] Source: [REDACTED]
- Checkboxes:  Current Known Address,  Correspondence Address,  Remit To Address,  Undeliverable,  Confidential,  Additional Correspondence Address


The "Add Address" dialog box has "Continue" and "Exit" buttons. The main "Modify Party" window has "Save" and "Exit" buttons at the bottom. The left sidebar contains navigation options such as "Case Manager Home", "myOdyssey", "Searches", "Add a Case", "Add a Case Classic", "Add a Citation", "Add a Pretrial Interview", "Protection Orders", "Court Administration", and "Judgment Proofing". The bottom status bar shows the time as 10:30 AM.

16-2- [redacted]

File View Tools Centers Help

16-2- [redacted] Forms Save/Copy Save Exit

Summary Detail Parties Events Service Hearings Conditions Causes Disposition



Case Manager Home  
myOdyssey

Searches

- Find a Case
- Find a Party
- Find a Judgment
- Find a Hearing
- Find a Group

Add a Case

Add a Case Classic

Add a Citation

Add a Pretrial Interview

Protection Orders

- Find a Protection Order
- Add a Protection Order

Court Administration

- View Calendar
- View Resource Schedule
- Find Available Sessions
- Print / Send Notices
- Print Resource Letters
- Move Multiple Case Files
- Review Electronic Files
- Set Committal Hearings
- Appoint Attorneys
- Litigation Control Orders
- Judgment Proofing

Modify Party

General Additional Employment Relationships Cases Hearings Jailings Pretrial

Party in Jail

Name **JIMENEZ RUIZ, [redacted]** DOL Lookup Fingerprint Data Sheet

Date of Death [redacted] 12

Gender [redacted] Race [redacted]

Birth Date [redacted]

Current Known [redacted]

Other Links

Person ID [redacted] Save Exit Party ID [redacted]

Modify Address

Standard U.S.  Standard U.S. With Attn.  Non-Standard U.S.  Foreign

Line 1 [redacted]

Line 2 [redacted]

Line 3 [redacted]

City PASCO State WA ZIP Code 99301

Start [redacted] 12 End [redacted] 12 Source [redacted]

Current Known Address  Undeliverable

Correspondence Address  Confidential

Remit To Address  Additional Correspondence

Continue Exit

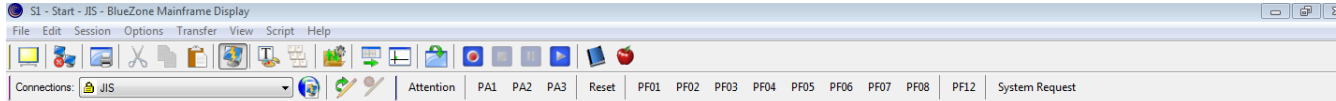
- Address Copy
- Attempted Not Known
- Clerical Error
- Moved with Forwarding Address
- Moved With No Forwarding Address
- Notified by Bond Company
- Notified by CLJ Probation Officer
- Notified by Department of Corrections
- Notified by Department of Licensing

# ADDRESSES in JIS, JABS, and Odyssey

## for a Minor with a Case Type 7 (Truancy) and Case Type 8 (Juvenile Offender)

### PER SCREEN in JIS

#### Using Prosecutor level 25 JIS LINK Access



```
10/04/16 16:02:44
DG1000MU Individual Information (PER) STATEWIDE COURT DB2P PUB 1 of 2
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: W _____, R _____ NmCd: IN _____
NmCd: IN _____ CONFIDENTIAL--NOT FOR RELEASE
Name Updated on 02/11/2004 By LLA from Court S31
Name: W _____, R _____
Addr: _____ 200 PL SW _____
City: LYNNWOOD _____ St: WA Zip: 98037 _____ Cy: US Co: 31
Hm Ph: _____ wk Ph: _____ Cell Ph: _____ RW: PAR
Race: W Ethnicity: U ICWA: _____ Sex: M DOB: _____ Age: 18 DOD: _____
Dr Lic No: _____ St: _____ Expires: _____
Address Last Updated on 02/24/2015 by KNE From Court J31 SC
More addresses (PF4)
---- Identifying Information Updated on 12/21/2012 By KMP from Court J31 ----
Wash St Id: _____ Height: 5 5_ Weight: 130 JUV #: _____
Eyes: BRO Hair: BRO True Name: _____ DOC Number: _____
FBI Nu: _____ Emp Name: _____
Interpretr: _____
Phy Desc : _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help HST ADH Rfsh AKA Bwd Fwd Exit
```

# ADDRESS HISTORY in JIS (ADH)

Using Prosecutor Level 25 JIS LINK Access

S1 - Start - JIS - BlueZone Mainframe Display

File Edit Session Options Transfer View Script Help

Connections: JIS

Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

10/04/16 12:41:26

DG1190MX Address History (ADH) STATEWIDE COURT DB2P PUB 1 of 2

Case: 042 [REDACTED] csh: Pty: [REDACTED] StID: [REDACTED]

Name: W [REDACTED], R [REDACTED] NmCd: IN [REDACTED]

CONFIDENTIAL--NOT FOR RELEASE

Show address type: ALL Resides with: PAR

Type	Begin	End	Addr	City	St	Zip	Cy	US Co	SC	Updated By	Crt
MAI	02 24 2015		[REDACTED] 200 PL SW	LYNNWOOD	WA	98037	US	31			
MAI	06 24 2014	02 24 2015	[REDACTED] 146 ST SW	LYNNWOOD	WA	98087	US	31	SC	Notified by school	J31
MAI	05 23 2014	06 24 2014	[REDACTED] 200 PL SW	LYNNWOOD	WA	90367	US	31	MA	Moved with forwarding addre	

S1 X Not Here 206.194.129.5 FTCA5284 12:50:04 10/4/2016 NUM 00:09:19 04.002

S1 - Start - JIS - BlueZone Mainframe Display

File Edit Session Options Transfer View Script Help

Connections: JIS Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

10/04/16 12:51:32

DG1190MX Address History (ADH) STATEWIDE COURT DB2P PUB 2 of 2

Case: 042 [REDACTED] Csh: Pty: StID: [REDACTED]

Name: W [REDACTED], R [REDACTED] NmCd: IN [REDACTED]

CONFIDENTIAL--NOT FOR RELEASE

Show address type: ALL Resides with: PAR

Type: MAI	Begin: 07 11 2013	End: 05 23 2014		
Addr: [REDACTED] 146 ST SW				
City: LYNNWOOD	St: WA	Zip: 98087	Cy: US	Co: 31
SC: SC	Notified by School	Updated By:	Crt:	
Type: MAI	Begin: 12 21 2012	End: 07 11 2013		
Addr: [REDACTED] 200 PL SW				
City: LYNNWOOD	St: WA	Zip: 98037	Cy: US	Co: 31
SC: NJ	Notified by Juvenile Probat	Updated By: KMP	Crt: J31	
Type: MAI	Begin: 02 11 2004	End: 12 21 2012		
Addr: CONFIDENTIAL				
City: CONFIDENTIAL	St: ZZ	Zip: _____	Cy: US	Co: __
SC: CI	Notified by LEA - Citation	Updated By:	Crt:	
Type: __	Begin: _____	End: __ __ __		
Addr: _____				
City: _____	St: __	Zip: _____	Cy: __	Co: __
SC: __		Updated By:	Crt:	

S1 Ready (1) 206.194.129.5 FTCA5285 12:52:30 10/4/2016 NUM 00:01:11 07.021

# ICH in JIS

## Using AOC Credentials

D0091I Top of list DN2000PI

DN2003MI Individual Case History (ICH) 09/27/16 09:50:09  
SNOHOMISH SUPERIOR CSJ 1 of 1

Case: 042 [REDACTED] S2 Csh: Pty: FHM 1 StId: [REDACTED]  
Name: W [REDACTED], R [REDACTED] NmCd: IN [REDACTED]

CONFIDENTIAL--NOT FOR RELEASE More>

True Name: W [REDACTED], R [REDACTED] IN 1 [REDACTED] 4 Cases

AKA's:  
Print: N

S	N	Pty	Case	LEA	Ty	Crt	Date	Short Title	DV	Jg	CD	W	F	O	Status
-		RSP	15-7-	[REDACTED]	S7	S31	02/25/15	TRUANCY							CM
-		RSP	14-7-	[REDACTED]	S7	S31	05/27/14	TRUANCY		N					CM
-		DEF	13-8-	[REDACTED]	S8	S31	05/01/12	RAPE OF A CHILD 1ST DEGRE		N	G				CM
-		FHM	04-2-	[REDACTED]	S2	S31	02/10/04	DOMESTIC VIOLENCE		Y					CM T



# JABS

## Using AOC Credentials

The screenshot shows a web browser window with the URL <https://jabs.courts.wa.gov/JabsWeb/ICHController?actic>. The page title is "Individual Case History" and it is marked as "Confidential--Not for Release". The user is logged in as "W [REDACTED] R [REDACTED]".

