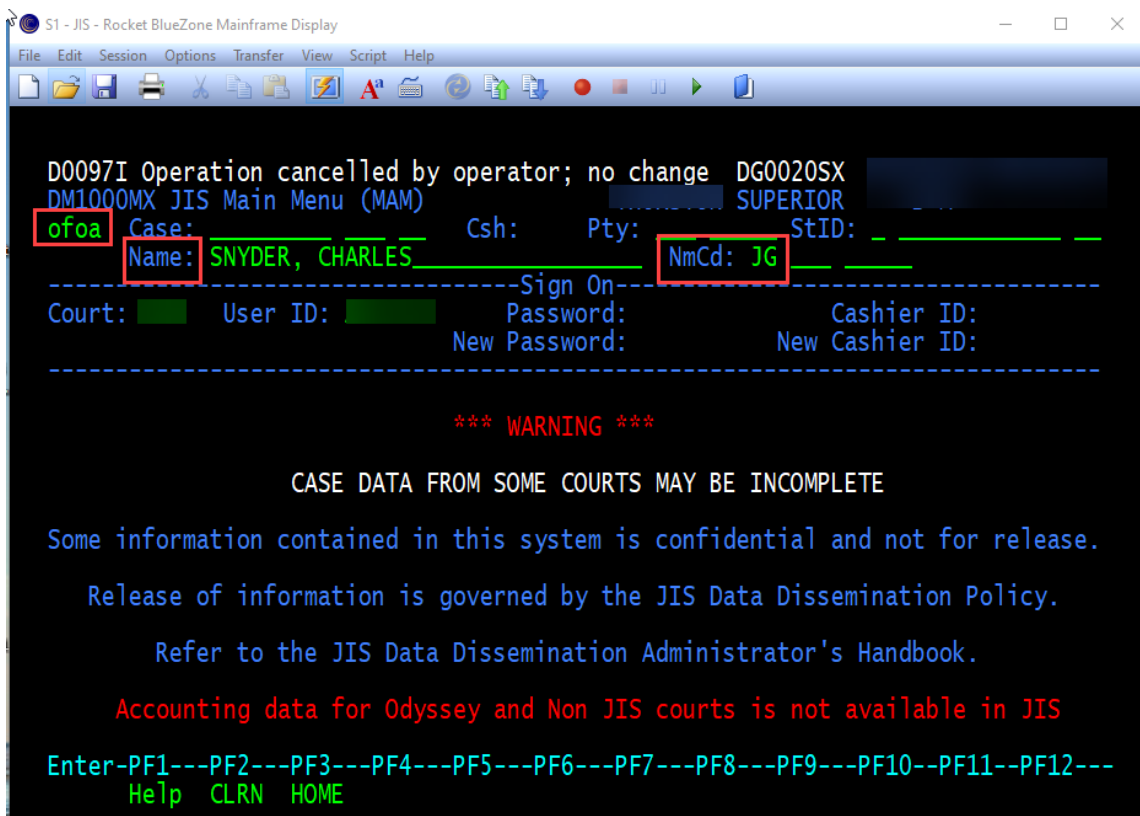


ADDING JUDICIAL OFFICER JG NAME CODE IN JIS

Before a judicial officer can be added in Odyssey, the Site Coordinator must create a JG Name Code in JIS on the OFOA screen. Once that is complete, the Odyssey Judge Code can then be mapped to the JG Name Code in JIS. If you believe a JG Name Code already exists for your court in JIS, please advise and a search can be done. If a Judicial Officer is added to a Warrant, Protection Order, Judgment, etc., and there is no mapping specific to the court adding them, a replication error will result.

