WASHINGTON
COURTS

April 20, 2020

TO: Data Dissemination Committee

FROM: Kevin Cottingham, AOC Data Dissemination Administrator
Michael Keeling, AOC Applications and Operations Manager

RE: How are adult and juvenile sealed records displayed in JIS systems?

Sealed cases are handled differently across the systems in JIS. Below is a summary for:
JIS/DISCIS
SC-CMS (Odyssey)
Odyssey Portal
JABS
JIS-Link
JIS Index Files
Public Web Search
ACORDS
JIS Link ACORDS

JIS/DISCIS has two different kinds of sealed cases; Full sealed and limited sealed. There are three levels of access; no access, limited access and sealed access.

- If a user has *no access* they will only see the notation that the case is sealed and very limited information.
- If the user has *limited access* and the case is limited sealed, the user will be able to update accounting information. This is normally done for cases with an outstanding legal financial obligation (LFO).
- If a user has access to sealed cases, they are able to view and/or edit case details.

Rules for juvenile are the same as adult. No user can make changes to a sealed case unless the case is unsealed first. (AOC only makes changes to sealed cases with a court order.)

SC-CMS (Odyssey) will only allow cases to be viewed by users with sealed access rights (CM-Sealed). If a user lacks those rights, Odyssey does not show the existence of cases that are sealed. Sealed cases can only be viewed in their home court and can only be modified if the user has sealed case access. Rules for juvenile are the same as adult. Since Odyssey requires sealed access security role to see if sealed cases exist, the number of clerk and court staff with sealed access security role has increased from less than 10% in SCOMIS to greater than 50%.

Odyssey Portal does not display any sealed information.

JABS access varies based on user security level:

20 Public Defender
22 Law Enforcement Agency (LEA)
25 Prosecutor
30 Courts

Searching by case number returns the message stating that the case is sealed and cannot be viewed. Searching by name returns limited details for sealed cases in a section labeled "Sealed Cases". However, the "Sealed Cases" section doesn't appear on juvenile cases for user level 20 and 22.

JIS-Link access uses the same security levels as JABS with the addition of level 1 – Public Access. JIS-Link displays limited information if a sealed record exists.

JIS Index Files display limited information if a sealed record exists. Juvenile cases are not included in index files.

Public Web Search does not display sealed cases.

ACORDS users (with edit rights) will see superior court sealed data when it is copied into the ACORDS system. The appellate case may also be sealed.

JIS Link ACORDS returns a minimal amount of data for a sealed case.

NOTES:

- King County Superior Court cases are currently being deleted from JIS/SCOMIS. King County data will not be available in JIS/DISCIS, JIS-Link, SC-CMS/Odyssey, Odyssey Portal or JIS Index files.
- JABS only displays cases for well identified persons (WIPs). Cases without WIP's including most civil cases, mental health/Alcohol; Adoption Parentage, etc., will not display in JABS.
- Public Web Search only displays Pierce County data for superior court searches.

EXAMPLES:

JIS/DISCIS examples:

With Limited Sealed security role, users cannot access case detail. CLJ Case

```
D0091I Top of list                                                    DN2000SX
                                                          04/16/20 11:15:30
DN2003MI Individual Case History (ICH)    TACOMA MUNI  DVOL     RSR 1   of   1
____   Case: _________ ___ __    Csh:     Pty: ___ _____ StId: [redacted]
       Name: [redacted]_________  NmCd: [redacted]
                        CONFIDENTIAL--NOT FOR RELEASE                   More>
True Name: [redacted]                [redacted]                  3 Cases
    AKA's: [redacted]                                            1 Alias
    Print: N                                                  --- Status ---
S N Pty Case       LEA Ty Crt   Date    Short Title            DV Jg CD W F O
- - --- ------------- -- --- -------- ------------------------ -- -- -- - - -
        **Seal Bgn**
_ A --- [redacted]  TAP CN TMC --/--/-- [redacted]              - -- -  - - -
        **Seal End**
_ A DEF [redacted]  WSP IT KCD [redacted] [redacted]            N P  CL
_ A DEF [redacted]    S1 S17 [redacted] [redacted]              N G  CM N

--------------------------------------------------------------------------------
  PF1   PF2   PF3   PF4   PF5   PF6   PF7   PF8   PF9   PF10   PF11   PF12
  HELP  PER   AKA   CDK   PLS   CDT   BWD   FWD         COS    CFHS   EXIT
```