The "Person Search Results" section displays a table with the following data:

AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	O	CD	W	F	C	BAL
*	WIPRSP	15-7-	S31	02/25/2015	TRU Truancy	N			CMPL				
*	WIPRSP	14-7-	S31	05/27/2014	TRU Truancy	N			CMPL				
*	WIPRSPJ	13-8-	S31	05/01/2012	RAPE OF A CHILD 1ST DEGREE	N	G		CMPL				
*	WIPFHM	04-2-	S31	02/10/2004	DVP Domestic Violence	Y	E		CMPL				

Below the table, there are navigation buttons for "Summary", "Docket", "DVI", "FTAs", "Orders", "Proceedings", "Relations", "Warrants", "Participants", "eTicket", and "Plea/Sent".

The "Summary for Case:" section for case 15-7- provides the following details:

<b>Respondent (WIP) 1:</b> W [REDACTED] R [REDACTED]	<b>Cause of Action:</b> TRU Truancy
<b>Date of Birth:</b> [REDACTED]	<b>Case Type:</b> Family
<b>Address Line 1:</b> [REDACTED] 00 PL SW	<b>Filed In:</b> SNOHOMISH COUNTY SUPERIOR COURT
<b>Address Line 2:</b>	<b>Order Type:</b> None
<b>City:</b> LYNNWOOD	<b>Warrant Status:</b> None
<b>State:</b> WA	<b>FTA Status:</b> None
<b>Country:</b> US	<b>Case Disposition:</b> JUDGMENT/ORDER/DECREE FILED
<b>Postal Code:</b> 98037	

<https://jabs.courts.wa.gov/JabsWeb/ICHController?active>
 Smart Search - Odyssey Portal ... Extranet HomePage Individual Case History

Convert Select Google Search Share More >> Sign In

Extranet HomePage JIS Online Manual - Perso... JIS Online Manual - About... Data Dissemination Manual Washington State Courts ... Revised Code of Washing... Westlaw Sign-On Washington Administrativ...

Confidential--Not for Release **Individual Case History** Confidential--Not for Release

Logon Search **Person Search Results** Logoff Change Role/Court Help

True Name: W [REDACTED] R [REDACTED] 4 Cases

AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	O	CD	W	F	C	BAL
*	WIPRSP	15-7-	S31	02/25/2015	TRU Truancy	N			CMPL				
*	WIPRSP	14-7-	S31	05/27/2014	TRU Truancy	N			CMPL				
*	WIPRSPJ	13-8-	S31	05/01/2012	RAPE OF A CHILD 1ST DEGREE	N	G		CMPL				
*	WIPFHM	04-2-	S31	02/10/2004	DVP Domestic Violence	Y		E	CMPL				

Summary DOL PDF FTAs Orders Proceedings Relations Warrants Docket DVI Orders Proceedings Participants eTicket Plea/Sent

**Summary for Case:** 04-2- [REDACTED] 04-2- [REDACTED] Court: SNOHOMISH SUPERIOR (S31) Help

<b>Family Household Member (WIP) 1:</b> W [REDACTED] R [REDACTED] <b>Date of Birth:</b> [REDACTED] <b>Address Line 1:</b> [REDACTED] 200 PL SW <b>Address Line 2:</b> <b>City:</b> LYNNWOOD <b>State:</b> WA <b>Country:</b> US <b>Postal Code:</b> 98037	<b>Cause of Action:</b> DVP Domestic Violence <b>Case Type:</b> Civil <b>Filed In:</b> SNOHOMISH COUNTY SUPERIOR COURT <b>Order Type:</b> Temporary Protection Order. Order status: Expired <b>Warrant Status:</b> None <b>FTA Status:</b> None <b>Case Disposition:</b> JUDGMENT/ORDER/DECREE FILED
--	--

# ODYSSEY Portal

## Registered Public Access Role w/o Documents

The screenshot shows the Odyssey Portal interface. The browser address bar indicates the URL is <https://cnvodyapp1.courts.wa.gov/Portal>. The page title is "Odyssey Portal - Washington Courts Online Case Search". A "Print" button is visible in the top right corner of the search results area.

**Party Search Results**

Name: W [REDACTED], R [REDACTED]      Date of Birth: XX/XX/XXXX

Current Address:  
[REDACTED] 200 PL SW  
LYNNWOOD WA, 98037

Cases (2)

Case Number	File Date	Type	Location	Party Name
13-8-[REDACTED]	02/04/2013	JUV Juvenile Offender	Snohomish	W [REDACTED], R [REDACTED]
04-2-[REDACTED]	02/10/2004	DVP Domestic Violence	Snohomish	W [REDACTED], B [REDACTED]

# Dissolution with Children with DV Flag and Protection Order and Confidential Information Form

Minors are not the protected party

```

JSM005  DISPLAY NAMES  THURSTON SUPERIOR  09-27-16 08:45  1 OF  2
CASE#: 05-3-
TITLE: H  AND L  R
CONN.  LAST NAME,  FIRST MI TITLE  LITIGANTS  SERVICE
PET01  R  HI
NmCd  IN
RSP01  R  L
NmCd  IN
MNR01  R  A
NmCd  IN
MNR02  R  B  A
NmCd  IN
PSP01  R  HI
WTR01  WALLIS, H. GARY
BAR#  06311
WTY02  GOMES, RONALD ANTHONY  02 29 2016
BAR#  31074
NOTE  FOR RSP00001
NOTE  WITHDRAWN
    
```

**JIS LINK Level 1-Public  
Minor Names Appear**

```

DG1201MI Participants Inquiry (PAR)  THURSTON SUPERIOR  09/27/16 09:01:34
Case: 053  S3  Csh:  Pty:  NmCd:  StId:  PUB 1 of 1
Name:
Case: 05-3-  S3
SEL  Parties  NmCd  Bgn Eff Dt  End Eff Dt
-----
PET 1 R  HI  IN  12/08/2005
RSP 1 R  L  IN  12/08/2005
    
```

**JIS LINK Level 1 – Public  
Selected Court > PAR Command**

## DCH Screen

Using Law Enforcement Level 22 JIS LINK access

```

D1182F No cases found for this person or persons aliases  DN2000PI
DM1000MX JIS Main Menu (MAM)  STATEWIDE COURT DB2P  PUB  09/27/16 08:53:06
Case:  Name: R  A  Csh:  Pty:  NmCd: IN  StID:
Court: *SW  User ID:  PUB  Sign On:
Password:  Cashier ID:
New Password:  New Cashier ID:

*** Warning ***

Some information contained in this system is confidential and not for release.
Release of information is governed by the JIS Data Dissemination Policy.
Refer to the JIS Data Dissemination Administrator's Handbook.
Accounting data for Odyssey and Non JIS courts is not available in JIS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help  CLRN  HOME
    
```

# PAR Screen

## Using Prosecutor Level 25 JIS LINK Access

DG1200MI Participants Inquiry (PAR) THURSTON SUPERIOR 09/27/16 09:06:34  
Case: 05- [REDACTED] S3 Csh: PUB 1 of 1  
Name: [REDACTED] Pty: NmCd: StId:

Case: 05- [REDACTED] S3

SEL			Parties		NmCd	Bgn	Eff	Dt	End	Eff	Dt
■	MNR	1	R	[REDACTED] A	IN	[REDACTED]	12/08/2005				
■	MNR	2	R	[REDACTED] B	IN	[REDACTED]	12/08/2005				
■	PET	1	R	[REDACTED] H	IN	[REDACTED]	12/08/2005				
■	RSP	1	R	[REDACTED] L	IN	[REDACTED]	12/08/2005				

Options available to select a Person Record.

