

1. February 28, 2020 Meeting Minutes



**JISC DATA DISSEMINATION COMMITTEE**  
**Friday February 28, 2020 (9:00 a.m. – 9:55 a.m.)**  
**Teleconference**  
**Call-in Number: 1-877-820-7831, Passcode 797974**

**DRAFT MEETING MINUTES**

**Members Present**

Judge J. Robert Leach, Chair  
Judge Scott Ahlf  
Judge Jeanette Dalton  
Judge John Hart  
Ms. Barbara Miner  
Mr. David Reynolds  
Judge David Svaren

**Members Absent:**

Ms. Paulette Revoir

**Guests**

Justice Barbara Madsen  
Ms. Heidi Percy – Snohomish County Clerk

**Staff**

Mr. Kevin Cottingham, Data Dissemination Administrator  
Ms. Vonnie Diseth – ISD Director/CIO  
Ms. Vicky Cullinane – ISD Business Liaison  
Mr. Mike Keeling – IT Operations Manager  
Ms. Hayley Keithahn-Tresenriter – Court Records Access Coordinator  
Ms. Kathy Bowman – Administrative Secretary

**0. Call to Order**

Judge J. Robert Leach called the February 28, 2020, Data Dissemination Committee meeting to order at 9:02 a.m.

**1. Meeting Minutes**

Hearing no requested changes or additions, the December 6, 2019, DDC meeting minutes were approved as written.

**2. Display of sealed juvenile cases in Odyssey and JABS**

Dave Reynolds presented an issue regarding sealed juvenile cases displayed in Odyssey and JABS. Mr. Reynolds explained the record sealing process for juveniles is different than for other sealed cases, and that a sealed juvenile record is to be treated as though it never occurred, not even to acknowledge its existence. In JABS, information about sealed juvenile cases can be seen by Name Search, but not Case Search. When the Superior Courts switched to Odyssey, it was discovered juvenile sealed records are displayed with actual charges. County Clerks can also see all charges on an Odyssey screen. Mr. Reynolds stated that per RCW 13.50.050(13), absent an order of a court, one should not be able to see the existence of a sealed juvenile record, much less the actual findings.

Another concern that was brought to the committee is that Washington State Patrol has access to sealed juvenile cases through BIT reports, as authorized by RCW 13.50.260(8)(c) and an AOC contract executed in 2015, which also allowed access to pre-2015 records. A question was raised whether records prior to 2015 should be accessible to WSP. Mike Keeling said access through BIT can be tailored to limit the available information to that directed by the DDC.

Mike Keeling stated that Odyssey can either allow access to sealed records, or not, via a "switch". In SCOMIS there were different types of sealing that would allow different levels of

access. With Odyssey there is no option to see only the existence of a sealed record. All information is available, or none. Displaying the existence of sealed cases has been discussed previously and Mr. Keeling said it is time for a decision to be made.

Barb Miner reminded the committee that historically there has been a lot of discussion around this subject regarding JABS, and restated her position that Clerks should control and have access to sealed records for their work. A public defendant criminal history screen was developed to solve this problem.

Judge Svaren inquired whether District Courts should have the ability to seal juvenile harassment protection orders. Protection orders cannot be sealed by the District Court at this time. Can the current system seal individual documents within a file without sealing the entire file in JIS? When protected party information is entered into JIS, is there a way to protect the information about a single individual in a case?

Mike Keeling answered we have control over code regarding data. However, actual documents would be using a document system outside of JIS. Mr. Keeling will research into the cost. Judge Svaren asked Mr. Keeling to contact Skagit County District Court Administrator Deannie Martin and Assistant Administrator Catherine Martin for more detail.

AOC Court Records Access Coordinator Hayley Keithahn-Tresenriter offered that she has compiled some information on current JABS security, and Judge Leach requested this information be forwarded to all DDC members, as well as to Justice Madsen, Mike Keeling and Vonnie Diseth.

Snohomish County Clerk Heidi Percy asked if GR15 issues would also be considered when making this fix. Judge Leach suggested Ms. Percy list all issues she is aware of and provide it to Mr. Keeling for consideration, although it was assumed that these issues would be similar to those brought forward by Ms. Miner. Ms. Percy noted a particular concern that attorneys of record are unable to see the Confidential Information Form.

