

# 1. Meeting Minutes



**JISC DATA DISSEMINATION COMMITTEE**  
**Friday March 2, 2018 (8:15 am – 9:45 am)**  
**Administrative Office of the Courts**  
**SeaTac Office Building**  
**18000 International Blvd. Suite 1106, Conf. Rm #2**  
**SeaTac, WA 98188**  
**Call-in Number: 1-877-820-7831, Passcode 797974**

**DRAFT – MEETING MINUTES**

**Members Present**

Judge J. Robert Leach, Chair  
Judge John H. Hart  
Judge G. Scott Marinella  
Ms. Barbara Miner  
Ms. Brooke Powell  
Ms. Paulette Revoir  
Judge David A. Svaren

**Guest:**

Mr. Kevin Kyzar, ITW Fugitive Recovery

**Staff:**

Ms. Stephanie Happold, Data Dissemination Administrator  
Ms. Kathy Bowman, MSD Administrative Secretary  
Mr. Mike Keeling, AOC IT Operations Manager  
Ms. Pam Payne, AOC IT Specialist

**Members Absent**

Judge Jeannette Dalton

**0. Call to Order**

The March 2, 2018, Data Dissemination Committee meeting was called to order by Judge J. Robert Leach at 8:20 a.m.

**1. December 1, 2017 Meeting Minutes**

Judge Leach asked for additions or corrections to the December 1, 2017 meeting minutes. Hearing none, the minutes were approved unanimously.

**2. Displaying Birthdate Years and Financial Information in Odyssey Portal**

Pam Payne presented this agenda item. JIS-LINK Level 1 users currently have access to dates of birth for adults that are displayed on certain JIS screens such as SNCL. During the early stages of Odyssey Portal implementation, it was discovered that confidential addresses and dates of birth were accessible, and therefore, access to all dates of birth were removed for all Portal roles. During the Committee's October 6, 2016, and October 28, 2016, meetings, the Committee approved access to dates of birth for only prosecutor and law enforcement roles in Odyssey Portal.

Dates of birth being inaccessible in Odyssey Portal is making it very difficult for public users to match cases to the correct person. AOC staff is requesting that registered Portal roles be allowed to see birth year for both adult and juvenile persons, and to also allow them to search by any birthdate that is already in their possession. Mr. Kyzar from ITW Fugitive Recovery asked if users would have to be registered Odyssey Portal users in order to have access to birth years. The answer was yes, the request is to allow registered Portal users access to the birth year, the request did not extend to Anonymous Portal users. Judge Leach asked if there is any

known federal legislation that would prohibit the access to birth year because of how a birthdate is defined. DDA Happold stated that to date, she could not find any such prohibition in providing just the birth year in case law and statute. Mr. Keeling commented that it had been the Committee that amended the data dissemination policy to mask birthdate information in order to protect juveniles. DDA Happold asked the Committee whether birth year information will also be made available to Lobby Portal users. The DDC stated that it did not extend to Lobby Portal users; these users will continue to request this information from the court. Ms. Miner mentioned that in SCOMIS, birthdate is not provided. It was also discussed that juvenile offender case type 8 screens only include birthdate on the name screens for juveniles, but this data element is screened from JIS-LINK public users.

Judge Marinella made a motion to have the birth year unmasked for registered Portal users, but not for Court Lobby Portal users. Registered users who already have the full date of birth will be able to use that criteria as a search filter. Judge Svarin seconded the motion. All were in favor and the motion passed unanimously.

Ms. Payne then presented the request regarding financial information displaying in Odyssey Portal Lobby kiosks. Lobby kiosks currently do not display information about legal financial obligations, even with name and case number, because financials are not accessible using a JIS-LINK Level 1 public access. The difference now is that the JIS financial screens include personal identifiers which need to be masked from public users, whereas the financial screens in Odyssey Portal do not display those personal identifiers. The AOC staff request is to have legal financial obligation information available on Odyssey Portal Court Lobby kiosks. With Court Lobby access, a name search will display all cases state-wide. The user will need to click on a specific case to display the legal financial obligations. It is understood that future updates to Portal will make changes to the financial information that will be displayed.

Judge Svarin moved to open up the legal financial obligation information for searches by name or case number for Odyssey Portal Court Lobby kiosks only. Judge Marinella seconded. All in favor. The motion passed.

### **3. JIS-LINK Access to Addresses**

At the October 27, 2017 Data Dissemination Committee meeting, Mr. Kevin Kyzer with ITW Fugitive Recovery submitted a request for access to address information through JIS-LINK. The Data Dissemination Committee directed DDA Happold to research options and sizing for providing addresses to a select group of JIS-LINK level 1 public users. DDA Happold reported back with two options: a new JIS-LINK profile or a web search application. The time estimate for either option was prohibitive. Mr. Keeling reminded the Committee that the AOC's priority right now is the EDE/EDR project and other integrations, and it would be November 2018 at the earliest before this project could be considered. The Committee agreed that this project is not feasible at this time, denied Mr. Kyzer's request, and there was no further discussion.

### **4. Judgment Search Webpage**

DDA Happold presented this topic. In SCOMIS, judgments from a juvenile offender case exist outside of the initiating case and can be accessed by all levels of users, even if the initiating case is sealed. In Odyssey, the judgment is within the juvenile offender case, and when the case is sealed, so is the judgment. A legal analysis was conducted and it was determined that the eligible juvenile offender record must be sealed, but the judgment information must be recorded and made public like other judgments.

Initially, AOC staff wanted to create a web page that contained Odyssey judgment information related to sealed cases. However, it may be useful for an AOC judgment web search to be created that provides judgment information from all applications.

To continue to provide the public with basic judgment information, there is a need to create a separate tab, search, or application to look up judgement information. There was discussion about creating a judgment web search accessible to title companies and other non-court users. Judge Leach stated that judgments should be made visible for all public users.

The request from AOC staff is if the agency should explore designing a web search that allows access to judgment information. Judge Leach asked if the Committee felt it had the authority to authorize such a web search. Judge Marinella asked for more information regarding the associated costs of creating a web-based search. The DDC recommended that AOC look into finding a way for parties to access basic judgment information, including providing a web search. DDA Happold and Pam Payne will take the Committee's recommendation back to AOC staff to discuss options that will go beyond/outside Odyssey, and also include counties such as King and Pierce who will not be served by Odyssey.

## **5. New JIS-LINK Agreements**

During the last meeting, the Committee directed DDA Happold to amend the JIS-LINK agreements for level 20, 22, 25 and 30 users and add the requirement of staff signing confidentiality agreements on a yearly basis. DDA Happold provided a sample of each security level contract and a draft confidentiality agreement. She mentioned that she received pushback in the past from prosecutors and public defenders regarding the requirements contained in the confidentiality agreement, as their belief was it created a conflict with the Public Records Act and with attorney-client relationships. However, as DDA Happold pointed out, and the Committee agreed, Section 3 of the confidentiality agreement allows for divulging of information as authorized by statute. Judge Leach suggested all agreements be amended to include the new confidentiality requirement, and if a response is negative, the current JIS-LINK agreement can be terminated. Judge Marinella would also like to require justice partners to have a policy stating that any work being done is for the purposes stated in the agreement, and any breach of confidentiality would be penalized. Committee members agreed that there needs to be a requirement of putting the responsibility of discipline on the employer. It was also suggested that users be required to provide an assurance of how they will manage compliance of their employees. Users will self-audit and self-report as to how they have enforced the JIS-LINK contract. Random audits could be done, and AOC currently has the ability to review any suspected misuse with JIS and SCOMIS. The Committee also asked how often the agreements are renewed. DDA Happold responded that many of these agreements are perpetual. Various members advised that the agreement should have a term. Judge Leach asked the Committee to review the materials and provide comments and edits to DDA Happold directly. The Committee will hold making a decision about the proposed changes to JIS-LINK agreements until the next DDC Meeting.

## **6. Researcher Obligations under AOC Data Agreements**

DDA Happold reported that the Washington State Center for Court Research (WSCCR) recently contacted her as they were not receiving draft publications from researchers who used AOC-given JIS data for their studies. This is a requirement under most, if not all, data agreements between AOC and various research institutions. DDA Happold contacted a particular

researcher's contracts group and notified them of this issue. The contracts group was prompt in its response and notified all its researchers of this requirement and that failure to adhere to it would result in a full stop of data sharing. AOC staff also edited the data agreements with researchers to require that all syntax, data set files, algorithms, etc., must be forwarded to AOC upon request. The agreements also require them to present their findings at court/clerk association meetings if requested. Judge Leach wondered if there will be pushback about proprietary systems, as it is their method for integrating the data pieces that they are collecting from different providers, including AOC. DDA Happold stated that the algorithms they are using are not new, the research should be using established processes to compile their data. It was also discussed how entities that are violating contractual obligations are being dealt with by AOC. Judge Leach asked for a consistent policy dealing with non-compliance, such as warning(s) and follow-up. Ms. Barb Miner commented that WSCCR must also follow these rules as well, especially as WSCCR does not contact the county clerks when compiling its data. DDA Happold was directed to contact WSCCR to convey this concern.