JIS Link- Prosecutor -  
Select Court > PAR Command

# ODYSSEY CASE INFORMATION

## Registered Public Access Role w/o Documents

### Case Information

05- [REDACTED] | H [REDACTED] R [REDACTED] AND L [REDACTED] R [REDACTED]

Case Number	Court	File Date
05-3-[REDACTED]	Thurston	12/08/2005
Case Type	Case Status	
DIC Dissolution of Marriage with Children	Completed/Re-Completed	

### Party

Respondent (WIP)

R [REDACTED], L [REDACTED]

DOB

XX/XX/XXXX

Address

[REDACTED]

OLYMPIA WA 98516

Active Attorneys ▾

Lead Attorney  
FUGATE, JASON  
Retained

Work Phone

360-736-1108

Fax Phone

360-330-2078

Inactive Attorneys ▾

Attorney  
WALLIS, H. GARY  
Retained

Work Phone

253-584-1110

Fax Phone

253-584-8858

Attorney  
GOMES, RONALD  
ANTHONY  
Retained

Work Phone  
206-304-1912

Fax Phone  
888-855-6629

Petitioner (WIP)

R [REDACTED], H [REDACTED]

DOB  
XX/XX/XXXX

Address  
[REDACTED]  
OLYMPIA WA 98516-9236

Active Attorneys ▾

Pro Se

Inactive Attorneys ▾

Attorney  
LINDQUIST,  
MOLLY  
Retained

Work Phone  
360-810-2070

Minor (WIP)

R [REDACTED], B [REDACTED], A [REDACTED]

DOB  
XX/XX/XXXX

Address  
[REDACTED]  
[REDACTED]

Minor (WIP)

R [REDACTED], A [REDACTED]

DOB  
XX/XX/XXXX

Address  
[REDACTED]  
[REDACTED]

# Minor that is a Protected Party in a Sexual Assault Protection Order and also a Juvenile Offender

## Odyssey Portal – Registered Public Access w/o Documents

The screenshot shows a web browser window displaying the Odyssey Portal. The browser address bar shows a URL with a certificate error. The page title is "Odyssey Portal - Washington Courts Online Case Search". The user is logged in as "Portal". The page has two main sections: "Smart Search" and "Search Results". The "Search Results" section displays "Party Search Results" for a party named "V [REDACTED] A [REDACTED]" with a date of birth "XX/XX/XXXX". The current address is also redacted. There are two cases listed:

Case Number	File Date	Type	Location	Party Name
16-8-[REDACTED]	02/18/2016	JUV Juvenile Offender	[REDACTED]	V [REDACTED] A [REDACTED]
16-2-[REDACTED]	02/05/2016	SXP Sexual Assault Protection	[REDACTED]	J [REDACTED] H [REDACTED] F [REDACTED]



# Odyssey Portal Registered Public Access Role

## SXP case

### Case Information

16-2- [REDACTED] J [REDACTED] G [REDACTED] V [REDACTED] vs H [REDACTED] F [REDACTED] J [REDACTED]

Case Number	Court	File Date
16-2- [REDACTED]	[REDACTED]	02/05/2016
Case Type	Case Status	
SXP Sexual Assault Protection	Completed/Re-Completed	

### Party

Respondent (WIP)

J [REDACTED] H [REDACTED] F [REDACTED]

DOB

XX/XX/XXXX

Address

[REDACTED]  
[REDACTED]

Petitioner (WIP)

V [REDACTED], J [REDACTED] G [REDACTED]

DOB

XX/XX/XXXX

Address

[REDACTED]  
[REDACTED]

Minor (WIP)

V [REDACTED], A [REDACTED]

DOB

XX/XX/XXXX

Address

[REDACTED]  
[REDACTED]

# Odyssey Portal Registered Public Access Role

## Juv Offender Case

### Case Information

16-8-██████████ | STATE OF WASHINGTON vs A ██████████ V ██████████

Case Number

16-8-██████████

Case Type

JUV Juvenile Offender

Court

██████████

Case Status

Active

File Date

02/18/2016

### Party

Plaintiff (Criminal)

STATE OF WASHINGTON

Active Attorneys ▼

Lead Attorney  
KREMER, KIM M.

Work Phone  
509-545-3543

---

Juvenile Respondent (WIP)

V ██████████, A ██████████

DOB

XX/XX/XXXX

Address

██████████  
██████████

Active Attorneys ▼

Lead Attorney  
VILLANI, HEATHER RENEE  
Retained

Work Phone  
509-735-5099

---

Involved Party (Participant)

# Odyssey Portal Registered Public Access Role

**Criminal Adult Case w/ Minor listed as victim in JIS PAR screen using AOC Credentials. Not listed using Prosecutor level 25 JIS LINK access in JIS and SCOMIS**

## Case Information

16-1- [REDACTED] STATE OF WASHINGTON vs H [REDACTED] F [REDACTED] J [REDACTED]

Case Number	Court	File Date
16-1- [REDACTED]	[REDACTED]	02/16/2016
Case Type	Case Status	
ADL Criminal Adult	Completed/Re-Completed	

## Party

Plaintiff (Criminal)  
STATE OF WASHINGTON

Active Attorneys ▼  
Lead Attorney  
Astley, Maureen R  
Work Phone  
509-545-3543  
  
Fax Phone  
509-545-2135

Defendant (WIP)  
J [REDACTED], H [REDACTED] F [REDACTED]

DOB  
XX/XX/XXXX

Address  
[REDACTED]  
[REDACTED]

Active Attorneys ▼  
Lead Attorney  
YOUNESI, PEYMAN  
Public Defender  
  
Work Phone  
509-366-8358  
  
Fax Phone  
800-521-8755

# Offender and Victim are Minors

## Odyssey Portal Registered Public Access Role

The screenshot displays the Odyssey Portal interface for Washington Courts Online Case Search. The browser address bar shows a URL with a certificate error. The page title is "Odyssey Portal - Washington Courts Online Case Search" and the user is logged in as "Welcome, Portal". The main content area is titled "Party Search Results" and includes a "Print" button. The search criteria are: Name: H [redacted] M [redacted], Date of Birth: XX/XX/XXXX, and Current Address: [redacted]. A "Cases (5)" link is visible. Below the search criteria is a table of results:

Case Number	File Date	Type	Location	Party Name
16-1	08/03/2016	ADL Criminal Adult	[redacted]	H [redacted] M [redacted]
15-2	11/13/2015	SXP Sexual Assault Protection	[redacted]	H [redacted] M [redacted]
14-8	08/18/2014	JUV Juvenile Offender	[redacted]	H [redacted] M [redacted]
13-2	10/30/2013	SXP Sexual Assault Protection	[redacted]	H [redacted] M [redacted]
11-8	01/11/2011	JUV Juvenile Offender	[redacted]	H [redacted] M [redacted]

# Odyssey Portal Registered Public Access Role

## Case Information

15-2- [REDACTED] | T [REDACTED] E [REDACTED] vs M [REDACTED] H [REDACTED]

Case Number	Court	File Date
15-2-[REDACTED]	[REDACTED]	11/13/2015
Case Type	Case Status	
SXP Sexual Assault Protection	Completed/Re-Completed	

## Party

Respondent (WIP)

H [REDACTED], M [REDACTED]

DOB

XX/XX/XXXX

Address

[REDACTED]  
[REDACTED]

Petitioner (WIP)

E [REDACTED], T [REDACTED]

DOB

XX/XX/XXXX

Address

[REDACTED]  
[REDACTED]

Minor (WIP) (Participant)

E [REDACTED], J [REDACTED]

DOB

XX/XX/XXXX

Address

[REDACTED]  
[REDACTED]

# Odyssey Portal Registered Public Access Role

## Case Information

13-2- [REDACTED] T [REDACTED] E [REDACTED] OBO MINOR VS M [REDACTED] H [REDACTED]

Case Number	Court	File Date
13-2-[REDACTED]	[REDACTED]	10/30/2013
Case Type	Case Status	
SXP Sexual Assault Protection	Completed/Re-Completed	

## Party

Respondent (WIP)

H [REDACTED], M [REDACTED]

DOB

XX/XX/XXXX

Address

[REDACTED]  
[REDACTED]

Petitioner (WIP)

E [REDACTED], T [REDACTED]

DOB

XX/XX/XXXX

Address

[REDACTED]  
[REDACTED]



Minor (WIP)

E [REDACTED], J [REDACTED]

DOB

XX/XX/XXXX

Address

[REDACTED]  
[REDACTED]

# Odyssey Portal Registered Public Access Role older juvenile charge

## Case Information

11-8-██████████ | STATE OF WASHINGTON VS H██████████ M██████████

Case Number	Court	File Date
11-8-██████████	██████████	01/11/2011
Case Type	Case Status	
JUV Juvenile Offender	Completed/Re- Completed	

## Party

Plaintiff (Criminal)  
STATE OF WASHINGTON, NFN

Payee (Participant)  
ECHO GLEN, STUDENT FUNDS

Address  
██████████  
██████████

Juvenile Respondent (WIP)  
H██████████, M██████████

DOB  
XX/XX/XXXX

Address  
██████████

Active Attorneys ▾  
Lead Attorney  
BAUM,  
CHRISTOPHER A  
Court Appointed

Work Phone



360-996-4192

Fax Phone

360-996-4355

---

# Odyssey Portal Registered Public Access Role

## Case Information

11-8- [REDACTED] | STATE OF WASHINGTON VS HI [REDACTED] M [REDACTED]

Case Number	Court	File Date
11-8-		01/11/2011
Case Type	Case Status	
JUV Juvenile Offender	Completed/Re-Completed	

## Charge

Charges

	Description	Statute	Level	Date
1	CHILD MOLESTATION-3	9A.44.089	Felony C	09/24/2010
2	CHILD MOLESTATION 1ST DEGREE	9A.44.083	Felony A	06/24/2010

**LAW ENFORCEMENT INFORMATION**

**Do NOT serve or show this sheet to the restrained person!**

**Do NOT FILE in the court file. Give this form to law enforcement.**

**Type or print clearly!** This completed form is **required** by law enforcement. This information is **necessary** to serve, enforce and enter your order into the state wide law enforcement computer. Fill in the following information as completely as possible.