Judge Leach said he feels the issues raised over sealed cases should be elevated to the Judicial Information Systems Committee, and directed Mike Keeling and DDA Kevin Cottingham to provide a complete and clear list of all roles and levels of access in Odyssey, and assuming that statute controls, detail what is needed to align with statute, and the cost.

The committee agreed with this method to clarify this matter for presentation to the JISC. Judge Leach requested this information be made available to the DDC prior to the next JISC meeting scheduled for April 24.

### **3. Other Business**

As there was no other business for discussion, the February 28, 2020, Data Dissemination Committee meeting was concluded at 9:31 a.m.

### **Addendum to February 28, 2020, Minutes**

Special Vote Called March 23, 2020, via email by Kathy Bowman on behalf of DDA Kevin Cottingham

#### **1. Request for Juvenile Dates of Birth from Dr. Mary Kernic of the University of Washington**

The following message was circulated to DDC members via email at 3:20 p.m.:

*Good afternoon, DDC members, and I hope you're all well.*

*I was contacted by Dr. Mary Kernic from UW regarding a grant for which she might apply. Her research focuses on young adult intimate partner violence, and this project would entail linking civil and criminal court records, along with potentially other government records. In order to link all the records, she was hoping to receive names and dates of birth for juvenile offenders, and juvenile petitioners and respondents to protection orders. As juvenile dates of birth are confidential under the Data Dissemination Policy, I informed her that she would need to petition the DDC for an exception, so she provided the attached letter. John Bell, in turn, asked me to write a brief memo regarding AOC's position on the request, also attached. While we would like to discuss this at the next DDC meeting, this grant application is due 4/13, and Dr. Kernic has requested that we take an early vote.*

*Judge Leach has asked me to narrow the request to just months and years, instead of full birthdates, as was provided to the ACLU in 2018; see minutes from the 6/22/2018 meeting here: <http://www.courts.wa.gov/content/publicUpload/Data%20Dissemination%20Meetings/2018%2006%202022%20DDC%20MTG%20MIN.pdf>*

*In light of everything going on right now, and Dr. Kernic's timetable, Judge Leach has asked that you review the materials and vote by email. Please let me know if you have any questions.*

Voting proceeded on the motion as follows:

David Reynolds – Yes  
Paulette Revoir – Yes  
Judge J. Robert Leach – Yes  
Judge David Svaren – Yes  
Judge Scott Ahlf – Yes  
Judge John Hart – Yes  
Judge Jeanette Dalton – Yes, adding that she would prefer that no names be sent

Ms. Barb Miner contacted DDA Cottingham, stating that dissemination of birthdates might be unnecessary if AOC staff can appropriately match civil and criminal records before sending the data to Dr. Kernic. DDA Cottingham replied that this was just a preliminary request at present, but specifics would be determined if the grant is awarded and data is needed.

With a majority of the Committee supporting the motion to send juvenile months and years of birth to Dr. Kernic, the motion passed. DDA Cottingham contacted Dr. Kernic and notified her of the committee decision.

## 2. Sealed Cases - Summary



**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: _____
Name: _____ NmCd: _____
CONFIDENTIAL--NOT FOR RELEASE More>
True Name: _____ 3 Cases
AKA's: _____ 1 Alias
Print: N --- Status ---
S N Pty Case LEA Ty Crt Date Short Title DV Jg CD W F O
-----
**Seal Bgn**
A --- _____ TAP CN TMC --/--/-- _____ - - - - -
**Seal End**
A DEF _____ WSP IT KCD _____ N P CL
A DEF _____ S1 S17 _____ 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: _____
Name: _____ NmCd: _____
CONFIDENTIAL--NOT FOR RELEASE More>
True Name: _____ 3 Cases
AKA's: _____ 1 Alias
Print: N --- Status ---
S N Pty Case LEA Ty Crt Date Short Title DV Jg CD W F O
-----
**Seal Bgn**
A _____ TAP CN TMC _____ _____
**Seal End**
A DEF _____ WSP IT KCD _____ N P CL
A DEF _____ S1 S17 _____ 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
```



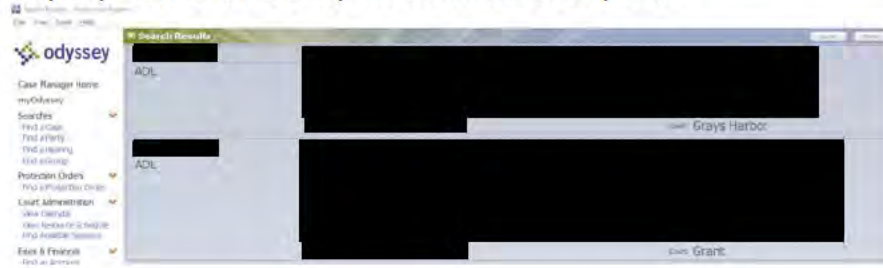
With Sealed Case security role, users can access case detail. – SCOMIS Case