## **7. Education on Expunging and Sealing Cases**

The Board for Judicial Administration's Court Education Committee requested that the DDC present information about both expunging and sealing cases at the fall conference. The seminar is anticipated to be an hour and a half long. Proposed speakers are Judge Leach, Ms. Barb Miner, and DMCMA and DMCJA representatives. Ms. Paulette Revoir and Judge Marinella will contact their associations for a representative. Ms. Revoir was also tasked with determining who among court administrators could speak on the mechanics, rather than authority. Judge Leach asked that DDA Happold start to pull together some materials on sealing and also provide before/after screenshots of sealing cases in the various case management systems. The fall conference will be held in Yakima, Washington in September 2018.

## **8. Other Business**

Judge Leach updated the Committee that he sent a letter in December to Legal Voice regarding VAWA issues.

DDA Happold notified the Committee that some licensees who receive various AOC public index subscriptions are removing sealed cases from their databases and are not reporting the existence of the cases to their subscribers. Licensees stated that their reasons for not reporting is that other states require full removal of sealed cases and they are trying to keep everything the same. This is not in violation of the public index subscription agreements as the contract language requires the display of sealed cases in a specific way if they are being displayed at all. Committee members took issue that the existence of sealed cases is not being shown and stated it was contrary to court rule GR15. The Committee would like to amend the public index subscription agreements to require a disclaimer in the licensee reports that not all information provided by AOC is being made available. DDC members will provide suggested amendment language to DDA Happold for the next meeting.

DDA Happold updated the Committee that she received questions about the JISC data dissemination policy requirements regarding statement of compliance and confidentiality agreements. One question was if the DDC could establish a retention schedule for local courts/clerks to use for the confidentiality agreements. The DDC will not recommend a retention schedule as this needs to be discussed at the local level. Also, several divisions of the Court of Appeals asked if the confidentiality agreements are for the calendar year or within 12 months of

the January signing. The question was raised because legal interns start approximately in August, and it seems redundant to require the interns to sign another one in December/January. It was suggested that the requirement be a 12 month rolling agreement – meaning the agreement has to be signed sometime by the court/clerk user within the January to January deadlines. The DDC agreed with this approach.

Meeting adjourned at 9:45.

DRAFT

**2. Heritage Family  
Law PLLC  
JABS Request**



HERITAGE FAMILY LAW, PLLC.  
11105 NE 14th St Suite A, Vancouver, WA 98684  
Phone: (360) 450-2372

To: Data Dissemination Committee (DDC)  
Attn: Stephanie Happold  
April 15, 2018

Heritage Family Law, PLLC (HFL) hereby officially appeals its request denying access to JABS. We appeal this decision based on the Washington General Rules and need.

### **General Rules**

Washington General Rule 31(D)(1) states that “(t)he public shall have access to all court records except as restricted by federal law, state law...”

### **The Distribution of Court Records Test**

Under section F(1), “A public purpose agency may request court records. . . . In order to grant such requests, the Court or the Administrator for the Courts must: A Consider: (i) the extent to which access will result in efficiencies in the operation of the judiciary; (ii) the extent to which access will fulfill a legislative mandate; (iii) the extent to which access will result in efficiencies in other parts of the justice system; and (iv) the risks created by permitting the access.”

Heritage Family law is a for profit law firm which provides private legal services to individuals. Under Prong (i) & (iii), HFL’s access to JABS would not result in any inefficiencies in the judiciary. HFL, like many family law firms, already receives physical copies of criminal records upon request. Access to JABS would not contribute to judiciary inefficiencies, but would rather alleviate them and create time for court clerks.

Under prongs (ii) & (iv), the release of confidential information is still highly protected and the risk of the spread is negligible, because only HFLs’ attorneys are requesting access to JABS. Washington Attorneys are admitted through the Washington Supreme Court. Attorneys are regulated by Court rules, State rules, and National and Local rules of Professional Conduct (RPCs). Attorneys’ endure a state background checks, which are more in depth than the same state law enforcement officers. Attorneys therefore present less of a risk than court personnel or law enforcement officers. Attorneys would be the exact class the legislature would approve. Highly regulated and duty bound by Washington.

### **Washington Attorneys are officers of the Court**

Gen Rule 31(F)(2) Courts, court employees, clerks and clerk employees, and the Commission on Judicial Conduct may access and use court records only for the purpose of conducting official court business.

As previously stated above, Washington Attorneys are admitted through the Washington Supreme Court. What was not mentioned above is that Attorneys are also the gate keepers. Washington attorneys give the oaths to police officers and court personnel. Washington attorneys also regulate who may have such information. Attorneys therefore work for Washington Courts. This is no clearer than when Attorneys are





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admitted to Washington Bar as Officers of Washington Courts. Attorneys must also abide by court rules and proscribed conduct to Courts. Attorneys thus have an upmost duty to Courts and the information within them.

### **Need**

HFL needs access for public policy reasons. Family law attorney's work in an area of law with significant criminal crossover (I in fact was a criminal defense attorney). These areas cross from contempt of court for back Child Support, suspended licenses for not paying child support, protection Orders, domestic violence restraining orders, Welfare proceedings, child in need of aid cases, criminal records as it pertains to the "best interest of the child," and one of the most important functions, warrant checks (for our clients). *Courts' want family law attorneys to have this information and often encourage it.* This is likely due to the State's placed importance on the "Best interest of the child." The state has an extreme interest in the children of Washington, so Courts' typically provide all criminal background information to attorneys freely upon request. In some cases, court proceedings are delayed until attorneys have reviewed particular information. Cases are then set over or clerks have to take time to print off such records etc. This leads to issues of efficiency and not convenience.

### **Conclusion**

The regulation of confidential information is extremely important to the Washington Legislature & Courts. Rules and mandates are therefore necessary to its protection. Attorneys in general, are the class of individuals which the legislature would deem low risk, given their position within Washington's society. Family Law attorneys specifically provide a more unique need for such confidential information. Given the importance of such information, in proceedings which affect the best interest if the child, access is of the upmost importance. Lack of information directly adversely affects judicial efficiency. HFL's attorneys therefore request access to JABS.

HFL is willing to sign any confidentiality or privacy agreement and additionally is willing to modify any application to conform to DDCs requirements for access.

Respectfully,

Heritage Family Law,

**3. Casanova Powell  
Consulting  
Request Regarding  
Drivers' License  
Numbers**



April 17, 2018

JISC Data Dissemination Committee  
c/o Stephanie Happold  
Data Dissemination Administrator  
Administrative Office of the Courts  
PO Box 41170  
Olympia, WA 98504  
[Stephanie.Happold@courts.wa.gov](mailto:Stephanie.Happold@courts.wa.gov)

Re: Request for access to DWI offender driver license number

Dear Members of the Data Dissemination Committee,

I am the Principal of Casanova Powell Consulting (CPC), an independent traffic safety consulting firm. I have worked in the field of traffic safety for over 20 years. I previously worked for the Traffic Injury Research Foundation, USA, and Preusser Research Group, where I have conducted several impaired-driving research studies including studies in Washington State. Specifically, I was contracted by the Insurance Institute for Highway Safety (IIHS) to conduct a study looking at several outcomes that may influence recidivism rates of alcohol-ignition interlock offenders. For these studies, court data from the Washington Administrative Office of the Courts (AOC) was used and analyzed to determine these outcomes. These studies, among other interlock research, have found that interlocks reduce recidivism, and may have long term effects on changing impaired driving behavior, especially when the interlock is used in conjunction with treatment and other monitoring efforts. However, there is a large population of interlock offenders that never install an interlock, or do not respond successfully to the interlock program. Often these offenders either continue to drive unlicensed or continue to violate while the interlock is installed resulting in an unsuccessful completion of the interlock term. These DWI offenders are more likely to recidivate and continue to be an imminent public safety hazard on our roadways.

I have been highly published in this area and continue to work on efforts to reduce impaired-driving crashes, serious injuries, and fatalities. I am currently working with ignition interlock manufacturers, using their data in conjunction with state arrest and conviction data to build on this research, to identify specific cohorts of offenders, including those who recidivate versus those who do not. For those offenders that do recidivate, we are looking to identify characteristics to determine influences on why these offenders recidivate, as well as the length of time it takes for each demographically isolated cohort to recidivate, in addition other potential influences on recidivism.