Court:	Case Number:
--------	--------------

<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Dissolution/Separation/Invalidity/Nonparental Custody/Paternity
<input type="checkbox"/> Unlawful Harassment	<input type="checkbox"/> Vulnerable Adult
	<input type="checkbox"/> Sexual Assault

**Restrained Person's Information** (This is the person that you want the court to restrain.)

<b>Name:</b>	First	Middle	Last	Nickname	Relationship to Protected Person
--------------	-------	--------	------	----------	----------------------------------

Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	Race	Height	Weight	Eye Color	Hair Color	Skin Tone	Build
---------------	--	------	--------	--------	-----------	------------	-----------	-------

Last Known Address				Phone(s) w/Area Code	Need Interpreter? <b>Yes</b> or <b>No</b>
Street:					Language:
City:		State:	Zip:		

Employer	Employer's Address	WORK Hours: Phone: ( )
----------	--------------------	---------------------------

Vehicle License Number	Vehicle Make and Model	Vehicle Color	Vehicle Year	Drivers License or ID number	State
------------------------	------------------------	---------------	--------------	------------------------------	-------

**Does the restrained person have a disability, brain injury, or impairment requiring special assistance** when law enforcement serves the order?  No  Yes. If yes, describe (continue on back, if needed):

**Hazard Information** Restrained Person's History Includes:  
 Involuntary/Voluntary Commitment  Suicide Attempt or Threats  
 Assault  Assault with Weapons  Alcohol/Drug Abuse  Other:  
**Weapons:**  Handguns  Rifles  Knives  Explosives  Other:  
**Location of Weapons:**  Vehicle  On Person  Residence Describe in detail:

**Current Status** (Circle **Yes**, **No** or **N/A**.) Is the restrained person a current or former cohabitant as an intimate partner? **Y N**  
 Are you and the restrained person living together now? **Y N** Does the restrained person know he/she may be moved out of the home? **Y N N/A**  
 Does the restrained person know you're trying to get this order? **Y N** Is the restrained person likely to react violently when served? **Y N**

**Protected Person's Information** (This is the person you want the court to protect.)

<b>Name:</b>	First	Middle	Last
--------------	-------	--------	------

Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	Race	Height	Weight	Eye Color	Hair Color	Skin Tone	Build
---------------	--	------	--------	--------	-----------	------------	-----------	-------

If your information **is not confidential**, you must enter your address and phone number(s).

Current Address				Phone(s) w/Area Code	Need interpreter? <b>Yes</b> or <b>No</b>
Street:					Language:
City:		State:	Zip:		

If your information **is confidential**, you must provide the name, address and phone number of someone willing to be your "contact."

Contact Name	Contact Address	Contact Phone
--------------	-----------------	---------------

If you filed for someone else, list your name, phone number and address:

Minor's Information	Describe the minor's relationship using terms such as: child, grandchild, stepchild, nephew, none. →				Minor's Relationship to Protected	
	Sex	Race	Birth date	Resides With	Person	Person
<b>Name:</b> First Middle Last						

<b>Victim's Household Members or Adult Children Protected</b>	Name:	birth date:
Name:	birth date:	Name:
	birth date:	birth date:

## JIS-Link Security Levels for Non-JIS Organizations

Access privileges available to non-JIS organizations are defined in the Security Levels listed below. Each Level authorizes a restricted, display-only access to JIS information. Restrictions are based on GR 31-Access to Court Records, GR 15-Destruction and Sealing of Court Records, statutory restrictions, and system security requirements.

All security levels have access to the ACORDS, SCOMIS, and JIS (DISCIS/JASS) applications. Each level has access to:

- Statewide (cross-court) JIS information;
- A different set of screens in JIS;
- The same display screens by court in SCOMIS; and
- The same display screens as a non-appellate court user has.

Access in the public and public defender security levels is limited by restricting the information available for viewing on specific screens. The limitations for each available screen are detailed in the tables below.

Additional display capability can only be granted to non-JIS organizations by a local JIS court. That court presents their request in writing to the Data Dissemination Administrator. If the request is approved, the JIS –Link User Ids will be modified to include the requested access.

### CASE TYPE SECURITY-Courts of Limited Jurisdiction

Case Type	Public Access (Level 1)	Public Defenders, Contract City Attorneys that have not signed an agreement with DOL, DOL, DSHS Financial Recovery (Level 20)	Law Enforcement Agencies, Contract Court probation Depts., DOC, WSP Certified Criminal Justice Agencies (Level 22)	County Prosecutors, City Attorneys, Contract City Attorneys that have signed an agreement with DOL (Level 25)	Non-JIS Courts (Level 30)
Civil (CV) (Alcohol Treatment (ALT), Mental Illness (MI), and Mental Illness Juvenile (MIJ) cases do not show to Non-JIS Organizations)	YES	YES	YES	YES	YES
Criminal Felony (CF)	YES	YES	YES	YES	YES
Criminal Non-Traffic (CN)	YES	YES	YES	YES	YES
Criminal Traffic (CT)	YES	YES	YES	YES	YES
Infraction Non-Traffic (IN)	YES	YES	YES	YES	YES
Infraction Traffic (IT)	YES	YES	YES	YES	YES

Parking (PR)	NO	YES	YES	YES	YES
Probable Cause (PC)	YES	YES	YES	YES	YES
Small Claim (SC)	YES	YES	YES	YES	YES

### CASE TYPE SECURITY-Superior Court

Case Type	Public Access (Level 1)	Public Defenders, Contract City Attorneys that have not signed an agreement with DOL, DOL, DSHS Financial Recovery (Level 20)	Law Enforcement Agencies, Contract Court probation Depts., DOC, WSP Certified Criminal Justice Agencies (Level 22)	County Prosecutors, City Attorneys, Contract City Attorneys that have signed an agreement with DOL (Level 25)	Non-JIS Courts (Level 30)
Criminal (S1)	YES	YES	YES	YES	YES
Civil (S2)	YES	YES	YES	YES	YES
Domestic (S3)	YES	YES	YES	YES	YES
Probate/Guardianship (S4)	YES	YES	YES	YES	YES
Adoption/Paternity (S5)	NO	NO	NO	NO	NO
Mental Illness/Alcohol (S6)	NO	NO	NO	NO	NO
Juvenile Dependency (S7)	NO	NO	NO	NO	NO
Juvenile Offender (S8)	YES Sealed cases do not show	YES Sealed cases do not show	YES Sealed cases do not show	YES	YES
Judgment (S9)	YES	YES	YES	YES	YES
Juvenile Diversion (SD)	NO	NO	NO	NO	NO

## JIS SCREENS AVAILABLE FOR ACCESS

Screen	Public Access (Level 1)	Public Defenders, Contract City Attorneys that have not signed an agreement with DOL, DOL, DSHS Financial Recovery (Level 20)	Law Enforcement Agencies, Contract Court probation Depts., DOC. WSP Certified Criminal Justice Agencies (Level 22)	County Prosecutors, City Attorneys, Contract City Attorneys that have signed an agreement with DOL (Level 25)	Non-JIS Courts (Level 30)
Address History (ADH)	NO	YES	YES	YES	YES
AKA/DBA Alias Information (AKA)	NO	YES	YES	YES	YES
Case Accounting Notes (CAN)	NO	YES	YES	YES	NO
Create AR Inquiry (CARI)	NO	YES	YES	YES	NO
Case Docket Inquiry (CDK)	YES Note line & non-litigants are excluded.	YES	YES	YES	YES
Set Court Date (CDT)	NO	YES	YES	YES	YES
Case Financial History Accounts (CFHA, CFHB, CFHD, CFHJ, CFHR, CFHS)	NO <sup>1</sup>	YES	YES	YES	NO
Civil Case Filing Inquiry (CIVI)	YES Note line & non-litigants are excluded	YES	YES	YES	YES
Court Name/Case Index (CNCI)	YES Non-litigants and existence of sealed juvenile offender cases are excluded.	YES Existence of sealed juvenile offender cases is excluded.	YES Existence of sealed juvenile offender cases is excluded.	YES	YES
Case Obligation Status (COS)	NO	NO	NO	YES	NO
Case Disposition Screen (CSD)	NO	YES	YES	YES	YES
Judgment/Disposition Inquiry (CVJI)	YES Note line & non-litigants are excluded	YES	YES	YES	YES
Defendant Name Address Duplicate (DAD)	YES via DND screen	YES	YES	YES	YES
Defendant Case History (DCH)	NO	YES Existence of sealed	YES Existence of sealed	YES	YES