With Sealed Case security role, users can access case detail. CLJ Case

```
D0091I Top of list                                                    DN2000SX
                                                          04/16/20 11:18:12
DN2003MI Individual Case History (ICH)    TACOMA MUNI  DVOL     SLG 1   of   1
____   Case: _________ ___ __    Csh:     Pty: ___ _____ StId: [redacted]
       Name: [redacted]_________  NmCd: [redacted]
                        CONFIDENTIAL--NOT FOR RELEASE                   More>
True Name: [redacted]                [redacted]                  3 Cases
    AKA's: [redacted]                                            1 Alias
    Print: N                                                  --- Status ---
S N Pty Case       LEA Ty Crt   Date    Short Title            DV Jg CD W F O
- - --- ------------- -- --- -------- ------------------------ -- -- -- - - -
        **Seal Bgn**
_ A [redacted] [redacted]  TAP CN TMC [redacted] [redacted]  [redacted]
        **Seal End**
_ A DEF [redacted]  WSP IT KCD [redacted] [redacted]            N P  CL
_ A DEF [redacted]    S1 S17 [redacted] [redacted]              N G  CM N

--------------------------------------------------------------------------------
  PF1   PF2   PF3   PF4   PF5   PF6   PF7   PF8   PF9   PF10   PF11   PF12
  HELP  PER   AKA   CDK   PLS   CDT   BWD   FWD         COS    CFHS   EXIT
```

With Sealed Case security role, users can access case detail. – **SCOMIS Case**

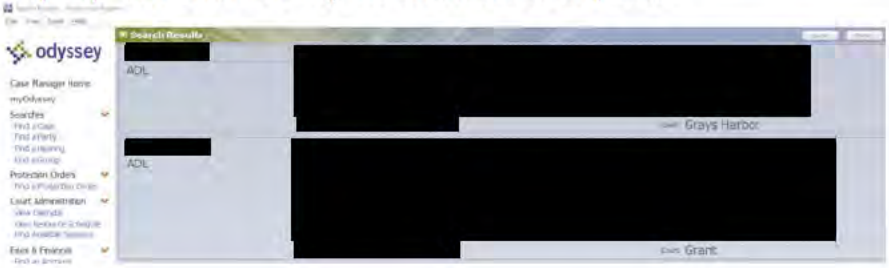
```
D0091I Top of list                                                    DN2000PI
                                                          04/16/20 12:21:38
DN2003MI Individual Case History (ICH)    PIERCE CO SUP DVOL    RSR 1   of   1
____   Case: _________ ___ __    Csh:     Pty: ___ _____ StId: [redacted]
       Name: [redacted]_________  NmCd: [redacted]
                        CONFIDENTIAL--NOT FOR RELEASE                   More>
True Name: [redacted]          [redacted]              7 Cases
    AKA's:
    Print: N                                                  --- Status ---
S N Pty Case       LEA Ty Crt   Date   Short Title             DV Jg CD W F O
- - --- ------------- -- --- -------- ------------------------- -- -- -- - - -
        **Seal Bgn**
_  [redacted]  [redacted]  S3 S27  [redacted]  [redacted]  [redacted]
_  [redacted]  [redacted]  S2 S27  [redacted]  [redacted]  [redacted]
        **Seal End**
_   PAR [redacted]  S7 S27  [redacted]  Y   CM
_   PAR [redacted]  S7 S27  [redacted]  Y   CM
_   PET [redacted]  S2 S27  [redacted]  Y   CM    D
_   PET [redacted]  CV PD1  [redacted]  N   CL    D
_   DEF [redacted]  LKM IT LKM  [redacted]  N DD CL

--------------------------------------------------------------------------------
  PF1   PF2         PF4   PF5   PF6   PF7   PF8   PF9   PF10  PF11  PF12
  HELP  PER         CDK   PLS   CDT   BWD   FWD         COS   CFHS  EXIT
```