Casanova Powell Consulting (CPC)  
Traffic Safety Program Design and Implementation, Evaluation, and Research

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We have selected Washington State as one of several states to be included in this study because of Washington's strong ignition interlock law and effective monitoring program. The results of this study will be used to inform current ignition interlock programs to create strategies to increase ignition interlock participation, and further reduce recidivism among these particular cohorts of DWI offenders. We are requesting this information from the AOC because it is understood that records maintained by the AOC are more comprehensive than conviction data. Accessing these records to be matched to manufacturer data will give us a richer picture of the study participants' drinking behavior.

In order to accomplish our objectives, we do not need access to AOC's entire database of defendant case histories. Rather, we are seeking DWI offender case histories only for identified individuals, all of whom are customers of the participating interlock manufacturers. The manufacturers have strict privacy and security measures in place to protect the information of their customers as well as their proprietary information. These security measures are available upon request. For our data request, we will be providing driver license numbers of those DWI offenders who have installed an ignition interlock. We are requesting court conviction data for these offenders to include the number of prior and subsequent arrests for these offenders. For matching purposes, we are respectfully requesting that the driver license number be included with the DWI offender court information we are requesting. The driver license number will be used to match the court data to the manufacturer data to identify trends within the various DWI offender cohorts.

If it would reduce the burden on AOC personnel, we would be happy to partner with agencies that have access to this data already, as long as we can do so in a way that protects the individuals' privacy. We would be happy to discuss this request further or to refine it as necessary to minimize the burden on your agency. Thank you for your consideration of this request.

I respectfully request that this committee authorize the AOC to include the driver license number of particular interlock offenders among the data disseminated for our request. I would be pleased to answer any questions the Data Dissemination Committee may have regarding this request. I look forward to working with you on this important project.

Sincerely,

A handwritten signature in black ink that reads 'Tara Casanova Powell'. The signature is written in a cursive, flowing style.

Tara Casanova Powell  
Principal

Casanova Powell Consulting (CPC)  
Traffic Safety Program Design and Implementation, Evaluation, and Research

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**5. Judgment search  
webpage and  
JIS LINK printing**



**April 27, 2018**

**TO:** JISC Data Dissemination Committee

**FROM:** Stephanie Happold, AOC Data Dissemination Administrator

**RE:** Allowing prosecutors and public defenders to print JIS reports using their JIS LINK RACFID

The Data Dissemination Committee directed AOC staff to provide a way for prosecutors and public defenders to use their JIS-LINK RACFID to print JIS reports from a designated court's JIS Print Menu. AOC staff believe this may be accomplished by providing JIS-LINK users different levels of access to specific JIS print domain menus and print domain commands, as determined by each court.

A court may allow the following access in specific JIS print domains for the approved JIS-LINK users:

1. JIS-LINK Users may/may not access specific court print domains
2. JIS-LINK Users may/may not use the PRINT command in the court's print domain
3. JIS-LINK Users may/may not print to a court printer from their LINK print domain

### **Reasons for Each Option**

1. JIS-LINK Users may/may not access specific court print domains.  
Reasons to allow: Less work for the court – they do not have to copy reports to LINK print domain and LINK users can print their own reports.  
Reasons not to allow: Confidentiality - Courts may not want JIS-LINK users to view other documents in their print domain.
2. JIS-LINK Users may/may not use the PRINT command in the court's print domain.  
Note: Once the report is printed, the status changes and the report disappears from the print domain the next day.  
Reasons to allow: If the report isn't printed it remains for 30 days and the domain gets "cluttered" with all of the reports.  
Reasons not to allow: If LINK user prints a report a court user requested, it disappears and is not available for the court user.
3. JIS-LINK Users may/may not print to a court printer from their LINK print domain.  
Reasons to allow: Some LINK users are housed very close to the courts, and the courts want to provide those users print access on the court's printers.

Reasons not to allow: Some courts do not want LINK users printing to their court printers.

This is a sample print domain named DISC. Notice the PRINT command and the Status of READY

```
JXM001 PRINT MENU (DISC) NEW DEVELOPMENT NDEVKLS 1 OF 1
? █ 04/19/2018 3:08 PM
PRINT DISPLAY DELETE ALIGN READY INTERRUPT RESUME DOMAIN REROUTE CLASS TRANSFER
= =====REPORT NAME===== C ==DATE== TIME= PAGES ==STATUS===
SUMMONS/SUBPOENA NOTICE SUM/SUBP CONTRL A 03-22-18 16:08 1 Ready
COLLECTION AGENT REPORT CONTROL A 04-04-18 12:28 1 Ready
COLLECTION AGENT REPORT CONTROL A 04-04-18 13:26 2 Ready
COLLECTION AGENT REPORT ACTIVITY A 04-04-18 13:26 1145 Ready
COLLECTION AGENT REPORT CONTROL A 04-11-18 12:24 1 Ready
COLLECTION AGENT REPORT CONTROL A 04-11-18 13:21 2 Ready
COLLECTION AGENT REPORT DETAIL A 04-11-18 13:21 105 Ready
SUMMONS/SUBPOENA NOTICE SUM/SUBP CONTRL A 04-12-18 16:24 1 Ready
CASE SETTING NOTICE CASE SET CONTRL A 04-12-18 16:26 3 Ready
SUMMONS/SUBPOENA NOTICE SUM/SUBP CONTRL A 04-12-18 16:32 1 Ready
----- END OF MENU -----
```

Enter the copy command and the print domain it will be copied to, and the report stays in this domain with a status of READY, but is also now available in the new domain.

```
JXM001 PRINT MENU (DISC) NEW DEVELOPMENT NDEVKLS 1 OF 1
? █ copy disx 04/19/2018 3:12 PM
PRINT DISPLAY DELETE ALIGN READY INTERRUPT RESUME DOMAIN REROUTE CLASS TRANSFER
= =====REPORT NAME===== C ==DATE== TIME= PAGES ==STATUS===
x █ SUMMONS/SUBPOENA NOTICE SUM/SUBP CONTRL A 03-22-18 16:08 1 Ready
█ COLLECTION AGENT REPORT CONTROL A 04-04-18 12:28 1 Ready
COLLECTION AGENT REPORT CONTROL A 04-04-18 13:26 2 Ready
COLLECTION AGENT REPORT ACTIVITY A 04-04-18 13:26 1145 Ready
COLLECTION AGENT REPORT CONTROL A 04-11-18 12:24 1 Ready
COLLECTION AGENT REPORT CONTROL A 04-11-18 13:21 2 Ready
COLLECTION AGENT REPORT DETAIL A 04-11-18 13:21 105 Ready
SUMMONS/SUBPOENA NOTICE SUM/SUBP CONTRL A 04-12-18 16:24 1 Ready
CASE SETTING NOTICE CASE SET CONTRL A 04-12-18 16:26 3 Ready
SUMMONS/SUBPOENA NOTICE SUM/SUBP CONTRL A 04-12-18 16:32 1 Ready
----- END OF MENU -----
```

```
JXM001 PRINT MENU (DISX) NEW DEVELOPMENT NDEVKLS 1 OF 1
? █ 04/19/2018 3:13 PM
PRINT DISPLAY DELETE ALIGN READY INTERRUPT RESUME DOMAIN REROUTE CLASS TRANSFER
= =====REPORT NAME===== C ==DATE== TIME= PAGES ==STATUS===
SUMMONS/SUBPOENA NOTICE SUM/SUBP CONTRL A 03-22-18 16:08 1 Ready
----- END OF MENU -----
```

**8. Education on  
Expunging and  
Sealing Cases**



# Notes for Sealing & Expunging Seminar

## Sealing:

There is a difference between sealing decisions made by your **court order vs. statutes** and court rules that protect records by category.

Statutes categorically protect: Dependency, Termination, Becca, ITA, Parentage, Adoption cases, which are case types 5, 6, and 7. Statutes specify who has access.

GR 22 categorically protects certain documents filed in Family Law and Guardianship cases. The rule dictates who has access to these documents.

Clear orders that don't necessitate discretion or interpretation on the part of court/county clerk staff is the most desirable situation.