		juvenile offender cases is excluded.	juvenile offender cases is excluded.		
Display Journal Vouchers (DJV)	NO	YES	YES	YES	NO
Defendant Name Duplicate (DND)	YES State ID excluded	YES	YES	YES	YES
Abstract of Driving Record (DOL)	NO	NO	NO	YES	NO
Domestic Violence Inquiry (DVI)	NO	NO	NO	NO	YES
Family Relationship for Case (FRC)	NO	NO	NO	NO	YES
Family Relationship History (FRH)	NO	NO	NO	NO	YES
Hearings Held (HRH)	NO	YES	YES	YES	NO
Individual Case History (ICH)	NO	NO	NO	NO	YES
Screen	Public Access (Level 1)	Public Defenders, Contract City Attorneys that have not signed an agreement with DOL, DOL, DSHS Financial Recovery (Level 20)	Law Enforcement Agencies, Contract Court probation Depts., DOC. WSP Certified Criminal Justice Agencies (Level 22)	County Prosecutors, City Attorneys, Contract City Attorneys that have signed an agreement with DOL (Level 25)	Non-JIS Courts (Level 30)
Individual Order History (IOH)	NO	YES Existence of sealed juvenile offender cases is excluded.	YES Existence of sealed juvenile offender cases is excluded.	YES	YES
Joint and Several Inquiry (JTSI)	NO	YES	YES	YES	NO
Main Menu (MAM)	Yes Confidential Message does not show	YES	YES	YES	YES
Name Address Duplicate (NAD)	NO	YES	YES	YES	YES
Case Filing/Update (NCC)	YES State ID excluded	YES	YES	YES	YES
Name Duplicate (NMD)	YES Address and state ID excluded	YES	YES	YES	YES
Order Update (ORD)	NO	YES	YES	YES	YES
Order Inquiry (ORDI)	NO	YES	YES	YES	YES

Case Participants (PAR)	YES Non-litigants are excluded	YES	YES	YES	YES
Person Information/Update (PER)	NO	NO	YES	YES	YES
Parking Vehicle Ticket Inquiry (PKV)	NO	YES	YES	YES	YES
Non-Civil Plea/Sentencing (PLS)	NO <sup>2</sup>	YES	YES	YES	YES
Search Address Duplicate (SAD)	NO	NO	NO	NO	YES
Search Index (SCOMIS)	YES Existence of sealed juvenile offender cases is excluded.	YES Existence of sealed juvenile offender cases is excluded.	YES Existence of sealed juvenile offender cases is excluded.	YES	YES
State Name/Case Index (SNCI)	YES Non-litigants and existence of sealed juvenile offender cases excluded	YES Existence of sealed juvenile offender cases is excluded	YES Existence of sealed juvenile offender cases is excluded.	YES	YES
Search Name Duplicate (SND)	NO	NO	NO	NO	YES
Additional Violations (VIO)	YES Note line excluded	YES	YES	YES	YES

<sup>1</sup> The public can have access to case financial information. If you make a screen print, make sure that the state id, such as driver's license number, and victim's/witness'/person posting bail's address and telephone numbers are removed.

<sup>2</sup> The public can have plea and sentencing information. If you make a screen print of the Non-civil Plea/Sentencing (PLS) screen, make sure that the state identification information such as driver's license number is removed.

## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

GR 22	<p>(b)(2) "Family law case or guardianship case" means any case filed under Chapters 11.88, 11.92, 26.09, 26.10, 26.12, 26.18, 26.21, 26.23, 26.26, 26.27, 26.50, 26.52, 73.36 and 74.34 RCW.</p> <p>(b)(4) "Personal Privacy" is unreasonably invaded only if disclosure of information about the person or the family (a) would be highly offensive to a reasonable person and (b) is not of legitimate concern to the public.</p> <p>(b)(6) "Restricted personal identifiers" means a party's social security number, a party's driver's license number, a party's telephone number, financial account numbers, social security number of a minor child and date of birth of a minor child.</p> <p style="text-align: center;">COMMENT</p> <p>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.</p> <p>(c)(1) General Policy. Except as provided in RCW 26.26.610(2) and subsections (c)(2) and (c)(3) 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 the production of such records.</p> <p>(c)(2) Restricted Access. The Confidential Information Form, Sealed Financial Source Documents, Domestic Violence Information Form, Notice of Intent to Relocate required by RCW 26.09.440, Sealed Personal Health Care Record, Retirement Plan Order, Confidential Reports as defined in (e)(2)(B), copies of any unredacted Judicial Information System (JIS) database information considered by the court for parenting plan approval as set forth in (f) of this rule, and any Personal Information Sheet necessary for Judicial Information System purposes shall only be accessible as provided in sections (h) and (i) herein.</p> <p>(c)(3) Excluded Records. This section (c) does not apply to court records that are sealed as provided in GR 15, or to which access is otherwise restricted by law.</p> <p>(h) Access by Courts, Agencies, and Parties to Restricted Documents.</p> <p>(1) Unless otherwise provided by statute or court order, the following persons shall have access to all records in family law or guardianship cases:</p> <p>(A) Judges, commissioners, other court personnel, the Commission on Judicial Conduct, and the Certified Professional Guardian Board may access and use restricted court records only for the purpose of conducting official business of the court, Commission, or Board.</p> <p>(B) Any state administrative agency of any state that administers programs under Title IV-A, IV-D, IV-E, or XIX of the federal Social Security Act.</p>
-------	---

## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

	<p>(2) Except as otherwise provided by statute or court order, the following persons shall have access to all documents filed in a family law or guardianship case, except the Personal Information Sheet, Vital Statistics Form, Confidential Information Form, Domestic Violence Information Form, Law Enforcement Information Form, and Foreign Protection Order Form.</p> <p>(A) Parties of record as to their case.          (B) Attorneys as to cases where they are attorneys of record.          (C) Court appointed Title 11 guardians ad litem as to cases where they are actively involved.</p> <p>(i) Access to Court Records Restricted Under This Rule.</p> <p>(1) The parties may stipulate in writing to allow public access to any court records otherwise restricted under section (c)(2) above.</p> <p>(2) Any person may file a motion, supported by an affidavit showing good cause, for access to any court record otherwise restricted under section (c)(2) above, or to be granted access to such court records with specified information deleted. Written notice of the motion shall be provided to all parties in the manner required by the Superior Court Civil Rules. If the person seeking access cannot locate a party to provide the notice required by this rule, after making a good faith reasonable effort to provide such notice as required by the Superior Court Rules, an affidavit may be filed with the court setting forth the efforts to locate the party and requesting waiver of the notice provision of this rule. The court may waive the notice requirement of this rule if the court finds that further good faith efforts to locate the party are not likely to be successful, or if the motion requests access to redacted JIS database records.</p> <p>(A) The court shall allow access to court records restricted under this rule, or relevant portions of court records restricted under this rule, if the court finds that the public interests in granting access or the personal interest of the person seeking access outweigh the privacy and safety interests of the parties or dependent children.</p> <p>(B) Upon receipt of a motion requesting access, the court may provide access to JIS database records described in (f) after the court has reviewed the JIS database records and redacted pursuant to GR 15 (c), any data which is confidential or restricted by statute or court rule.</p> <p>(C) If the court grants access to restricted court records, the court may enter such orders necessary to balance the personal privacy and safety interests of the parties or dependent children with the public interest or the personal interest of the party seeking access, consistent with this rule.</p>
GR 31	<p>(e) Personal Identifiers Omitted or Redacted from Court Records</p> <p>(1) Except as otherwise provided in GR 22, parties shall not include, and if present shall redact, the following personal identifiers from all documents filed with the court, whether filed electronically or in paper, unless</p>

## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

	<p>necessary or otherwise ordered by the Court.</p> <p>(A) Social Security Numbers. If the Social Security Number of an individual must be included in a document, only the last four digits of that number shall be used.</p> <p>(B) Financial Account Numbers. If financial account numbers are relevant, only the last four digits shall be recited in the document.</p> <p>(C) Driver's License Numbers.</p>
<p>Family Law Court Records – Guidelines for Public Access to Court Records.</p>	<p><u>Confidential Information Form, Domestic Violence information Form, Notice of Intent to Relocate, and Personal Information Sheet (if required for JIS purposes)</u> are not open to the public. <u>Vital Statistics Form, Law Enforcement Information Form, Foreign Protection Order Information Form</u> are documents that the court collects for the benefit of other agencies and are not considered a court record. These are not available to the public. Authority: GR 22 and GR 31 (Definition of court record)</p>
<p>RCW 4.24.130(5) Action for change of name</p>	<p>(5) Name change petitions may be filed and shall be heard in superior court when the person desiring a change of his or her name or that of his or her child or ward is a victim of domestic violence as defined in **RCW 26.50.010(1) and the person seeks to have the name change file sealed due to reasonable fear for his or her safety or that of his or her child or ward. Upon granting the name change, the superior court shall seal the file if the court finds that the safety of the person seeking the name change or his or her child or ward warrants sealing the file. In all cases filed under this subsection, whether or not the name change petition is granted, there shall be no public access to any court record of the name change filing, proceeding, or order, unless the name change is granted but the file is not sealed.</p>
<p>RCW 7.69A.030 Crime Victims, Survivors, and Witnesses</p> <p>Rights of victims, survivors, and witnesses</p>	<p>There shall be a reasonable effort made to ensure that victims, survivors of victims, and witnesses of crimes have the following rights, which apply to any criminal court and/or juvenile court proceeding:</p> <p>(4) To receive protection from harm and threats of harm arising out of cooperation with law enforcement and prosecution efforts, and to be provided with information as to the level of protection available;</p>
<p>RCW 7.69A.030(4) Rights of child victims and witnesses</p>	<p>In addition to the rights of victims and witnesses provided for in RCW 7.69.030, there shall be every reasonable effort made by law enforcement agencies, prosecutors, and judges to assure that child victims and witnesses are afforded the rights enumerated in this section. Except as provided in RCW 7.69A.050 regarding child victims or child witnesses of violent crimes, sex crimes, or child abuse, the enumeration of rights shall not be construed to create substantive rights and duties, and the application of an enumerated right in an individual case is subject to the</p>

## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

	<p>discretion of the law enforcement agency, prosecutor, or judge. Child victims and witnesses have the following rights, which apply to any criminal court and/or juvenile court proceeding:</p> <p>(4) To not have the names, addresses, nor photographs of the living child victim or witness disclosed by any law enforcement agency, prosecutor's office, or state agency without the permission of the child victim, child witness, parents, or legal guardians to anyone except another law enforcement agency, prosecutor, defense counsel, or private or governmental agency that provides services to the child victim or witness</p>
<p>RCW 7.69A.050 Rights of child victims and witnesses Confidentiality of address</p>	<p>At the time of reporting a crime to law enforcement officials and at the time of the initial witness interview, child victims or child witnesses of violent crimes, sex crimes, or child abuse and the child's parents shall be informed of their rights to not have their address disclosed by any <b>law enforcement agency, prosecutor's office, defense counsel, or state agency</b> without the permission of the child victim or the child's parents or legal guardian. The address may be disclosed to another law enforcement agency, prosecutor, defense counsel, or private or governmental agency that provides services to the child. Intentional disclosure of an address in violation of this section is a misdemeanor.</p>
<p>RCW 10.52.100 Identity of child victims of sexual assault not to be disclosed</p>	<p>Child victims of sexual assault who are under the age of eighteen, have a right not to have disclosed to the public or press at any court proceeding involved in the prosecution of the sexual assault, the child victim's name, address, location, photographs, and in cases in which the child victim is a relative or stepchild of the alleged perpetrator, identification of the relationship between the child and the alleged perpetrator. The court shall ensure that information identifying the child victim is not disclosed to the press or the public and that in the event of any improper disclosure the court shall make all necessary orders to restrict further dissemination of identifying information improperly obtained. Court proceedings include but are not limited to pretrial hearings, trial, sentencing, and appellate proceedings. The court shall also order that any portion of any court records, transcripts, or recordings of court proceedings that contain information identifying the child victim shall be sealed and not open to public inspection unless those identifying portions are deleted from the documents or tapes.</p> <p><i>COMMENT:</i> <i>Allied Daily Newspapers v. Eikenberry</i>, 121 Wn.2d 205 (1993), in which the court held that RCW 10.52.100, which states that the court must ensure that information identifying a child victim of sexual assault is not disclosed to the public, is unconstitutional because it violates the state constitutional guarantee of access to openly-administered justice by not requiring an individualized determination of the need for nondisclosure.</p>
<p>RCW 10.77.205 Criminally insane – Procedures.</p>	<p>Information regarding victims, next of kin, or witnesses requesting the notice, information regarding any other person specified in writing by the prosecuting attorney to receive the notice, and the notice are confidential and shall not be available to the person committed under this chapter.</p>

## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

Sexual or violent offenders – Notice of release, escape, etc.	
<p>RCW 10.97.130 Washington State Criminal Records Privacy Act</p> <p>Child victims of sexual assaults, identification confidential</p>	<p>Information identifying child victims under age eighteen who are victims of sexual assaults is confidential and not subject to release to the press or public without the permission of the child victim or the child's legal guardian. Identifying information includes the child victim's name, addresses, location, photographs, and in cases in which the child victim is a relative or stepchild of the alleged perpetrator, identification of the relationship between the child and the alleged perpetrator. Information identifying the child victim of sexual assault may be released to law enforcement, prosecutors, judges, defense attorneys, or private or governmental agencies that provide services to the child victim of sexual assault. Prior to release of any criminal history record information (<i>*Court records are exempt from the definition of Criminal History Record Information in RCW 10.97.030(1)</i>), the releasing agency shall delete any information identifying a child victim of sexual assault from the information except as provided in this section.</p> <p><i>COMMENT:</i> Looking at cases on Westlaw: it is used mainly for law enforcement and educational institution documents.</p> <p>“In denying the motion to seal the declaration under GR 15, the superior court properly considered the Ishikawa factors on the record. However, the court erred in denying the request to redact under RCW 10.97.130 on the grounds that “Deputy Bertrand is entitled, I think, as a citizen to present an affidavit in a civil matter.” The record is clear that the information set forth in Deputy Bertrand's declaration is based on a criminal investigation of the rape allegation. Information identifying child victims of sexual assault is protected by the Criminal Records Privacy Act and exempt from public disclosure. RCW 10.97.130; RCW 42.56.240(5).<sup>13</sup> In <i>Bainbridge Island Police Guild v. City of Puyallup</i>, 172 Wn.2d 398, 418, 259 P.3d 190 (2011), the court held that the police officer's identity was exempt from disclosure under the Criminal Records Privacy Act even though the remainder of the investigative records were subject to disclosure. *10 We affirm the decision on revision to enter a sexual assault protection order but remand to redact the name of the juvenile victim from the declaration of Deputy Bertrand.”</p> <p><i>Charbonneau ex rel. Charbonneau v. Foster</i>, 175 Wn. App. 1013 (2013)</p>
RCW 13.50.050(14)	(14) Information identifying child victims under age eighteen who are victims of sexual assaults by juvenile offenders is confidential and not subject to release to the press or public without the permission of the child victim or the child's legal guardian. Identifying information includes the child victim's name, addresses, location, photographs, and in cases in which the child victim is a relative of the alleged perpetrator, identification of the relationship between the child and the alleged perpetrator. Information identifying a child victim of sexual assault may be

## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

	released to law enforcement, prosecutors, judges, defense attorneys, or private or governmental agencies that provide services to the child victim of sexual assault.
RCW 26.04.175 When disclosure of marriage applications and records prohibited	<p>If a program participant under chapter 40.24 RCW notifies the appropriate county auditor as required under rules adopted by the secretary of state, the county auditor shall not make available for inspection or copying the name and address of a program participant contained in marriage applications and records filed under chapter 26.04 RCW, except under the following circumstances:</p> <p>(1) If requested by a law enforcement agency, to the law enforcement agency; and (2) If directed by a court order, to a person identified in the order</p>
RCW 26.12.170 Authority of family court judges and court commissioners to order or recommend services—Report by court of child abuse or neglect	<p>To facilitate and promote the purposes of this chapter, family court judges and court commissioners may order or recommend family court services, parenting seminars, drug and alcohol abuse evaluations and monitoring of the parties through public or private treatment services, other treatment services, the aid of physicians, psychiatrists, other specialists, or other services or may recommend the aid of the pastor or director of any religious denomination to which the parties may belong.</p> <p>If the court has reasonable cause to believe that a child of the parties has suffered abuse or neglect it may file a report with the proper law enforcement agency or the department of social and health services as provided in RCW 26.44.040. Upon receipt of such a report the law enforcement agency or the department of social and health services will conduct an investigation into the cause and extent of the abuse or neglect. The findings of the investigation may be made available to the court if ordered by the court as provided in RCW 42.56.210(2). The findings shall be restricted to the issue of abuse and neglect and shall not be considered custody investigations.</p>
RCW 26.23.050 Support orders— Provisions— Enforcement— Confidential information form— Rules	<p>(7) All petitioners and parties to all court actions under chapters 26.09, 26.10, 26.12, 26.18, 26.21A, 26.23, 26.26, and 26.27 RCW shall complete to the best of their knowledge a verified and signed confidential information form or equivalent that provides the parties' current residence and mailing addresses, telephone numbers, dates of birth, social security numbers, driver's license numbers, and the names, addresses, and telephone numbers of the parties' employers. The clerk of the court shall not accept petitions, except in parentage actions initiated by the state, orders of child support, decrees of dissolution, or paternity orders for filing in such actions unless accompanied by the confidential information form or equivalent, or unless the confidential information form or equivalent is already on file with the court clerk. In lieu of or in addition to requiring the parties to complete a separate confidential information form, the clerk may collect the information in electronic form. The clerk of the court shall transmit the confidential information form or its data to the division of child support with a copy of the order of child support or paternity order, and may provide copies of the confidential information form or its data and any related findings, decrees, parenting plans, orders, or other documents to the state administrative agency that administers Title IV-A, IV-D, IV-E, or XIX of the federal social security act. In state initiated paternity actions, the</p>



## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

	<p>parties adjudicated the parents of the child or children shall complete the confidential information form or equivalent or the state's attorney of record may complete that form to the best of the attorney's knowledge.</p>
<p>RCW 26.23.120 Information and records— Confidentiality— Disclosure— Adjudicative proceeding— Rules—Penalties.</p>	<p>(1) Any information or records concerning individuals who owe a support obligation or for whom support enforcement services are being provided which are obtained or maintained by the Washington state support registry, the division of child support, or under chapter 74.20 RCW shall be private and confidential and shall only be subject to public disclosure as provided in subsection (2) of this section.</p> <p>(2) The secretary of the department of social and health services may adopt rules:</p> <ul style="list-style-type: none"> <li>(a) That specify what information is confidential;</li> <li>(b) That specify the individuals or agencies to whom this information and these records may be disclosed;</li> <li>(c) Limiting the purposes for which the information may be disclosed;</li> <li>(d) Establishing procedures to obtain the information or records; or</li> <li>(e) Establishing safeguards necessary to comply with federal law requiring safeguarding of information.</li> </ul> <p>(3) The rules adopted under subsection (2) of this section shall provide for disclosure of the information and records, under appropriate circumstances, which shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>(a) When authorized or required by federal statute or regulation governing the support enforcement program;</li> <li>(b) To the person the subject of the records or information, unless the information is exempt from disclosure under chapter 42.56 RCW;</li> <li>(c) To government agencies, whether state, local, or federal, and including federally recognized tribes, law enforcement agencies, prosecuting agencies, and the executive branch, if the disclosure is necessary for child support enforcement purposes or required under Title IV-D of the federal social security act;</li> <li>(d) To the parties in a judicial or adjudicative proceeding upon a specific written finding by the presiding officer that the need for the information outweighs any reason for maintaining the privacy and confidentiality of the information or records;</li> <li>(e) To private persons, federally recognized tribes, or organizations if the disclosure is necessary to permit private contracting parties to assist in the management and operation of the department;</li> <li>(f) Disclosure of address and employment information to the parties to an action for purposes relating to a child support order, subject to the limitations in subsections (4) and (5) of this section;</li> <li>(g) Disclosure of information or records when necessary to the efficient administration of the support enforcement program or to the performance of functions and responsibilities of the support registry and the division of child support as set forth in state and federal statutes; or</li> <li>(h) Disclosure of the information or records when authorized under RCW 74.04.060.</li> </ul> <p>(4) Prior to disclosing the whereabouts of a physical custodian, custodial parent or a child to the other parent or party, a notice shall be mailed, if appropriate under the circumstances, to the parent or physical custodian whose whereabouts are to be disclosed, at that person's last known address. The notice shall advise the parent or physical custodian that a request for disclosure has been made and will be complied with unless the department:</p>

## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

	<p>(a) Receives a copy of a court order within thirty days which enjoins the disclosure of the information or restricts or limits the requesting party's right to contact or visit the parent or party whose address is to be disclosed or the child;</p> <p>(b) Receives a hearing request within thirty days under subsection (5) of this section; or</p> <p>(c) Has reason to believe that the release of the information may result in physical or emotional harm to the physical custodian whose whereabouts are to be released, or to the child.</p> <p>(5) A person receiving notice under subsection (4) of this section may request an adjudicative proceeding under chapter 34.05 RCW, at which the person may show that there is reason to believe that release of the information may result in physical or emotional harm to the person or the child. The administrative law judge shall determine whether the whereabouts of the person or child should be disclosed based on subsection (4)(c) of this section, however no hearing is necessary if the department has in its possession a protective order or an order limiting visitation or contact.</p> <p>(6) The notice and hearing process in subsections (4) and (5) of this section do not apply to protect the whereabouts of a noncustodial parent, unless that parent has requested notice before whereabouts information is released. A noncustodial parent may request such notice by submitting a written request to the division of child support.</p> <p>(7) Nothing in this section shall be construed as limiting or restricting the effect of RCW 42.56.070(9). Nothing in this section shall be construed to prevent the disclosure of information and records if all details identifying an individual are deleted or the individual consents to the disclosure.</p> <p>(8) It shall be unlawful for any person or agency in violation of this section to solicit, publish, disclose, receive, make use of, or to authorize, knowingly permit, participate in or acquiesce in the use of any lists of names for commercial or political purposes or the use of any information for purposes other than those purposes specified in this section. A violation of this section shall be a gross misdemeanor as provided in chapter 9A.20 RCW.</p>
<p>RCW 26.26.041 Uniform Parentage Act - Protection of participants</p>	<p>Proceedings under this chapter are subject to other laws of this state governing the health, safety, privacy, and liberty of a child or other individuals who could be jeopardized by disclosure of identifying information, including the address, telephone number, place of employment, social security number, and the child's day care facility and school.</p>
<p>RCW 26.50.100 Order—Transmittal to law enforcement agency—Record in law enforcement information system— Enforceability</p>	<p>(1) A copy of an order for protection granted under this chapter shall be forwarded by the clerk of the court on or before the next judicial day to the appropriate law enforcement agency specified in the order.</p> <p>Upon receipt of the order, the law enforcement agency shall forthwith enter the order into any computer-based criminal intelligence information system available in this state used by law enforcement agencies to list outstanding warrants. The order shall remain in the computer for the period stated in the order. The law enforcement agency shall only expunge from the computer-based criminal intelligence information system orders that are expired,</p>

## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

	<p>vacated, or superseded. Entry into the law enforcement information system constitutes notice to all law enforcement agencies of the existence of the order. The order is fully enforceable in any county in the state.</p> <p>(2) The information entered into the computer-based criminal intelligence information system shall include notice to law enforcement whether the order was personally served, served by publication, or served by mail.</p>
<p>RCW 26.50.160 Judicial information system—Database</p>	<p>To prevent the issuance of competing protection orders in different courts and to give courts needed information for issuance of orders, the judicial information system shall be available in each district, municipal, and superior court by July 1, 1997, and shall include a database containing the following information:</p> <p>(1) The names of the parties and the cause number for every order of protection issued under this title, every sexual assault protection order issued under chapter 7.90 RCW, every criminal no-contact order issued under chapters 9A.46 and 10.99 RCW, every antiharassment order issued under chapter 10.14 RCW, every dissolution action under chapter 26.09 RCW, every third-party custody action under chapter 26.10 RCW, every parentage action under chapter 26.26 RCW, every restraining order issued on behalf of an abused child or adult dependent person under chapter 26.44 RCW, every foreign protection order filed under chapter 26.52 RCW, and every order for protection of a vulnerable adult under chapter 74.34 RCW. When a guardian or the department of social and health services has petitioned for relief on behalf of an abused child, adult dependent person, or vulnerable adult, the name of the person on whose behalf relief was sought shall be included in the database as a party rather than the guardian or department;</p> <p>(2) A criminal history of the parties; and</p> <p>(3) Other relevant information necessary to assist courts in issuing orders under this chapter as determined by the judicial information system committee.</p>
<p>RCW 26.50.165 Judicial information system—Names of adult cohabitants in third-party custody actions</p>	<p>In addition to the information required to be included in the judicial information system under RCW 26.50.160, the database shall contain the names of any adult cohabitant of a petitioner to a third-party custody action under chapter 26.10 RCW.</p>
<p>RCW 26.50.250 Disclosure of information</p>	<p>(1)(a) No court or administrative body may compel any person or domestic violence program as defined in RCW 70.123.020 to disclose the name, address, or location of any domestic violence program, including a shelter or transitional housing facility location, in any civil or criminal case or in any administrative proceeding unless the court finds by clear and convincing evidence that disclosure is necessary for the implementation of justice after</p>

## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

	<p>consideration of safety and confidentiality concerns of the parties and other residents of the domestic violence program, and other alternatives to disclosure that would protect the interests of the parties.</p> <p>(b) The court's findings shall be made following a hearing in which the domestic violence program has been provided notice of the request for disclosure and an opportunity to respond.</p> <p>(2) In any proceeding where the confidential name, address, or location of a domestic violence program is ordered to be disclosed, the court shall order that the parties be prohibited from further dissemination of the confidential information, and that any portion of any records containing such confidential information be sealed.</p> <p>(3) Any person who obtains access to and intentionally and maliciously releases confidential information about the location of a domestic violence program for any purpose other than required by a court proceeding is guilty of a gross misdemeanor.</p>
<p>RCW 26.52.040 Filed foreign protection orders— Transmittal to law enforcement agency—Entry into law enforcement information system</p>	<p>(1) The clerk of the court shall forward a copy of a foreign protection order that is filed under this chapter on or before the next judicial day to the county sheriff along with the completed information form. The clerk may forward the foreign protection order to the county sheriff by facsimile or electronic transmission.</p> <p>Upon receipt of a filed foreign protection order, the county sheriff shall immediately enter the foreign protection order into any computer-based criminal intelligence information system available in this state used by law enforcement agencies to list outstanding warrants. The foreign protection order must remain in the computer for the period stated in the order. The county sheriff shall only expunge from the computer-based criminal intelligence information system foreign protection orders that are expired, vacated, or superseded. Entry into the law enforcement information system constitutes notice to all law enforcement agencies of the existence of the foreign protection order. The foreign protection order is fully enforceable in any county in the state.</p> <p>(2) The information entered into the computer-based criminal intelligence information system must include, if available, notice to law enforcement whether the foreign protection order was served and the method of service.</p>
<p>26.26.610 Proceeding to determine parentage— Hearings— Inspection of records</p>	<p>(1) On request of a party and for good cause shown, the court may close a proceeding under this section and RCW 26.26.500 through 26.26.605 and 26.26.615 through 26.26.630.</p> <p>(2) A final order determining parentage in a proceeding under this section and RCW 26.26.500 through 26.26.605 and 26.26.615 through 26.26.630 is publicly accessible. Records entered prior to the entry of a final order determining parentage in a proceeding under this section and RCW 26.26.500 through 26.26.605 and 26.26.615 through 26.26.630 are accessible only to the parties or on order of the court for good cause.</p>

## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

	(3) Except as provided by applicable court rules, records entered after the entry of a final order determining parentage in a proceeding under this section and RCW 26.26.500 through 26.26.605 and 26.26.615 through 26.26.630 are publicly accessible.
Chapter 40.24 RCW	Address confidentiality for victims of DV, sexual assault and stalking
RCW 40.24.030 Address confidentiality program— Application— Certification	(1)(a)(iv): (1)(a) An adult person, a parent or guardian acting on behalf of a minor, or a guardian acting on behalf of an incapacitated person, as defined in RCW 11.88.010, and (b) any criminal justice participant as defined in RCW 9A.46.020 who is a target for threats or harassment prohibited under RCW 9A.46.020(2)(b) (iii) or (iv), and any family members residing with him or her, may apply to the secretary of state to have an address designated by the secretary of state serve as the person's address or the address of the minor or incapacitated person. The secretary of state shall approve an application if it is filed in the manner and on the form prescribed by the secretary of state and if it contains: (iv) The residential address and any telephone number where the applicant can be contacted by the secretary of state, which shall not be disclosed because disclosure will increase the risk of (A) domestic violence, sexual assault, trafficking, or stalking, or (B) threats or harassment prohibited under RCW 9A.46.020(2)(b) (iii) or (iv);
RCW 40.24.050 Agency use of designated address	(1) A program participant may request that state and local agencies use the address designated by the secretary of state as his or her address. When creating a new public record, state and local agencies shall accept the address designated by the secretary of state as a program participant's substitute address, unless the secretary of state has determined that:  (a) The agency has a bona fide statutory or administrative requirement for the use of the address which would otherwise be confidential under this chapter; and  (b) This address will be used only for those statutory and administrative purposes.  (2) A program participant may use the address designated by the secretary of state as his or her work address.  (3) The office of the secretary of state shall forward all first-class mail to the appropriate program participants
RCW 40.24.070 Disclosure of records prohibited— Exceptions	The secretary of state may not make any records in a program participant's file available for inspection or copying, other than the address designated by the secretary of state, except under the following circumstances: (1) If requested by a law enforcement agency, to the law enforcement agency; and (a) The participant's application contains no indication that he or she has been a victim of domestic violence, sexual assault, or stalking perpetrated by a law enforcement employee; and (b) The request is in accordance with official law enforcement duties and is in writing on official law enforcement letterhead stationery and signed by the law enforcement agency's chief officer, or his or her designee; or

## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

	<p>(2) If directed by a court order, to a person identified in the order; and</p> <p>(a) The request is made by a nonlaw enforcement agency; or</p> <p>(b) The participant's file indicates he or she has reason to believe he or she is a victim of domestic violence, sexual assault, or stalking perpetrated by a law enforcement employee.</p>
<p>RCW 40.24.075 Court order for address confidentiality program participant information</p>	<p>A court order for address confidentiality program participant information may only be issued upon a probable cause finding by a judicial officer that release of address confidentiality program participant information is legally necessary:</p> <p>(1) In the course of a criminal investigation or prosecution; or</p> <p>(2) To prevent immediate risk to a minor and meet the statutory requirements of the Washington child welfare system.</p> <p>Any court order so issued will prohibit the release of the information to any other agency or person not a party to the order.</p>
<p>RCW 42.56.240(2), (5) Investigative, law enforcement, and crime victims</p>	<p>(2) Information revealing the identity of persons who are witnesses to or victims of crime or who file complaints with investigative, law enforcement, or penology agencies, other than the commission, if disclosure would endanger any person's life, physical safety, or property. If at the time a complaint is filed the complainant, victim, or witness indicates a desire for disclosure or nondisclosure, such desire shall govern. However, all complaints filed with the commission about any elected official or candidate for public office must be made in writing and signed by the complainant under oath;</p> <p>(5) Information revealing the identity of child victims of sexual assault who are under age eighteen. Identifying information means the child victim's name, address, location, photograph, and in cases in which the child victim is a relative or stepchild of the alleged perpetrator, identification of the relationship between the child and the alleged perpetrator;</p>
<p>RCW 70.125.065 Records of community sexual assault program and underserved populations provider not available as part of discovery— Exceptions</p>	<p>Records maintained by a community sexual assault program and underserved populations provider shall not be made available to any defense attorney as part of discovery in a sexual assault case unless:</p> <p>(1) A written pretrial motion is made by the defendant to the court stating that the defendant is requesting discovery of the community sexual assault program or underserved populations provider records;</p> <p>(2) The written motion is accompanied by an affidavit or affidavits setting forth specifically the reasons why the defendant is requesting discovery of the community sexual assault program or underserved populations provider records;</p> <p>(3) The court reviews the community sexual assault program or underserved populations provider records in camera to determine whether the community sexual assault program or underserved populations provider records are relevant and whether the probative value of the records is outweighed by the victim's privacy interest in the</p>

## Court Rules and statutes related to disclosure of victim, witness, child victim/witness information.

Also includes statutes regarding dissemination of law enforcement information

	<p>confidentiality of such records taking into account the further trauma that may be inflicted upon the victim by the disclosure of the records to the defendant; and</p> <p>(4) The court enters an order stating whether the records or any part of the records are discoverable and setting forth the basis for the court's findings.</p>
--	---

### LAW ENFORCEMENT – Disclosure of personal identifying information in law enforcement records (source: mrsc.org)

Driver's license numbers	<p>May be exempt from disclosure under RCW 42.56.230(5): This statute exempts certain bank or financial information as defined in RCW 9.35.005; that definition includes driver's license numbers.</p> <ul style="list-style-type: none"> <li>•RCW 42.56.240(1) (if in an investigative file, agencies can assert the individual's right to privacy);</li> <li>•RCW 46.52.120 (if obtained from the Department of Licensing); and</li> <li>•18 USC § 2721(a)(2) (if retrieved from a database).</li> </ul>
Social Security Numbers	Social Security numbers are exempt from disclosure under RCW 42.56.230(5).
Identity of Victims or Witnesses	<p>The identifying information of a crime victim or witness is exempt from disclosure under RCW 42.56.240(2) if (1) the victim or witness indicates a desire for nondisclosure at the time of the complaint, or (2) disclosure would endanger the person's life, physical safety, or property. The agency must show, with specific evidence, that one or both of these conditions are met. See <i>Sargent v. Seattle Police Department</i>.</p> <p><i>COMMENT:</i> Request for anonymity is on the witness statement form.</p>
Identity of Child Victims or Witnesses	RCW 7.69A.030 and 7.69A.050
Identity of Child Sexual Assault Victims	<p>RCW 10.97.130. See also RCW 42.56.240(5)</p> <p><i>COMMENT</i> Note: These statutes do not allow the entire investigative report to be withheld. They only allow redaction of the victim's identifying information. See <i>Koenig v. City of Des Moines</i>.</p>