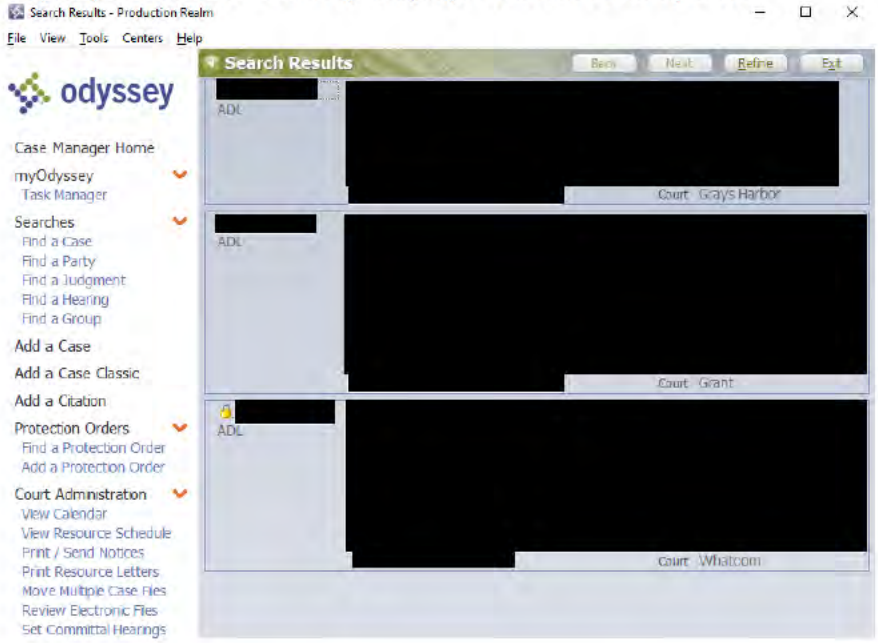
SC-CMS (Odyssey) examples:

Sealed case: [redacted] (Whatcom, S37) Adult Criminal

Odyssey *Basic* Level Security- No Whatcom County Case



Odyssey *Sealed* Level Security- Displays Whatcom County Case



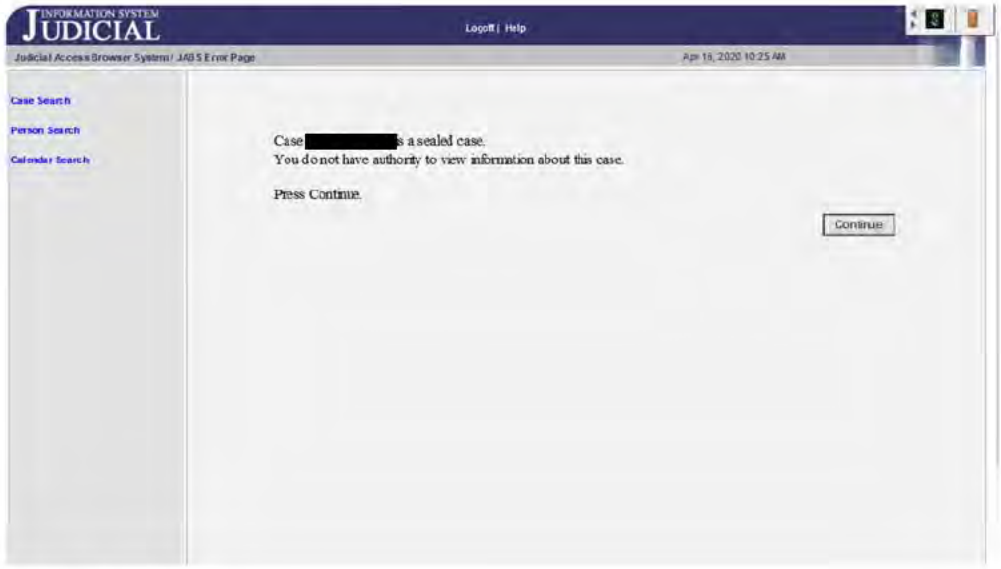
Odyssey Portal example:

Portal Basic Level Security- Case search: No Sealed cases display;

JABS examples:

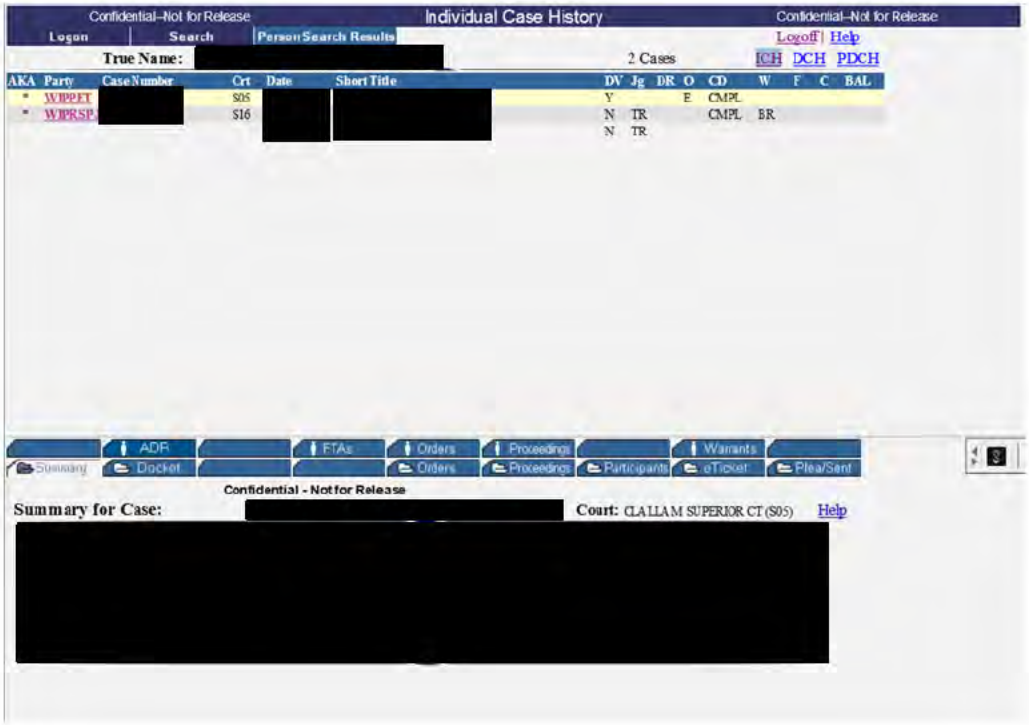
Level 20, 22, 25 and 30

Juvenile search by case number



Level 20, 22

Juvenile search by name



Level 25 and 30

Juvenile search by name

Confidential–Not for Release | Individual Case History | Confidential–Not for Release

Logon | Search | Person Search Results | Logoff | Help

True Name: [redacted] 7 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 ***														
*	=	[redacted]	S16	--/--/----	[redacted]	-	-	-	-	-	-		-	------
*	=		S16	--/--/----		-	-	-	-	-	-		-	------
				--/--/----		-	-							
*	=		S16	--/--/----		-	-	-	-	-	-		-	------
*	=		S05	--/--/----		-	-	-	-	-	-		-	------
				--/--/----		-	-							
*	=		S05	--/--/----		-	-	-	-	-	-		-	------
				--/--/----		-	-							
*** End of Sealed Cases ***														
*	WIPPET	[redacted]	S05		[redacted]	Y			E	CMPL				
*	WIPRSP		S16			N	TR			CMPL	BR			
						N	TR							

Logon | Search | Person Search Results | Logoff | Help

Summary | ADR | Docket | FTAs | Orders | Proceedings | Relations | Participants | Warrants | eTicket | Assessment | Plea/Sent

Confidential - Not for Release

Summary for Case: [redacted] Court: JEFFERSON SUPERIOR(S16) Help

[redacted]

Case related information is not available for sealed cases. The person related tabs are available.

Level 20, 22, 25 and 30

Adult search by case number

INFORMATION SYSTEM
JUDICIAL

Logoff | Help

Judicial Access Browser System / JABS Error Page

Apr 17, 2026 10:47 AM

Case Search

Person Search

Calendar Search

Case [redacted] is a sealed case.
You do not have authority to view information about this case.

Press Continue.