## GR 15 – Destruction, Sealing & Redaction of Court Records

### **Best Practices:**

- 1) King County practice: per GR 15, a motion or order to delete, purge, remove, excise, or erase or redact shall be treated as a motion to seal.
- 2) Orders to Seal should not be included in any other order, they must be standalone orders, appropriately captioned "Order to Seal." Pursuant to the rule, orders to seal are public. The Clerk asks parties to avoid combining Motion and Order to Seal, unless it is intended for the motion to also be public.
- 3) The Clerk cannot seal partial documents. Orders to Seal "Attached Documents" are not compatible with the rule and lead to problems with the record – the order sealing cannot be sealed. Likely, the redaction process described in GR 15 will accomplish the intent.
- 4) If order is to seal documents, each document caption, date filed and document sub number should be included in the order.
- 5) If the Order to Seal is sealing "all documents listed on attached page," best practice is to please initial the separate page, so that we know it has been appropriately ordered
- 6) Per GR 15: "a court record shall not be sealed...when redaction will adequately resolve the issues..."
  - a. The redacted copy shall be provided by the moving party.
  - b. The original un-redacted court record shall be sealed & not returned to the parties.
  - c. The redacted copy must be the entire original document, not selected pages.
  - d. Documents in the file that are to be sealed due to a redacting order need to be clearly identified in the order by date filed, document title and sub number.
  - e. Caption of the redacted version should include additional language of "Redacted copy pursuant to (date) order.
- 7) GR 15 dictates that index information is to remain for sealed documents/files. Avoid language that conflicts with this provision. The existence of the record is public.

a. *The existence of a court file sealed in its entirety, unless protected by statute, is available for viewing by the public on court indices. Information is limited to case number, names of the parties, the notation "Case Sealed," the case type and cause of action in civil cases and the charge in the criminal cases, except where the conviction has been vacated.*

- 8) Access to records: The Order to Seal should list, specifically, who gets access to the sealed document/file. Names to be used whenever possible; avoid using categories or groups. Otherwise, the Clerk will require an Order to Access.
- 9) When the Clerk's Office receives sealing orders for specific periods of time, a procedure is in place to track the expiration date and remove the seal.

## **GR 22 – Access to Family Law & Guardianship Court Records**

### **Relative to Sealing:**

- 1) Sealed cover sheet permitted only for financial source documents, personal health care records & confidential reports.
- 2) The Clerk's Office is not policing the cover sheet for use, except for wrong case type use.
- 3) Parties are to follow the rules and challenge the coversheet use in court, if inappropriate.
- 4) If parties file docs without the GR 22 coversheet, the document will not be sealed. If they pursue an order to seal docs covered by GR 22, likely the Court need not perform Ishikawa analysis.

## **GR 31 – Access to Court Records**

### **Relative to the Sealing (SSN's, finance account & Driver's License #'s)**

- 1) The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Court or the Clerk will not review pleadings for compliance. If filed without redaction, the opposing party or identified person can move the Court for redaction.

### **Additional Notes:**

**Orders to Vacate:** Per GR 15, orders to vacate do not automatically seal anything. If sealing is the desired outcome, two different orders should be presented and approved.

**FTR Recordings:** To seal the FTR record, the order must list the courtroom number, date and start/stop times of the recording to be sealed.

**Local Court Rules:** What do they say?

# **EXPUNGING**

**Orders to Destroy/Expunge:** Per GR 15 - *The court shall not order the destruction of any court record unless expressly permitted by statute.* The only statute that currently exists is related to offender cases that are filed and then deferred, when no other case history exists.

**Juvenile offender cases:** Can be destroyed pursuant to RCW 13.50.270

**Retention Schedule:** CLJs have JIS retention schedule. Provide copy.

**Law enforcement records:** Law enforcement criminal records can be destroyed pursuant to RCW 10.97.060. Does not apply to court records. Show example of orders that are being signed.

JIS provides the ability to apply a “Limited” or “Full” seal. Odyssey only allows “Sealed”.

1. Information about sealed JIS cases is located [here](#).
2. When cases are replicated from Odyssey to SCOMIS, they are treated as “full” sealed cases.

Examples of the ICH screen in JIS and JABS, as viewed by a local and cross court user, are displayed below.

- [JIS: CLJ Case before and after sealing](#)
- [SCOMIS: adult case before and after sealing](#)
- [SCOMIS: juvenile case before and after sealing](#)
- [Odyssey: adult case before and after sealing](#)
- [Odyssey: juvenile case before and after sealing](#).

**Three CLJ cases with identical charges, Finding/Judgment, Warrant, and FTA codes:**

- Test00011 – unsealed
- Test00012 – limited seal
- Test00013 – full seal

Signed on to the “home court” as a user with update access to the SLCS command, viewing cases in “home” court:

1. ICH for full sealed case displays:

```
D1566F Insufficient security clearance for this case
DM1000MX JIS Main Menu (MAM)          CHENEY MUNI  DVOI
ICH_ Case: TEST00013  ___  Csh:      Pty:  ___  StII
      Name:  _____ NmCd:  ___
-----Sign On-----
Court: CYM  User ID: AC KXX  Password:
--
So  DG0101MX Sealed Material
    TEST00013 CEP CT  IS SEALED - AUTHORIZATION
                                   REQUIRED
```

Case TEST00013 CEP CT is a sealed case.  
You do not have authority to view information about this case.  
  
Press Continue.

2. ICH command for Test00012 – limited seal displays:  
 JIS - Same message as above but when I click enter again the ICH screen below appears  
 JABS - the JABS ICH screen below appears without a warning

3. ICH by name or by case Test00011 – unsealed displays:

```

D0091I Top of list                                     DN2000SX
                                                    04/09/18 09:40:39
DN2003MI Individual Case History (ICH)   CHENEY MUNI DVOL   KXX 1 of 1
Case: TEST00012 CEP CT   Csh:   Pty: DEF 1   StId:   _____
Name: DATA, DISSEMINATION TEST SENIOR_ NmCd: IN 397 64005
CONFIDENTIAL--NOT FOR RELEASE
True Name: DATA, DISSEMINATION TEST SENIOR IN 397 64005           3 Cases
AKA's:
Print: N
S N Pty Case          LEA Ty Crt   Date   Short Title          DV Jg CD W F O
-----
**Seal Bgn**
- --- TEST00013 CEP CT CYM --/--/-- DUI          - - - - -
- DEF TEST00012 CEP CT CYM 04/01/18 DUI          N G   I O
**Seal End**
- DEF TEST00011 CEP CT CYM 04/01/18 DUI          N G   I O

```

Logon		Confidential--Not for Release										Individual Case History									
		Search										Logoff   Change Role/Court   Help									
		True Name: DATA, DISSEMINATION TEST SENIOR										3 Cases									
AKA	Party	CaseNumber	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL							
*** Start of Sealed Cases ***																					
		TEST00013	CEP CT	CYM --/--/--	DUI	-	-	-	-	-	-	-	-	-							
	DEF	TEST00012	CEP CT	CYM 04/01/2018	DUI	N	G				I	O									
*** End of Sealed Cases ***																					
	DEF	TEST00011	CEP CT	CYM 04/01/2018	DUI	N	G				I	O									

Signed on as cross court user:

1. ICH by name displays:

```

D0092I Bottom of list                                     DN2000SX
                                                    04/09/18 09:46:34
DN2003MI Individual Case History (ICH)   MEDICAL LAKE DVOL   KXX 1 of 1
CDK_ Case: _____ Csh:   Pty: _____ StId:   _____
Name: DATA, DISSEMINATION TEST SENIOR_ NmCd: IN 397 64005
CONFIDENTIAL--NOT FOR RELEASE
True Name: DATA, DISSEMINATION TEST SENIOR IN 397 64005           3 Cases
AKA's:
Print: N
S N Pty Case          LEA Ty Crt   Date   Short Title          DV Jg CD W F O
-----
**Seal Bgn**
- --- TEST00013 CEP CT CYM --/--/-- DUI          - - - - -
X --- TEST00012 CEP CT CYM --/--/-- DUI          - - - - -
**Seal End**
- DEF TEST00011 CEP CT CYM 04/01/18 DUI          N G   I O

```

Logon		Search		Person Search Results		Individual Case History									
True Name: DATA, DISSEMINATION TEST SENIOR						3 Cases				<a href="#">ICH</a>		<a href="#">DCH</a>		<a href="#">PDCH</a>	
AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL	
*** Start of Sealed Cases ***															
=		TEST00013	CEP	CT	CYM --/--/----	DUI	-	-	-	-	-	-	-	-	
=		TEST00012	CEP	CT	CYM --/--/----	DUI	-	-	-	-	-	-	-	-	
*** End of Sealed Cases ***															
DEF		TEST00011	CEP	CT	CYM 04/01/2018	DUI	N	G				I	O		