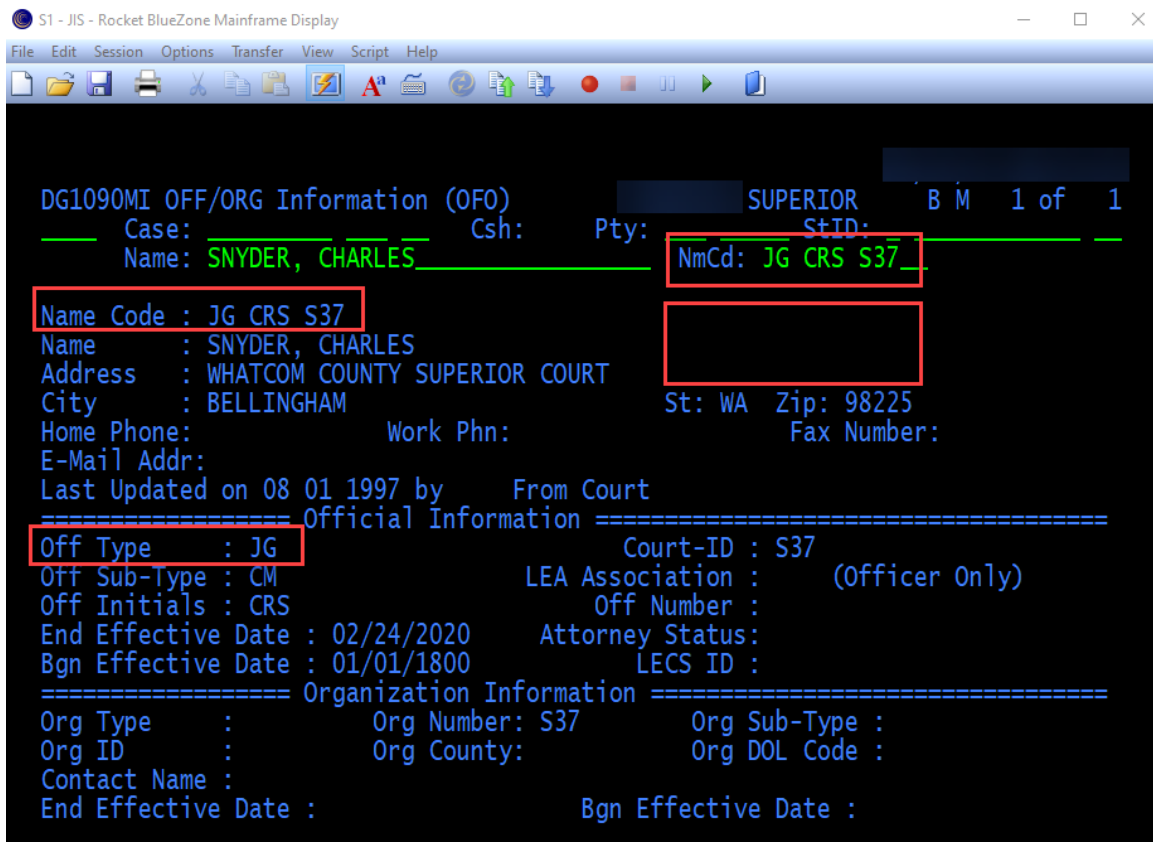
ADDING A JUDICIAL OFFICER IN JIS:

1. Open **JIS** and log in with Administrator User ID and Password.
2. In Command field enter **OFOA**.
3. In Name Field enter Last Name, First Name MI.
4. In NmCd field enter JG and press **enter**.



5. You will be taken to the **OFF/ORG** Information screen (see screen shot below) where you would add:
 - Name Code: JGABCS29 (JG, plus 3 initials, plus your county court ID)
 - Name: LAST, First and MI
 - Address: YOUR COUNTY SUPERIOR COURT
 - City: City / WA / Zip
 - Last Updated on: *Todays Date*

6. In the "Official Information" section of this screen you would add:
 - Off Type: JG (for all judicial officers, regardless of type)
 - Court-ID: S__
 - Off Initials: ABC (3 initials of judicial officer)
 - Bgn Effective Date: 01/01/1800
7. Hit **enter** and the Org Number will auto fill and the record will be saved. It will appear similar to the following.
8. **NOTE:** Do not enter any info in the fields to the right of the name or address as info added here will cause a replication error.



9. Notify AOC that the JG Name Code is now available in JIS and configuration in Odyssey will be completed.

RACF-ID:

Site Coordinators would continue to follow the current procedure to obtain a RACF-ID for judicial officers by submitting a "Manage Odyssey User Access" form found at the following link at Inside Courts: <https://inside.courts.wa.gov/index.cfm?fa=cntlJisUserManage.showOdysseyHome>

Only one RACF-ID is required for a judicial officer who can then have multiple JG Name Codes in JIS.