Continue

Level 20, 22, 25 and 30

Adult search by name

Confidential-Not for Release

Individual Case History

Confidential-Not for Release

Logon | Search | Person Search Results

Logoff | Help

True Name: [redacted]

Alias: [redacted] S 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 ***														
*	[redacted]		S05	[redacted]	[redacted]	[redacted]								
*** End of Sealed Cases ***														
	VCT	[redacted]	CMD	[redacted]	[redacted]	Y	G		E	CL				
	DEF	[redacted]	CMD	[redacted]	[redacted]	N	G			CL	N			
						Y	D	XO						
	DEF	[redacted]	CMD	[redacted]	[redacted]	N	AM			CL				
						N	G							
A	DEF	[redacted]	CMD	[redacted]	[redacted]	N	BF			CL				
*	WIPRSP	[redacted]	S05	[redacted]	[redacted]	Y			E	CMPL				
*	WIPDEF	[redacted]	S05	[redacted]	[redacted]	N	D			CMPL	BQ			
*	WIPRSP	[redacted]	S05	[redacted]	[redacted]	N				CMPL				

Logon | Search | Person Search Results

Logoff | Help

Summary | ADR | Docket | FTAs | Orders | Proceedings | Orders | Proceedings | Participants | Warrants | eTicket | Plea/Sent

Confidential - Not for Release

Summary for Case: [redacted]

Court: CLALLAM SUPERIOR CT (S05)

Help

Name: [redacted]

Case related information is not available for sealed cases. The person related tabs are available.

JIS Link examples:

Level 1 (No access to ICH/DCH)

Limited Sealed – Cannot be selected

```
D0031I End of Selection                                          DG1010PI
                                                        04/16/20 12:49:55
DG1011MI Court Name/Case Index (CNCI)    TACOMA MUNICIPAL     PUB   1   OF   1
____   Case: _________ ___ __                          StID: _ ____________ __
       Name: [redacted]_________  NmCd: IN

  Name Type: IN - Individual
                          Seal                    Status            Vio / Fil
  -- Name --------------  Sts -Case/LEA/Type--              Party   -- Date --
  [redacted]  SAC [redacted]  TAP CN     VACATED  --- --   --/--/----
```

Sealed -- Cannot be selected

```
D0031I End of Selection                                          DG1010PI
                                                        04/16/20 12:58:22
DG1011MI Court Name/Case Index (CNCI)    TACOMA MUNICIPAL     PUB   1   OF   1
____   Case: _________ ___ __                          StID: _ ____________ __
       Name: [redacted]__________  NmCd: IN

  Name Type: IN - Individual
                          Seal                    Status            Vio / Fil
  -- Name --------------  Sts -Case/LEA/Type--              Party   -- Date --
  [redacted]  SNA [redacted]  TCA CN  -- - - - -  --- --   --/--/----
```

Level 20, 22, 25 and 30 -

```
D0091I Top of list                                               DN2000SX
                                                        04/16/20 13:46:38
DN2001MI Defendant Case History (DCH)     STATEWIDE COURT DB2P  PUB 1   of   1
____   Case: _________ ___ __     Csh:     Pty: ___ _____ StId: [redacted]
       Name: [redacted]_________  NmCd: [redacted]
                        CONFIDENTIAL--NOT FOR RELEASE                   More>
True Name: [redacted]                [redacted]                  3 Cases
    AKA's: [redacted]                                            1 Alias
                              Violation                       --- Status ---
S N Case       LEA Ty Crt   Date   Short Title                DV Jg CD W F O
- - ------------- -- --- -------- ---------------------------- -- -- -- - - -
    **Seal Bgn**
_ A [redacted]  TAP CN TMC --/--/-- [redacted]  - -- -  - - -
    **Seal End**
_ A [redacted]  WSP IT KCD [redacted] [redacted]  N P  CL
_ A [redacted]   S1 S17 [redacted] [redacted]  N G  CM N

---------------------------------------------------------------------------
  PF1   PF2   PF3   PF4   PF5   PF6   PF7   PF8   PF9   PF10   PF11   PF12
  HELP  PER   AKA   CDK   PLS   CDT   BWD   FWD         COS    CFHS   EXIT
```

JIS Index Files example:

SINDEX included the sealed cases for non-confidential case types (01, 02, 03, 04 & 09), (No Juvenile data)

The file includes Name, Case number & Title

```
S016 (S02  )                                        ASOTIN SUPERIOR COURT
                                                      CASE INDEX
                                          FOR THE PERIOD 01-01-18 THRU 07-19-18
LAST NAME      FIRST MI TITLE       CASE NUMBER   CONN.   INITIAL CHARGE  FILED TITLE

[redacted]                          [redacted]                VACATED   SEALED

[redacted]                          [redacted]            RST FRARM RT   SEALED SEALED PER COURT ORDER VS STATE OF WASHINGTON
                                                          RST FRARM RT   SEALED SEALED PER COURT ORDER VS STATE OF WASHINGTON

[redacted]                          [redacted]            WILL REPOSIT   SEALED IN RE [redacted]

[redacted]                          [redacted]      STATE OF WASHINGTON VS SEALED PER COURT     [redacted]  CRI 06-03-10 SAT 10-08-
13
                                                      ORDER
```

Public Web Search example:

Sealed data not available.

Name Search Results

Name Search Results

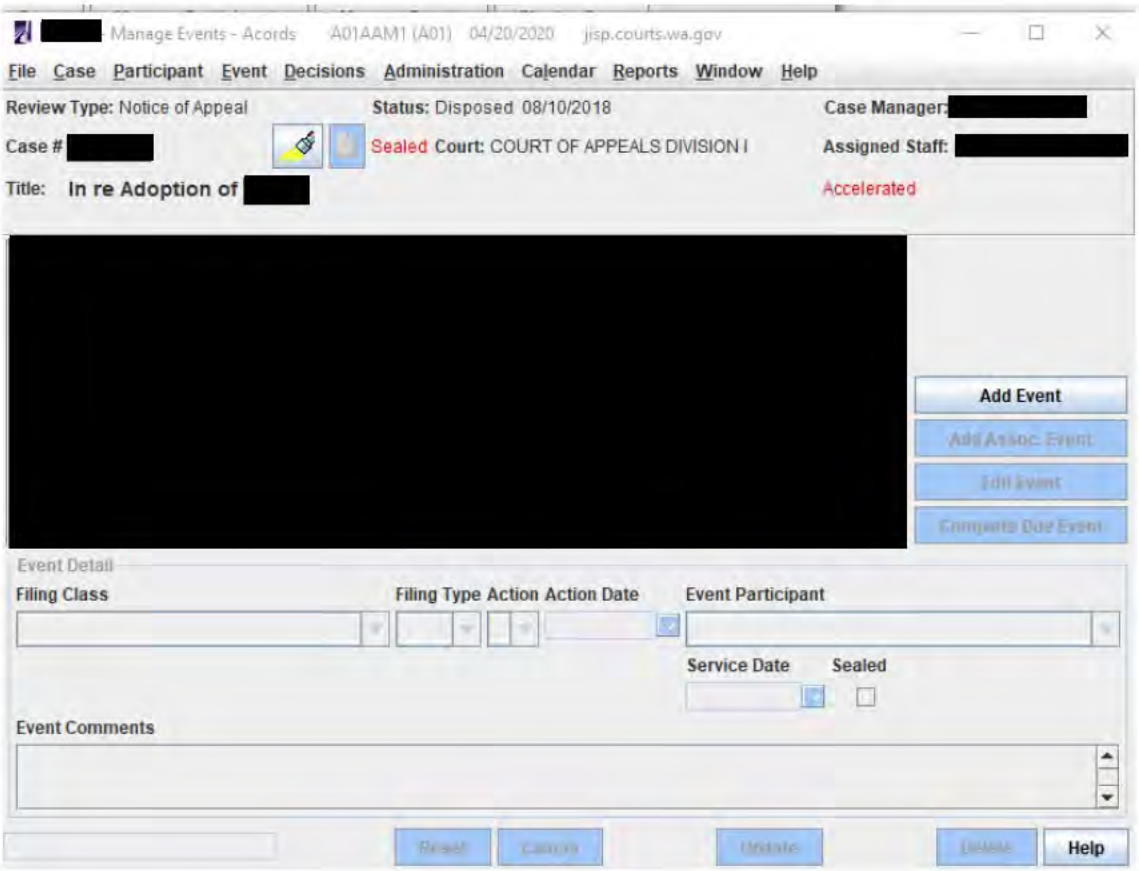
Your Search did not return any records please check your search criteria.