2. ICH by unsealed case # displays:

```

DN2003MI Individual Case History (ICH) CHENEY MUNI DVOL KXX 1 of 1
Case: TEST00011 CEP CT Csh: AKA: DEF 1 StId:
Name: DATA, DISSEMINATION TEST SENIOR NmCd: IN 397 64005
CONFIDENTIAL--NOT FOR RELEASE More>
True Name: DATA, DISSEMINATION TEST SENIOR IN 397 64005 3 Cases
AKA's:
Print: N
--- Status ---
S N Pty Case LEA Ty Crt Date Short Title DV Jg CD W F O
-----
**Seal Bgn**
--- TEST00013 CEP CT CYM --/--/-- DUI - - - - -
DEF TEST00012 CEP CT CYM 04/01/18 DUI N G I O
**Seal End**
DEF TEST00011 CEP CT CYM 04/01/18 DUI N G I O
  
```

Logon		Search		Person Search Results		Individual Case History									
True Name: DATA, DISSEMINATION TEST SENIOR						3 Cases				<a href="#">ICH</a>		<a href="#">DCH</a>		<a href="#">PDCH</a>	
AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL	
*** Start of Sealed Cases ***															
=		TEST00013	CEP	CT	CYM --/--/----	DUI	-	-	-	-	-	-	-	-	
=		TEST00012	CEP	CT	CYM --/--/----	DUI	-	-	-	-	-	-	-	-	
*** End of Sealed Cases ***															
DEF		TEST00011	CEP	CT	CYM 04/01/2018	DUI	N	G				I	O		

3. ICH by either of the sealed case numbers displays insufficient security clearance message in both JIS and JABS

**Three SCOMIS-Adult cases with identical charges, Finding/Judgment, orders:**

- 20-1-00001-1– unsealed
- 20-1-00002-9– limited seal
- 20-1-00004-5 – full seal

Signed on to the “home court” as a user with update access to the SLCS command, viewing cases in “home” court:

1. ICH command for 20-1-00004-5 – full seal displays:

```
DG0101MX sealed Material
20-1-00004-5 S1 IS SEALED - AUTHORIZATION
                      REQUIRED
```

Case 20-1-00004-5 is a sealed case.  
 You do not have authority to view information about this case.  
 Press Continue.

2. ICH command for 20-1-00002-9– limited seal displays:

JIS - Same message as above but when I click enter again the ICH screen below appears  
 JABS - the JABS ICH screen below appears without a warning

3. ICH by name or by case # 20-1-00001-1 – unsealed displays:

```
D0091I Top of list
DN2003MI Individual Case History (ICH) PIERCE CO SUP DVOL 04/11/18 13:19:23 DN2000SX
Case: _____ Csh: _____ Pty: _____ Stid: _____ KXX 1 of 1
Name: TEST, SUPERIOR DDC NmCd: IN 687 27386
CONFIDENTIAL--NOT FOR RELEASE More>
True Name: TEST, SUPERIOR DDC IN 687 27386 3 Cases
AKA's:
Print: N
--- Status ---
S N Pty Case LEA Ty Crt Date Short Title DV Jg CD W F O
-----
**Seal Bgn**
--- 20-1-00004-5 S1 S27 --/--/-- ASSAULT 3RD DEGREE - - - - -
DEF 20-1-00002-9 S1 S27 01/01/18 ASSAULT 3RD DEGREE Y G A
**Seal End**
DEF 20-1-00001-1 S1 S27 04/01/18 ASSAULT 3RD DEGREE Y G A
```

True Name: TEST, SUPERIOR DDC						3 Cases				ICH	DCH	PDCH		
AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
*** Start of Sealed Cases ***														
		20-1-00004-5	S27	--/--/--	ASSAULT 3RD DEGREE	-	-	-	-	-	-	-	-	-
	DEF	20-1-00002-9	S27	01/01/2018	ASSAULT 3RD DEGREE	Y	G			A				
*** End of Sealed Cases ***														
	DEF	20-1-00001-1	S27	04/01/2018	ASSAULT 3RD DEGREE	Y	G			A				

Signed on as cross court user:

1. ICH by name displays:

```

DN2003MI Individual Case History (ICH)          CHENEY MUNI DVOL      KXX 1 of 1
Case: _____ Csh: _____ Pty: _____ StId: _____
Name: TEST, SUPERIOR DDC                      NmCd: IN 687 27386
CONFIDENTIAL--NOT FOR RELEASE
True Name: TEST, SUPERIOR DDC                  IN 687 27386          3 Cases
AKA's:
Print: N
S N Pty Case      LEA Ty Crt   Date   Short Title      --- Status ---
DV Jg CD W F O
-----
**Seal Bgn**
- --- 20-1-00004-5  S1 S27 --/--/-- ASSAULT 3RD DEGREE  - - - - -
- --- 20-1-00002-9  S1 S27 --/--/-- ASSAULT 3RD DEGREE  - - - - -
**Seal End**
- DEF 20-1-00001-1  S1 S27 04/01/18 ASSAULT 3RD DEGREE  Y G          A
  
```

True Name:		TEST, SUPERIOR DDC		3 Cases		<a href="#">ICH</a>	<a href="#">DCH</a>	<a href="#">PDCH</a>						
AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
*** Start of Sealed Cases ***														
=		20-1-00004-5	S27	--/--/--	ASSAULT 3RD DEGREE	-	-	-	-	-	-	-	-	-
=		20-1-00002-9	S27	--/--/--	ASSAULT 3RD DEGREE	-	-	-	-	-	-	-	-	-
*** End of Sealed Cases ***														
	DEF	20-1-00001-1	S27	04/01/2018	ASSAULT 3RD DEGREE	Y	G							A

2. ICH by unsealed case # displays:

```

DN2003MI Individual Case History (ICH)          PIERCE CO SUP DVOL      KXX 1 of 1
Case: 201000011 S1 Csh: _____ Pty: DEF 1 StId: _____
Name: TEST, SUPERIOR DDC                      NmCd: IN 687 27386
CONFIDENTIAL--NOT FOR RELEASE
True Name: TEST, SUPERIOR DDC                  IN 687 27386          3 Cases
AKA's:
Print: N
S N Pty Case      LEA Ty Crt   Date   Short Title      --- Status ---
DV Jg CD W F O
-----
**Seal Bgn**
- --- 20-1-00004-5  S1 S27 --/--/-- ASSAULT 3RD DEGREE  - - - - -
- DEF 20-1-00002-9  S1 S27 01/01/18 ASSAULT 3RD DEGREE  Y G          A
**Seal End**
- DEF 20-1-00001-1  S1 S27 04/01/18 ASSAULT 3RD DEGREE  Y G          A
  
```

True Name:		TEST, SUPERIOR DDC		3 Cases		<a href="#">ICH</a>	<a href="#">DCH</a>	<a href="#">PDCH</a>						
AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
*** Start of Sealed Cases ***														
=		20-1-00004-5	S27	--/--/--	ASSAULT 3RD DEGREE	-	-	-	-	-	-	-	-	-
=		20-1-00002-9	S27	--/--/--	ASSAULT 3RD DEGREE	-	-	-	-	-	-	-	-	-
*** End of Sealed Cases ***														
	DEF	20-1-00001-1	S27	04/01/2018	ASSAULT 3RD DEGREE	Y	G							A

3. ICH by either of the sealed case numbers displays insufficient security clearance message

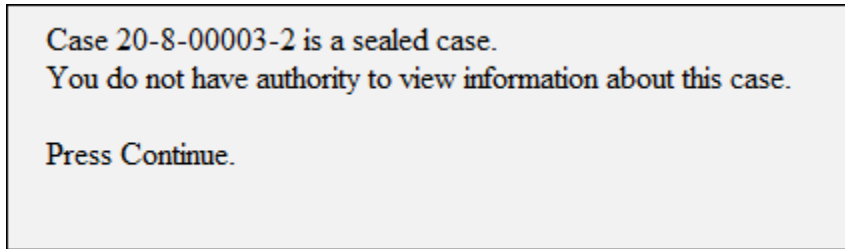
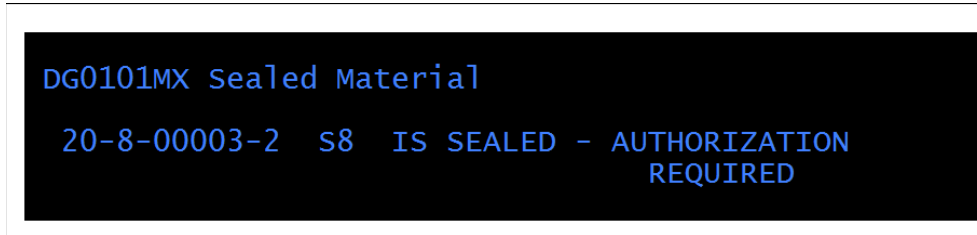


