

## New Judge Checklist

Task	Description/Instructions
<i>Welcome</i>	Establish contact and welcome your new judge: <ul style="list-style-type: none"> <li>┆ Find out the preferred mode of contact prior to the new judge taking office.</li> <li>┆ Obtain information needed to complete other tasks (phone numbers, birth date).</li> </ul>
<i>Swearing In</i>	Determine details of swearing in ceremony: <ul style="list-style-type: none"> <li>┆ Inform new judge of date/time/location.</li> <li>┆ Inform staff.</li> <li>┆ Invite other local area judicial officers, executive branch officials.</li> <li>┆ Complete a press release.</li> </ul>
<i>Communication</i>	<ul style="list-style-type: none"> <li>┆ Communicate with those affected by the changes. (Staff, building security, law enforcement)</li> </ul>
<i>Court Technology</i>	Contact IT/set-up computer: <ul style="list-style-type: none"> <li>┆ Request IDs for access to AOC applications/Extranet and Westlaw using the <a href="#">Manage User ID Form</a> on Inside Courts.</li> <li>┆ Request IDs for access to local systems.</li> <li>┆ Set up or request an e-mail address, telephone and voice mail for the judge.</li> </ul>
<i>Site Access/Security</i>	<ul style="list-style-type: none"> <li>┆ Obtain building/office access as needed.</li> </ul>
<i>Transition Meeting</i>	<ul style="list-style-type: none"> <li>┆ Schedule meetings to address transition questions.</li> </ul>
<i>Human Resources</i>	<ul style="list-style-type: none"> <li>┆ Provide Information regarding benefits/payroll, etc.</li> </ul>
<i>Administrative Office of the Court (AOC)</i> PO Box 41170 Olympia WA 98504-1170	Provide the following information to AOC: <ul style="list-style-type: none"> <li>┆ Name as it should appear in the court directory and on all other correspondence.</li> <li>┆ Court issued email address and phone number.</li> <li>┆ Official first day (date) on the payroll (may not be the same as swearing in date)</li> <li>┆ Date of birth (used as a tiebreaker on the judicial seniority lists).</li> </ul> Superior Court Contact: <a href="mailto:Shelley.Ireland@courts.wa.gov">Shelley.Ireland@courts.wa.gov</a> District and Municipal Court Contact: <a href="mailto:Tracy.Dugas@courts.wa.gov">Tracy.Dugas@courts.wa.gov</a>
<i>Register for Judicial College</i>	Judicial College is held in January each year. The sessions start on a Sunday ending on Friday. <ul style="list-style-type: none"> <li>┆ Registration information -Contact Court Education Services (360) 705-5231</li> <li>┆ Flyers disseminated in November. Check with your Administrator for details</li> <li>┆ Arrange for Pro Tem Judge coverage for Judicial College.</li> <li>┆ Discuss with new judicial officer your court's reimbursement policies</li> </ul>
<i>Mandatory Continuing Judicial Education</i>	All Judicial Officers must comply with <a href="#">General Rule 26 – Mandatory Continuing Judicial Education</a> . Have the judicial officer read GR 26 and the Standards.
<i>Banking -as needed</i>	<ul style="list-style-type: none"> <li>┆ Update Signature Cards</li> <li>┆ Credit Card Update/add/delete.</li> </ul>
<i>Office/Supplies/Forms</i>	Order: <ul style="list-style-type: none"> <li>┆ Signature Stamps</li> <li>┆ Business cards</li> <li>┆ Name plates for the courtroom(s).</li> <li>┆ Update/order printed forms and supply courtroom as needed.</li> </ul>

Judicial Insurance	<ul style="list-style-type: none"> <li>┆ Obtain an insurance/bond application for new Judge. See: <a href="#">RCW 3.34.090</a> Note: You may have to do a notice of cancellation for any judge that may be leaving, at the same time.</li> </ul>
Robe	<ul style="list-style-type: none"> <li>┆ Measure/order Judge's robe</li> </ul>
Website	<p>Update the court website:</p> <ul style="list-style-type: none"> <li>┆ Judge names</li> <li>┆ Judge photos</li> <li>┆ Updated forms</li> </ul>
Calendaring	<p>Updates/Changes to Calendar (Hearing Types/Times):</p> <ul style="list-style-type: none"> <li>┆ Review the currently scheduled calendars using the <a href="#">Calendar Load Report (CLS screen)</a>.</li> <li>┆ Work with the judge to determine the new or transition calendar.</li> <li>┆ Update/change the cases affected in JIS using the <a href="#">Batch Calendar (BCA)</a> screen.</li> <li>┆ Send notice to those affected by calendaring changes.</li> </ul>
Oath of Office	<ul style="list-style-type: none"> <li>┆ Oath of office must be filed at the Auditor's Office. See <a href="#">eService Answer 1432 – Filing a judge's Oath of Office</a> for more information.</li> </ul>
JIS / JABS / Odyssey / Inside Courts Access	<ul style="list-style-type: none"> <li>┆ Submit a <a href="#">Manage User ID Request form</a> on Inside Courts to get access to Inside Courts and all applications.</li> <li>┆ Once the RACF ID is received from AOC Security, all courts must complete the following step in JIS: <ul style="list-style-type: none"> <li>┆ <a href="#">Add an Official Record (OFOA) or Update an existing record for former Pro Tems (OFO)</a> (There is a demo available for <a href="#">Adding an Official</a>.)</li> </ul> </li> <li>┆ Add JIS / JABS / Odyssey access security for new judges by completing the following steps in JIS: <ul style="list-style-type: none"> <li>┆ <a href="#">Complete the Authorization Add (ATHA) screen</a> (There is a demo available for using the <a href="#">Authorization Add screen</a>.)</li> <li>┆ <a href="#">Complete the Authorization Override (ATHX) screen</a> (There is a demo available for using the <a href="#">Authorization Override screen</a>.)</li> <li>┆ If you are unsure of the settings needed to make sure the new judge has the proper JABS User Security please review the following <a href="#">demo</a> and <a href="#">checklist</a>.</li> </ul> </li> <li>┆ <b>For Odyssey Courts:</b> The OFO record for the judge must be added into JIS (per the above step), then submit an <a href="#">eService request</a> to have the record mapped to Odyssey so the judge's name and initials can be used in Odyssey. See also: <a href="#">eService Answer 2495 – Adding a new judicial officer in Odyssey</a>. The other steps above need completed to allow the judge access to JABS.</li> </ul>
Inside Courts / JABS / Odyssey Practice	<ul style="list-style-type: none"> <li>┆ Have the new judge log into Inside Courts to set up his password and get familiar with: <ul style="list-style-type: none"> <li>┆ The Announcements page – see new articles and the events calendar.</li> <li>┆ The Judicial Resources section – links to the bench books, JABS, and other helpful resources for judicial officers.</li> <li>┆ The Legal Resources section – links to AG Opinions, Court Rules, Sentencing Grids, RCWs, Westlaw, and other helpful resources.</li> </ul> </li> <li>┆ Have new judge(s) review the following demos: <ul style="list-style-type: none"> <li>┆ <a href="#">JABS Login</a></li> <li>┆ <a href="#">JABS Overview</a></li> </ul> </li> <li>┆ Have the new judge also practice logging into JABS and/or Odyssey.</li> </ul>
JIS for Courts of Limited Jurisdiction Only	<ul style="list-style-type: none"> <li>┆ Update presiding judge Initials using <a href="#">Court Profile Maintenance (CPFM)</a> if the new judge is the presiding judge in the court.</li> </ul>