```

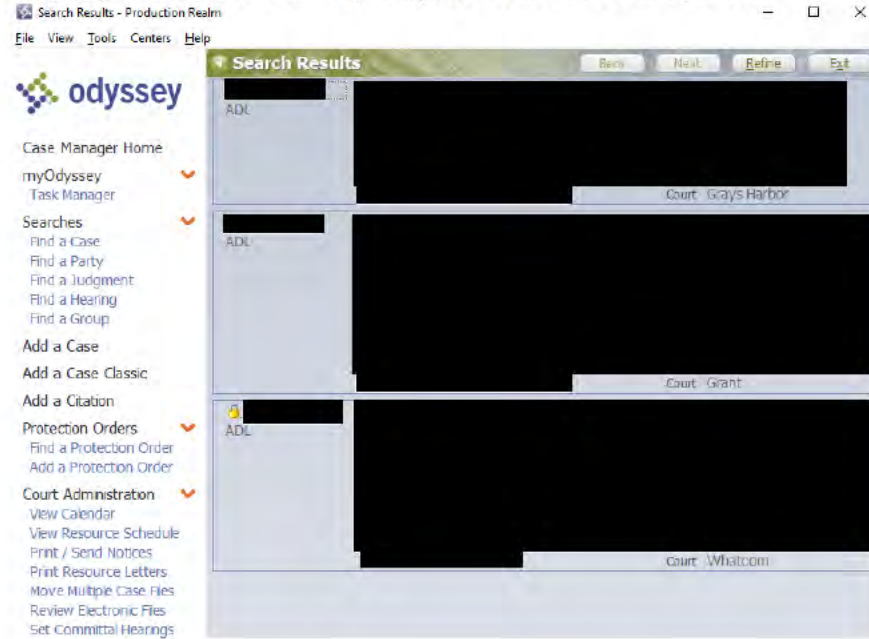
D0091I Top of list                                DN2000PI
                                                    04/16/20 12:21:38
DN2003MI Individual Case History (ICH)    PIERCE CO SUP DVOL  RSR 1 of 1
Case: _____ Csh: _____ Pty: _____ StId: _____
Name: _____ NmCd: _____
                CONFIDENTIAL--NOT FOR RELEASE
True Name: _____ More>
AKA's: _____ 7 Cases
Print: N
--- Status ---
S N Pty Case      LEA Ty Crt   Date   Short Title      DV Jg CD W F O
-----
**Seal Bgn**
- [redacted] S3 S27 [redacted] [redacted]
- [redacted] S2 S27 [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;

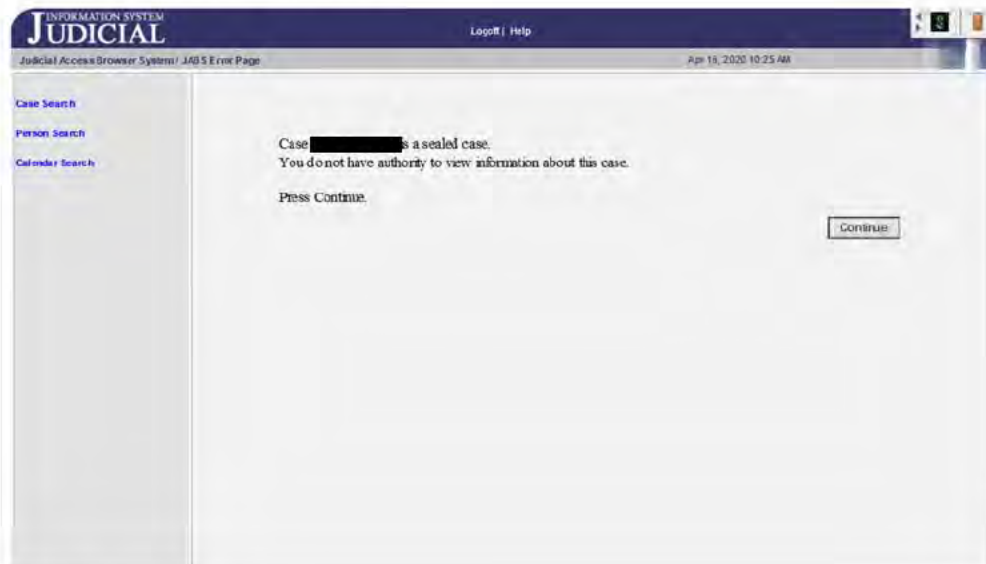
Odyssey Portal - Washington Courts Online Case Search