Sealed cases and RCW 11.12.265 Will Repository cases are not available on this websearch.

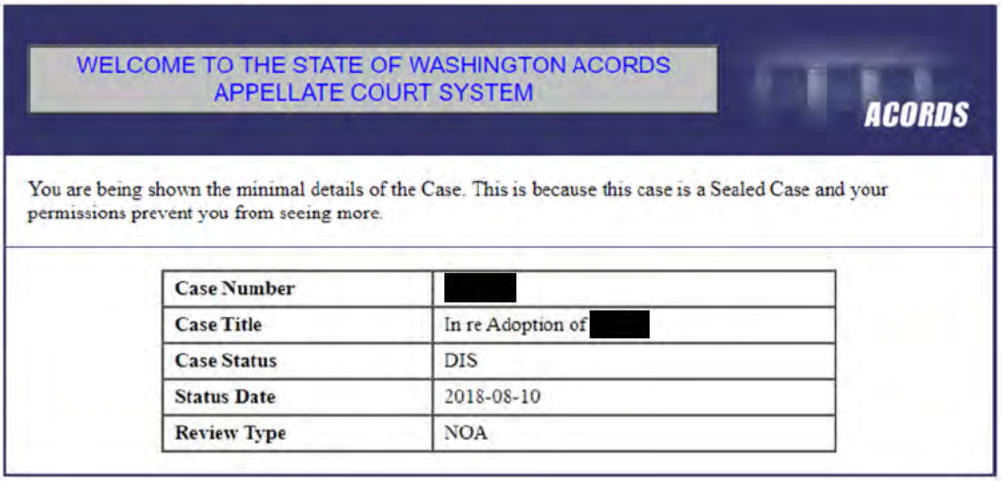
For more information, please contact the local court clerk or county clerk affiliated with the court in which the case was filed. The courts and county clerks' offices directory can be found at: http://www.courts.wa.gov/court_dir/

ACORDS example:

An ACORDS user with Edit rights sees all the data that is in ACORDS on sealed cases. The 3 main screens in ACORDS are the Manage Case screen (screen shot above), Manage Event screen and Manage Participant screen.



JIS-Link ACORDS example:



Case Number	
Case Title	In re Adoption of
Case Status	DIS
Status Date	2018-08-10
Review Type	NOA

SEALED INFORMATION BY APPLICATION

	Security Level	Level 1		Level 20		Level 22		Level 25		Level 30	
	Search Type	Name	Case	Name	Case	Name	Case	Name	Case	Name	Case
JIS (Basic User)	Sealed Juvenile									L	L
	Sealed Adult									L	L
JIS (Limited)	Sealed Juvenile									L	L
	Sealed Adult									L	L
JIS (Sealed)	Sealed Juvenile									D	D
	Sealed Adult									D	D
JIS-Link	Sealed Juvenile	L	L	L	L	L	L	L	L	L	L
	Sealed Adult	L	L	L	L	L	L	L	L	L	L
JABS	Sealed Juvenile			N	N	N	N	L	N	L	N
	Sealed Adult			L	N	L	N	L	N	L	N
Odyssey (Basic)	Sealed Juvenile									N	N
	Sealed Adult									N	N
Odyssey (Sealed)	Sealed Juvenile									D	D
	Sealed Adult									D	D
Odyssey Portal	Sealed Juvenile	N	N								
	Sealed Adult	N	N								
Public web search	Sealed Juvenile	N	N								
	Sealed Adult	N	N								
JIS Index files	Sealed Juvenile	N	N								
	Sealed Adult	L	L								
ACORDS	Sealed Juvenile									D	D
	Sealed Adult									D	D
JIS-Link ACORDS	Sealed Juvenile	L	L	L	L	L	L	L	L	L	L
	Sealed Adult	L	L	L	L	L	L	L	L	L	L
N	Not Available										
L	Limited Information										
D	Detailed Information										