CASA
Court Appointed Special Advocates
FOR CHILDREN
SNOHOMISH COUNTY

Data Dissemination Committee
c/o Kevin Cottingham, Data Dissemination Administrator
Administrative Office of the Courts
Management Services Division

2801 10th Street
Everett, WA 98201-4046
(425) 388-7854
CASA@snoco.org

RE: Request for S31A User Account

Greetings:

This letter comes as a request to the DDC to review an exemption for an S31A User Account.
I hope I can provide enough background information to substantiate this request to warrant a favorable vote permitting this exemption by the DDC.

In April 2020, the Snohomish County CASA Program transitioned out of court structure and moved under the Executive's Office. Up until that time, the CASA Program operated under court structure for 40 years. CASA employees were all issued J31A accounts to perform essential job functions while under court structure. Our transition out of court structure was administrative in that our essential job functions did not change.

As a result of our transition to the Executive's Office, Snohomish County Administrative Order 14-20 was updated on 5/13/20 to include language that CASA Program volunteers and employees of the County Executive's Office CASA Program are authorized to have access to court records. Included with this letter is a copy of the Administrative Order. Subsequently, CASA program employees signed updated confidentiality agreements and subscription agreements.

As part of my job function as Manager for the CASA Program, I am required to complete statistical reports for the Administrative Office of the Courts (AOC). The reports, which are accessed through AOC by way of a J31A or S31A user account, are a requirement of maintaining our grant funding for the program. At this time, my J31A account has not been disabled in order to allow me to complete and submit the most recent report to AOC; which is why I have requested to have an S31A user account. I have completed a confidentiality agreement to support this request which is currently maintained by our clerk's office.

Please let me know if additional information is needed to support this request. Thank you for your time and consideration.

Joelle Kelly | *CASA Program Manager*
Office of the Court Appointed Special Advocate
2801 10th Street | Everett, WA 98201
O: 425-388-7850 | C: 425-359-3176 | Joelle.Kelly@snoco.org