## JABS examples:

Level 20, 22, 25 and 30

Juvenile search by case number



Level 20, 22

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] 2 Cases ICH DCH PDCH

AKA	Party	Case Number	Crt	Date	Short Title	DV	Jg	DR	O	CD	W	F	C	BAL
* WBPJET		[REDACTED]	S05		[REDACTED]	Y				E	CMPL			
* WBPRES		[REDACTED]	S16		[REDACTED]	N	TR			CMPL	BR			
						N	TR							

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

Confidential - Not for Release

Summary for Case: [REDACTED] Court: GALLAM SUPERIOR CT (S05) Help

[REDACTED]

Level 25 and 30

### Juvenile search by name

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

Logon Search Person Search Results 7 Cases Logoff Help

True Name: [REDACTED] 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]	SI6	---	[REDACTED]	-	-	-	-	-	-	-	-	-
*	=	[REDACTED]	SI6	---	[REDACTED]	-	-	-	-	-	-	-	-	-
*	=	[REDACTED]	SI6	---	[REDACTED]	-	-	-	-	-	-	-	-	-
*	=	[REDACTED]	SI5	---	[REDACTED]	-	-	-	-	-	-	-	-	-
*	=	[REDACTED]	SI5	---	[REDACTED]	-	-	-	-	-	-	-	-	-
*** End of Sealed Cases ***														
*	WIPPEI	[REDACTED]	SI5	---	[REDACTED]	Y	-	-	-	E	C MPL	-	-	-
*	WIPESP	[REDACTED]	SI6	---	[REDACTED]	N	TR	-	-	-	C MPL	BR	-	-
						N	TR	-	-	-	-	-	-	-

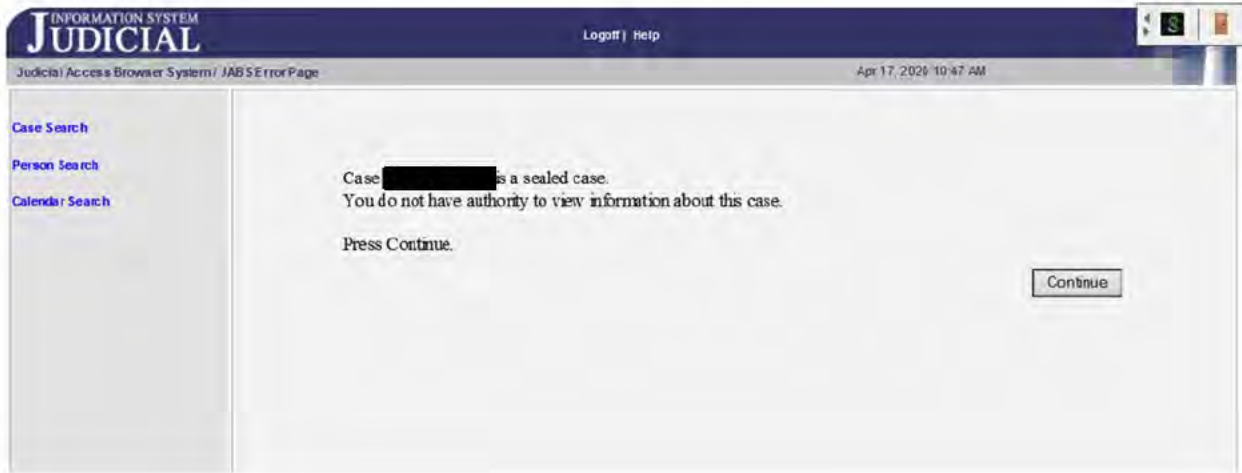
Logon Search Person Search Results Logoff Help