**Three SCOMIS-Juvenile cases with identical charges, Finding/Judgment, orders:**

- 20-8-00001-6 – unsealed
- 20-8-00002-4 – limited seal
- 20-8-00003-2 – full seal

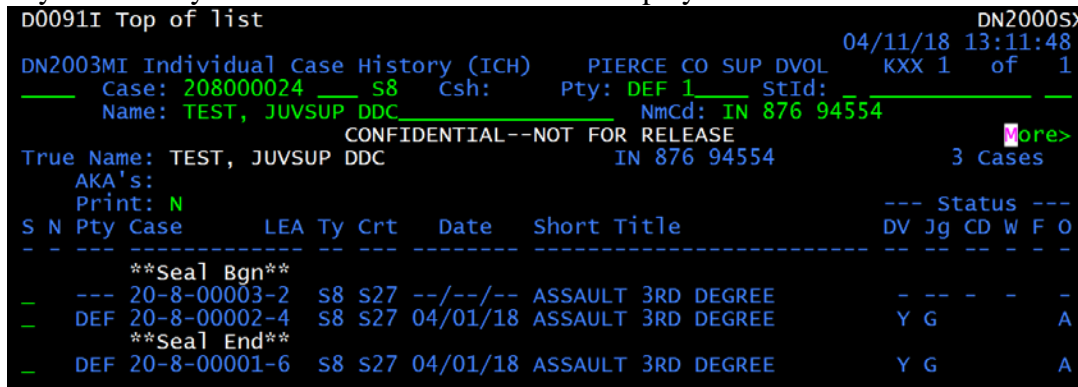
Signed on to the “home court” as a user with update access to the SLCS command, viewing cases in “home” court:

1. ICH for 20-8-00003-2 – full seal displays:



2. ICH command for 20-8-00002-4 – limited seal displays:  
JIS - Same message as above but when I click enter again the ICH screen below appears  
JABS - the JABS ICH screen below appears without a warning

3. ICH by name or by case 20-8-00001-6 – unsealed displays:



AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
True Name: TEST, JUVSUP DDC														
3 Cases														
*** Start of Sealed Cases ***														
		20-8-00003-2	S27	--/--/---	ASSAULT 3RD DEGREE	-	-	-	-	-	-	-	-	-
	DEF	20-8-00002-4	S27	04/01/2018	ASSAULT 3RD DEGREE	Y	G			A				
*** End of Sealed Cases ***														
	DEF	20-8-00001-6	S27	04/01/2018	ASSAULT 3RD DEGREE	Y	G			A				

Signed on as cross court user:

1. ICH by name displays:

```

D0091I Top of list
DN2003MI Individual Case History (ICH) CHENEY MUNI DVOL 04/11/18 12:59:48
Case: Case: Csh: Pty: StId: KXX 1 of 1
Name: TEST, JUVSUP DDC NmCd: IN 876 94554
CONFIDENTIAL--NOT FOR RELEASE More>
True Name: TEST, JUVSUP DDC IN 876 94554 3 Cases
AKA's:
Print: N
S N Pty Case LEA Ty Crt Date Short Title DV Jg CD W F O
--- Seal Bgn---
--- 20-8-00003-2 S8 S27 --/--/-- ASSAULT 3RD DEGREE - - - - -
--- 20-8-00002-4 S8 S27 --/--/-- ASSAULT 3RD DEGREE - - - - -
--- Seal End---
DEF 20-8-00001-6 S8 S27 04/01/18 ASSAULT 3RD DEGREE Y G A

```

AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
*** Start of Sealed Cases ***														
		20-8-00003-2	S27	--/--/---	ASSAULT 3RD DEGREE	-	-	-	-	-	-	-	-	-
		20-8-00002-4	S27	--/--/---	ASSAULT 3RD DEGREE	-	-	-	-	-	-	-	-	-
*** End of Sealed Cases ***														
	DEF	20-8-00001-6	S27	04/01/2018	ASSAULT 3RD DEGREE	Y	G			A				

2. ICH by unsealed case # displays:

```

DN2003MI Individual Case History (ICH) PIERCE CO SUP DVOL KXX 1 of 1
Case: 208000016 S8 Csh: Pty: DEF 1 StId:
Name: TEST, JUVSUP DDC NmCd: IN 876 94554
CONFIDENTIAL--NOT FOR RELEASE More>
True Name: TEST, JUVSUP DDC IN 876 94554 3 Cases
AKA's:
Print: N
S N Pty Case LEA Ty Crt Date Short Title DV Jg CD W F O
--- Seal Bgn---
DEF 20-8-00003-2 S8 S27 --/--/-- ASSAULT 3RD DEGREE - - - - -
DEF 20-8-00002-4 S8 S27 04/01/18 ASSAULT 3RD DEGREE Y G A
--- Seal End---
DEF 20-8-00001-6 S8 S27 04/01/18 ASSAULT 3RD DEGREE Y G A

```

AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
*** Start of Sealed Cases ***														
		20-8-00003-2	S27	--/--/---	ASSAULT 3RD DEGREE	-	-	-	-	-	-	-	-	-
		20-8-00002-4	S27	--/--/---	ASSAULT 3RD DEGREE	-	-	-	-	-	-	-	-	-
*** End of Sealed Cases ***														
	DEF	20-8-00001-6	S27	04/01/2018	ASSAULT 3RD DEGREE	Y	G			A				

3. ICH by either of the sealed cases displays insufficient security clearance message

**Two Odyssey-Adult cases with identical charges, Finding/Judgment, orders:**

- 18-1-00031-2– unsealed
- 18-1-00032-1 – sealed

Signed on as a user with access to update the SLCS command, cases in “home” court:

1. ICH command for 18-1-00032-1 – sealed displays:

```

DG0101MX Sealed Material

18-1-00032-1 S1 IS SEALED - AUTHORIZATION
                                REQUIRED
    
```

Case 18-1-00032-34 is a sealed case.  
 You do not have authority to view information about this case.  
 Press Continue.

2. ICH by name or by case # 18-1-00031-2 – unsealed displays:

```

D0091I Top of list
DN2003MI Individual Case History (ICH) THURSTON SUP DVOL 04/11/18 13:48:46
Name: TEST, ODY DDC Csh: Pty: NmCd: IN 789 97147 StId: KXX 1 of 1
CONFIDENTIAL--NOT FOR RELEASE More>
True Name: TEST, ODY DDC IN 789 97147 2 Cases
AKA's:
Print: N
S N Pty Case LEA Ty Crt Date Short Title DV Jg CD W F O
--- Seal Bgn---
- --- 18-1-00032-1 S1 S34 --/--/-- ASSAULT 3RD DEGREE - - - - -
--- Seal End---
- DEF 18-1-00031-2 S1 S34 04/01/18 ASSAULT 3RD DEGREE N G I A
    
```

AKA Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
True Name: TEST, ODY DDC 2 Cases <a href="#">ICH</a> <a href="#">DCH</a> <a href="#">PDCH</a>													
*** Start of Sealed Cases ***													
*	18-1-00032-34	S34	--/--/--	Assault 3rd Degree	-	-	-	-	-	-	-	-	-
*** End of Sealed Cases ***													
*	WIPDEF 18-1-00031-34	S34	04/01/2018	Assault 3rd Degree	N	G	A	WAR	BOI				

Signed on as cross court user:

1. ICH by name displays:

```

D0091I Top of list
DN2003MI Individual Case History (ICH) THURSTON SUP DVOL 04/11/18 13:48:46
Case: _____ Csh: _____ Pty: _____ StId: _____
Name: TEST, ODY DDC NmCd: IN 789 97147
CONFIDENTIAL--NOT FOR RELEASE
True Name: TEST, ODY DDC IN 789 97147 2 Cases
AKA's:
Print: N
S N Pty Case LEA Ty Crt Date Short Title DV Jg CD W F O
--- Status ---
**Seal Bgn**
--- 18-1-00032-1 S1 S34 --/--/-- ASSAULT 3RD DEGREE - - - - -
**Seal End**
DEF 18-1-00031-2 S1 S34 04/01/18 ASSAULT 3RD DEGREE N G I A

```

True Name:		TEST, ODY DDC		2 Cases		<a href="#">ICH</a>	<a href="#">DCH</a>	<a href="#">PDCH</a>						
AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
*** Start of Sealed Cases ***														
*	=	18-1-00032-34	S34	--/--/--	Assault 3rd Degree	-	-	-	-	-	-	-	-	-
*** End of Sealed Cases ***														
*	WIPDEF	18-1-00031-34	S34	04/01/2018	Assault 3rd Degree	N	G	A	WAR	BOI				

2. ICH by unsealed case # displays

```

DN2003MI Individual Case History (ICH) THURSTON SUP DVOL KXX 1 of 1
Case: 181000312 S1 Csh: _____ Pty: DEF 1 StId: _____
Name: TEST, ODY DDC NmCd: IN 789 97147
CONFIDENTIAL--NOT FOR RELEASE
True Name: TEST, ODY DDC IN 789 97147 2 Cases
AKA's:
Print: N
S N Pty Case LEA Ty Crt Date Short Title DV Jg CD W F O
--- Status ---
**Seal Bgn**
--- 18-1-00032-1 S1 S34 --/--/-- ASSAULT 3RD DEGREE - - - - -
**Seal End**
DEF 18-1-00031-2 S1 S34 04/01/18 ASSAULT 3RD DEGREE N G I A

```

True Name:		TEST, ODY DDC		2 Cases		<a href="#">ICH</a>	<a href="#">DCH</a>	<a href="#">PDCH</a>						
AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
*** Start of Sealed Cases ***														
*	=	18-1-00032-34	S34	--/--/--	Assault 3rd Degree	-	-	-	-	-	-	-	-	-
*** End of Sealed Cases ***														
*	WIPDEF	18-1-00031-34	S34	04/01/2018	Assault 3rd Degree	N	G	A	WAR	BOI				

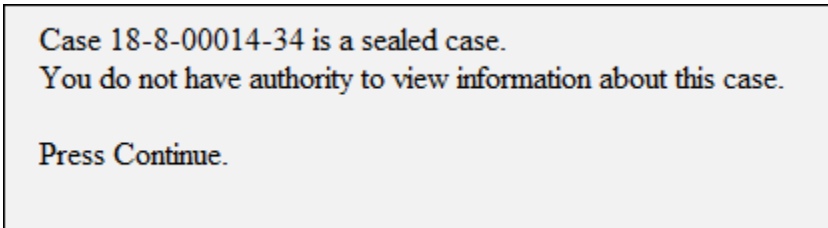
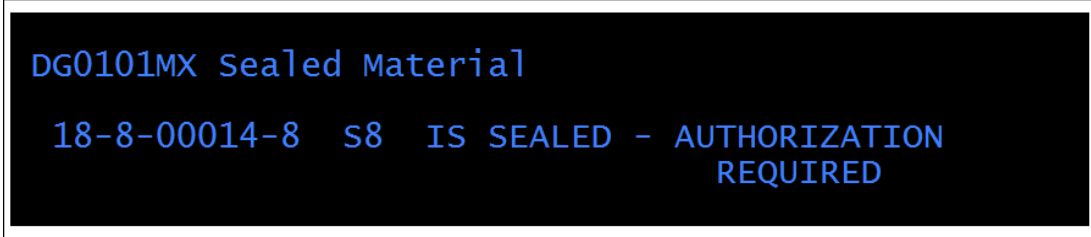
3. ICH by sealed cases displays insufficient security clearance message

**Two Odyssey-Juvenile cases with identical charges, Finding/Judgment, orders:**

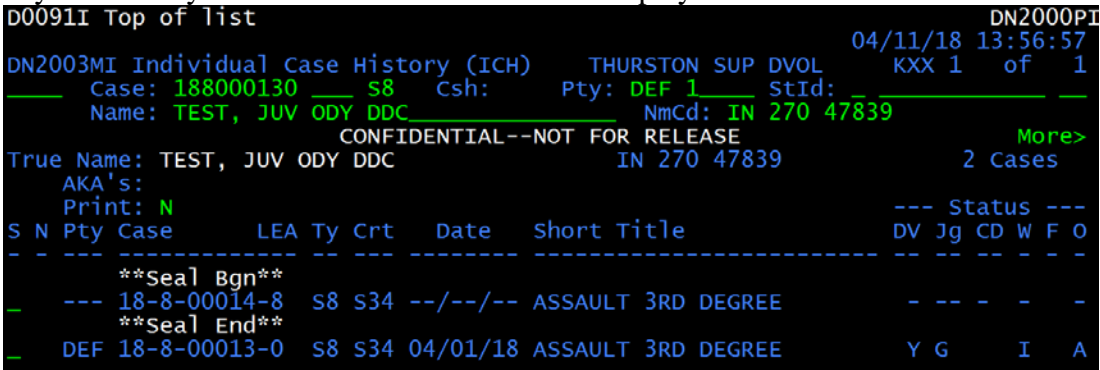
- 18-8-00013-0– unsealed
- 18-8-00014-8 – sealed

Signed on to the “home court” as a user with update access to the SLCS command, viewing cases in “home” court:

1. ICH for 18-8-00014-8 – sealed displays:



2. ICH by name or by case 18-8-00013-0 – unsealed displays:



AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
*** Start of Sealed Cases ***														
*		18-8-00014-34	S34	--/--/--	Assault 3rd Degree									
Domestic Violence Definition														
*** End of Sealed Cases ***														
*	WIPRSPJ	18-8-00013-34	S34	04/01/2018	Assault 3rd Degree	Y	G		A	WAR	BOI			
Domestic Violence Definition														

Signed on as cross court user:

1. ICH by name displays:

```

DN2003MI Individual Case History (ICH)      THURSTON SUP DVOL      KXX 1 of 1
Case: _____ Csh: _____ Pty: _____ StId: _____
Name: TEST, JUV ODY DDC                    NmCd: IN 270 47839
CONFIDENTIAL--NOT FOR RELEASE
True Name: TEST, JUV ODY DDC                IN 270 47839      2 Cases
AKA's:
Print: N
S N Pty Case      LEA Ty Crt   Date   Short Title      --- Status ---
-----
**Seal Bgn**
--- 18-8-00014-8  S8 S34 --/--/-- ASSAULT 3RD DEGREE  - - - - -
**Seal End**
DEF 18-8-00013-0  S8 S34 04/01/18 ASSAULT 3RD DEGREE  Y G   I   A

```

True Name: TEST, JUV ODY DDC		2 Cases		<a href="#">ICH</a>	<a href="#">DCH</a>	<a href="#">PDCH</a>
AKA	Party	Case Number	Crt	Date	Short Title	DV Jg DR O CD W F C BAL
*** Start of Sealed Cases ***						
*	=	18-8-00014-34	S34	--/--/--	Assault 3rd Degree	- - - - -
Domestic Violence Definition						
*** End of Sealed Cases ***						
*	<a href="#">WIPRSPJ</a>	18-8-00013-34	S34	04/01/2018	Assault 3rd Degree	Y G A WAR BOI
Domestic Violence Definition						

2. ICH by unsealed case # displays

```

D0091I Top of list
DN2003MI Individual Case History (ICH)      THURSTON SUP DVOL      KXX 1 of 1
Case: 188000130 S8 Csh: _____ Pty: DEF 1 StId: _____
Name: TEST, JUV ODY DDC                    NmCd: IN 270 47839
CONFIDENTIAL--NOT FOR RELEASE
True Name: TEST, JUV ODY DDC                IN 270 47839      2 Cases
AKA's:
Print: N
S N Pty Case      LEA Ty Crt   Date   Short Title      --- Status ---
-----
**Seal Bgn**
--- 18-8-00014-8  S8 S34 --/--/-- ASSAULT 3RD DEGREE  - - - - -
**Seal End**
DEF 18-8-00013-0  S8 S34 04/01/18 ASSAULT 3RD DEGREE  Y G   I   A

```

True Name: TEST, JUV ODY DDC		2 Cases		<a href="#">ICH</a>	<a href="#">DCH</a>	<a href="#">PDCH</a>
AKA	Party	Case Number	Crt	Date	Short Title	DV Jg DR O CD W F C BAL
*** Start of Sealed Cases ***						
*	=	18-8-00014-34	S34	--/--/--	Assault 3rd Degree	- - - - -
Domestic Violence Definition						
*** End of Sealed Cases ***						
*	<a href="#">WIPRSPJ</a>	18-8-00013-34	S34	04/01/2018	Assault 3rd Degree	Y G A WAR BOI
Domestic Violence Definition						

3. ICH by sealed cases displays insufficient security clearance message

## Adult criminal case before sealing

**18-1-00020-01** Forms Save/Copy Save Exit

Summary **Detail** Parties Charges Events Service Hearings Conditions Notes Disposition Time Stds Financial Prot. Orders Warrants