Summary for Case: [REDACTED] Court: JEFFERSON SUPERIOR(SI6) Help

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

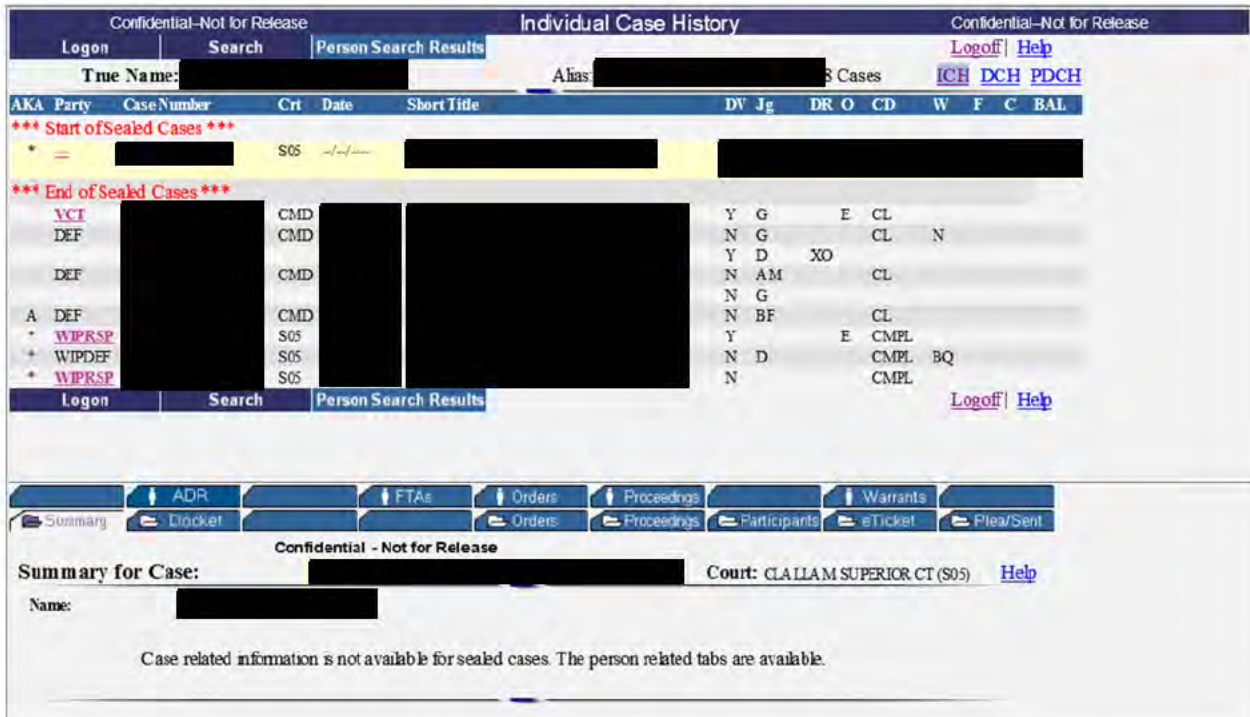
Level 20, 22, 25 and 30

Adult search by case number



Level 20, 22, 25 and 30

Adult search by name



**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: _____ NmCd: IN

Name Type: IN - Individual
Seal                Status                Vio / Fil
-- Name ----- Sts -Case/LEA/Type-- Party -- Date --
_____ SAC _____ 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: _____ NmCd: IN

Name Type: IN - Individual
Seal                Status                Vio / Fil
-- Name ----- Sts -Case/LEA/Type-- Party -- Date --
_____ SNA _____ 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: _____
Name: _____ NmCd: _____
CONFIDENTIAL--NOT FOR RELEASE
True Name: _____ More>
AKA's: _____ 3 Cases
Violation _____ 1 Alias
S N Case LEA Ty Crt Date Short Title DV Jg CD W F O
-----
**Seal Bgn**
- A _____ TAP CN TMC --/--/-- _____ - - - - -
**Seal End**
- A _____ WSP IT KCD _____ N P CL
- A _____ S1 S17 _____ 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
[REDACTED] [REDACTED] 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/](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:**

WELCOME TO THE STATE OF WASHINGTON ACORDS  
APPELLATE COURT SYSTEM

ACORDS

You are being shown the minimal details of the Case. This is because this case is a Sealed Case and your permissions prevent you from seeing more.

<b>Case Number</b>	[redacted]
<b>Case Title</b>	In re Adoption of [redacted]
<b>Case Status</b>	DIS
<b>Status Date</b>	2018-08-10
<b>Review Type</b>	NOA