**STATE OF WASHINGTON vs Daffy L Duck**  
Type: ADL Criminal Adult

Style: STATE OF WASHINGTON vs Daffy L Duck  
 Auto Style

**Case Assignment** Reassign

Case Number: 18-1-00020-01  
Court: Adams  
Date Assigned: 04/13/2018  
Judicial Officer:

**Case Cross Reference Numbers**

JIS/SCOMIS Case Number: 18-1-00020-3

**Case Status**

04/13/2018 Active

**Related Cases**

Case Type: ADL Criminal Adult  
Subtype: [dropdown]  
File Date: 04/13/2018 12  
Security: [dropdown]  
 Lead Case

Case Files [dropdown]  
Case Flags [dropdown]  
Additional Barcodes [dropdown]

Print Label

## Adult criminal case after sealing

**18-1-00020-01** Forms Save/Copy Save Exit

Summary **Detail** Parties Charges Events Service Hearings Conditions Notes Disposition Time Stds Financial Prot. Orders Warrants

**STATE OF WASHINGTON vs Daffy L Duck**  
Type: ADL Criminal Adult

Style: STATE OF WASHINGTON vs Daffy L Duck  
 Auto Style

**Case Assignment** Reassign

Case Number: 18-1-00020-01  
Court: Adams  
Date Assigned: 04/13/2018  
Judicial Officer:

**Case Cross Reference Numbers**

JIS/SCOMIS Case Number: 18-1-00020-3

**Case Status**

04/13/2018 Active

**Related Cases**

Case Type: ADL Criminal Adult  
Subtype: [dropdown]  
File Date: 04/13/2018 12  
Security: **Sealed Case** [dropdown]  
 Lead Case

Case Files [dropdown]  
Case Flags [dropdown]  
Additional Barcodes [dropdown]

Print Label

Padlock in upper left hand corner indicates case is sealed



### Juvenile Offender case before sealing

The screenshot shows a web application interface for a case management system. At the top, the case ID is '18-8-00008-01'. Below this is a navigation menu with tabs: Summary, Detail, Parties, Events, Service, Hearings, Conditions, Charges, Placements, Disposition, Time Stds, Financial, Warrants, Bonds. The 'Detail' tab is selected. The main content area displays case information for 'STATE OF WASHINGTON vs Huey N Duck', Type: JUV Juvenile Offender. A padlock icon and a flag icon are visible in the upper left corner. The 'Case Assignment' section shows Case Number: 18-8-00008-01, Court: Adams, Date Assigned: 04/13/2018, and Judicial Officer. The 'Case Cross Reference Numbers' section shows JIS/SCOMIS Case Number: 18-8-00008-0. The 'Case Status' section shows 04/13/2018 Active. The 'Case Type' dropdown is set to 'JUV Juvenile Offender'. The 'Security' dropdown menu is highlighted with a red box and set to 'Juvenile'. Other dropdowns include 'Case Files', 'Case Flags' (set to 'Juvenile'), and 'Additional Barcodes'.

Flag and padlock in upper left hand corner indicate case is Juvenile Offender

### Juvenile Offender case after sealing

The screenshot shows the same case management system interface as above, but with the 'Security' dropdown menu highlighted with a red box and set to 'Sealed Case'. The padlock icon and flag icon are still present in the upper left corner. All other case information, including the case number, court, date assigned, and case type, remains the same as in the previous screenshot.

Case still has padlock and flag in upper left hand corner but security group is changed from Juvenile to Sealed Case

**X MUNICIPAL COURT**

_____ Plaintiff	No. _____
vs.	<b>Order on Criminal Motions</b>
_____ Defendant.	

**This matter** having come on for hearing this date on motion of the [ ] Plaintiff [ ] Defendant for certain relief, and the court having considered the records and files herein, the evidence offered, stipulations made, contents of memorandums or briefs furnished, and argument of counsel and being advised, now finds, adjudges, and decrees as follows:

*Defendant motion to have JIS delete nonconviction data from the above cause is granted.*

Dated: \_\_\_\_\_

\_\_\_\_\_  
JUDGE/COMMISSIONER

**AOC Departmental Policy****14.01: AOC Retention Schedule for Courts of Limited Jurisdiction JIS Records**

Administrative Office of the Courts

**Subject:** AOC Retention Schedule for Courts of Limited Jurisdiction JIS Records

**Scope:** All AOC Employees

**Contact:** Director, Information Services Division / Human Resources

**Issue Date:** September 21, 2015

**Revision Date:** December, 2015

**Last Review Date:** December, 2015

  
State Court Administrator

**PURPOSE AND AUTHORITY:**

The purpose of this policy is to establish retention schedules for Courts of Limited Jurisdiction JIS records per JISCR 8 and upon the recommendations of the Judicial Information System Committee (JISC) during its October 25, 2013 and April 25, 2014 meetings.

**POLICY:****Scope**

This retention schedule applies to all Courts of Limited Jurisdiction civil and criminal records contained in the Judicial Information System.

**Criteria for Use of the 'Retain Case' Flag:**

Judges will have the ability to flag cases in order to retain them beyond the stated retention period. Judges should consider the following non-exclusive factors when flagging individual cases for permanent retention:

- ▶ Defendant criminal history;
- ▶ Nature of the current crime;
- ▶ If the case involves any mental health issues;
- ▶ If the case involves any substance abuse issues;
- ▶ If the Defendant has a high risk of repetitive contact with the court system;
- ▶ If the alleged crime was sexual in nature;
- ▶ If the Defendant has a history of repetitive contact, or has the potential of repetitive contact, with the alleged victim; and
- ▶ If domestic violence was involved.

These factors should be considered with the knowledge that the dismissed record is not a record of conviction and therefore, if retained, it may have negative consequences for the Defendant in acquiring employment or housing. Furthermore, flagging of individual cases, especially those that are dismissed, should be considered the exception and not the norm in judicial proceedings. If a judge decides that a case should be flagged, findings supporting the flag must be put on the record and docket entries must show the criteria used in making that decision. A flag may be removed from a case upon good cause shown. Last, the record and docket entries must reflect the reasons as to why the case was un-flagged.

**RETENTION SCHEDULE**

Final Retention Schedule					
Retention of Records Summary					
<b>Casetype = CV, SC, or PR. The system will determine retention based on overall casetype &amp; cause code</b>	<b>Casetype</b>	<b>Cause Code</b>	<b>Retention</b>	<b>Notes:</b> > All retention periods begin after case is closed > Case is retained based on the longest retention period for any violation on the case > Retention not based on a finding of Amended (AM) It is based solely on issues with findings other than AM > See Plea / Sentencing codes at Inside Courts website for code descriptions	
	CV-Civil	DVP, HAR, SXP, STK	Never Purge		
	CV-Civil	Any other	10 years & 4 months		
	SC-Small Claims	Any	10 years		
	PR - Parking	Any	5 years		
<b>Casetype = IT, IN, CT, CN, PC, CF</b> The system will determine retention based on casetype and disposition of each charge as well as looking for DV flag and Retain Case flag	<b>Finding / Judgment Types</b>	<b>Casetype of Charge</b>			<b>Finding / Judgment Codes Included</b>
		<b>CT, CN</b>	<b>PC, CF</b>	<b>IT, IN</b>	
	<b>Guilty / Committed</b>	Never purged	Never purged	5 yrs	AS, BF, C, P, G, GO, GS, GV, GR, PI, RP, GY, GZ
	<b>Not Guilty / Not Committed</b>	10 yrs	10 yrs	5 yrs	NG, NC
	<b>46.63.070 Deferred Finding (IT only)</b>	NA	NA	7 yrs	CD, DD
	<b>Dismissed - Incompetency, or Not Guilty - Insanity</b>	Never purged	Never purged	5 yrs	D, DO, DR, DW with reason code of IC; or NS
	<b>10.05 Deferred Prosecution</b>	Never purged	Never purged	5 yrs	GO, GD; or D, DO, DR, DW with dismissal reason code of DP
	<b>Dismissed for all other reasons</b>	10 yrs	5 yrs	5 yrs	D, DO, DW, DR, DS, or OD, with a dismissal reason code of blank or anything other than IC, DP, or FD
	<b>Vacated</b>	Never purged	Never purged	NA	V
	<b>Domestic Violence Flag</b>	15 yrs	15 yrs	15 yrs	Applies to cases where a violation has a DV flag = yes, and the retention of the case without the DV flag was less than 15 years.
	<b>Retain Case Flag</b>	Never purged	Never purged	Never purged	A new flag is planned, that will designate a case should be retained regardless of any other rule. Case will be retained as long as flag = Yes.
<b>Case Transferred</b>	5 yrs	5 yrs	5 yrs	BO, CV; or D with a reason of FD	

Disclaimer