STATE OF WASHINGTON

OFFICE OF THE ADMINISTRATOR FOR THE COURTS

DIVISION OF JUDICIAL INFORMATION SYSTEMS

JUDICIAL INFORMATION SYSTEM

EXTENDED ADP PLAN

January, 1980

(With Updates to May 1, 1980)

MANAGEMENT SUMMARY

After six years, the Judicial Information System is a useful and growing reality in the State of Washington. Four projects within the scope of the system are oriented to the requirements of the four basic divisions of the Courts. All have had substantial progress and promise vigorous gains in the next five years.

A principal element of future planning is the establishment of a viable funding program for the Courts' system.

Future projects will address the wide requirements for text processing, legal search, mechanized communication with other criminal justice and related agencies and the internal needs of the Office of the Administrator for the Courts.

PREFACE

The Division of Judicial Information Systems (DJIS), Office of the Administrator for the Courts, has achieved a substantial activity level very rapidly. The resources available for planning have been, to date, limited. With this document, DJIS states its commitment to an ongoing planning process, wherein successive iterations of output will be more refined in each cycle. The primary use of this document is communication of that process and with it, DJIS wishes to assume a posture of openness to helpful criticism, guidance, and suggestions.

The intent of this plan is four-fold:

1. To identify Division of Judicial Information Systems objectives and directions for approval by management and policy-making organizations.

2. To establish the framework on which future data processing equipment and software acquisition planning will be based.

3. To provide base data for use by the Washington State University Computing Center and the Division of Judicial Information Systems in planning required resources for the future.

4. To provide input to the Washington State Data Processing Authority in its comprehensive planning efforts.

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INTRODUCTION

The History of the Judicial Information Systems

In 1973, the Supreme Court, in recognition of the need for a Judicial Information System (JIS), established a committee known as the Superior Courts Management Information System (SCOMIS) Committee for the purpose of studying the use of automation with the judicial branch of government. With the hiring of staff, the Committee commenced its work early in 1974.

In the same year, 1974, the first grant application was submitted to the Law and Justice Planning Office (LJPO) for the initial development effort in the superior courts. Concurrent with this grant request, a budget request was submitted to the State Legislature for the 1975-77 biennium. The Legislature, through a misunderstanding, assumed that the initial funding could be carried by the Law Enforcement Assistance Administration (LEAA) dollars. Therefore, no state monies were allocated for the Judicial Information System project. Subsequently, this action by the Legislature was interpreted by the Governor's Committee on Law and Justice as indicating a lack of legislative support for this effort and the grant application was therefore denied. However, the SCOMIS Committee continued in existence and was supported by a planning grant from the Law and Justice Planning Office.

As a result of this effort and interactions with members of the Legislative Budget Committee and LJPO staff, a revised grant application for JIS was submitted in late 1975 and was subsequently approved by the Governor's Committee on Law and Justice. This grant effort commenced in April of 1976. The Supreme Court, in support of the JIS effort, promulgated Supreme Court rules (JIS Committee rules) to establish the controlling policy environment. This new JIS Committee held its first meeting in the fall of 1976, and, as one of its first acts, established its predecessor committee (SCOMIS) as the ad hoc policy committee for the superior courts system development effort.

In October, 1976, a discretionary grant was obtained through a national LEAA project for the development of a Judicial Information System module for the appellate courts (Court of Appeals and Supreme Court). An ad hoc committee—the ACORDS Committee —was established, and staff was hired and commenced work on this project in January, 1977.

Two additional JIS projects were begun in the first half of 1977; these are a juvenile courts system (JUVIS) and a courts of limited jurisdiction system (DISCIS). Policy ad hoc committees were established for each in July, 1977 to direct the activities on these projects. Since then, funds have been obtained in five grants from the Traffic Safety Commission for development and coordination of an interim IBM 3741 based system for the lower courts and the development of a mini-computer based replacement system. JUVIS activities have been funded by inclusion in the JIS grant, and a discretionary grant and extension beginning in April, 1978.

The Legislature has approved a budget for the Administrator for the Courts including funding for the JIS effort for the 1977-79 biennium and for the 1979-81 biennium.

Other funding sources have included:

— An LEAA "Court Delay" grant to expedite the implementation of King County Superior Court.

— Funds as part of an LEAA grant to Pierce County to expedite Pierce County's use of the JUVIS system.

As of the submission of this plan, the SCOMIS system is operational in Yakima, Snohomish, King, Kitsap, Clark, Thurston, Benton, and Whatcom County Superior Courts.

The ACORDS system is operational in the three divisions of the Court of Appeals and in the Supreme Court.

The JUVIS system is operational in Pierce, Clark, Yakima, Benton-Franklin, Spokane, and Snohomish County sites. The implementation of a state-wide batch system began on January 1, 1980.

The DISCIS system is being pilot tested in Thurston County District Court. An interim system using IBM 3741 devices is operational in 25 other district courts.

With respect to the implementation of a JIS central processing facility, progress has been slower. In 1977-78, plans were laid for an early 1979 implementation. The Courts were asked to wait for one year by the Washington State Data Processing Authority. In November, 1979, authority was asked to acquire and install the 158MP system surplused by the Department of General Administration. Again the Courts were asked to wait until an orderly withdrawal from WSUCSC could be effected. Current plans, coordinated with WSUCSC, have the Courts transferring its operation to a Courts controlled facility in October, 1980.

Purpose

From inception, the Judicial Information System project has been directed at improving the management, operation and responsiveness of the courts. It was recognized that automation would be essential, if the courts were to be successful in adopting a modern business approach to their work procedures. The benefits of the JIS development were generally regarded as follows:

Provide operational information to each court to increase administrative capabilities.

Improve the reporting capability to meet statutory mandates for information on the judicial branch to the Supreme Court, Legislature, Executive, and to the citizens of the State of Washington.

Collect dependable statistical information upon which the judiciary can base predictions for operating funds, facilities, and personnel needs.

Analyze and evaluate court performance and workloads to plan for increased productivity.

Provide appropriate information to external agencies or systems, including the Federal Government's Offender Based Tracking System and Computerized Criminal History program.

Goals

The major, overall goals of the Judicial Informaion System project have been as follows:

Provide timely and accurate information necessary for the expeditious administration of justice in the courts of the State of Washington.

Improve court knowledge and responsiveness through greater data detail, currency, and improved reliability both in court administration and judicial procedures.

Enhance the cost effectiveness of the court system through standardization of procedures and data elements, and improved technology for data collection, data handling and data retrieval.

Increase the effectiveness of the judicial process in Washington State by enhancing the availability of court information to the related entities of other courts, prosecutors, law enforcement and corrections organizations.

Objectives

To maintain momentum in installing new JIS court sites and in developing new JIS features in response to the increasing demands of the State's judiciary.

To establish a stand-alone machine environment as soon as possible in order to properly control the security and privacy of confidential information and for better managerial control of its processes.

Policies

To promote total commitment by the State judiciary in actively participating in the design, review and enhancement of JIS to ensure a continuing quality product.

To employ standard tools and techniques so that JIS products are most readily exportable to court systems of other states and/or political jurisdictions, and conversely so that products are most easily accessible to JIS.

Assumptions

It is assumed that funding will occur at requested levels.

It is assumed that the projected case workload will occur.

It is assumed that authorization of the Washington State Data Processing Authority (WSDPA) will be granted for required acquisitions to maintain the JIS program.

SCOMIS

Current System Description

The Superior Courts Management Information System (SCOMIS) is being developed to assist the State's courts by providing modern computer technology for managing the court caseload. To date, three basic modules of the computer system have been developed: Case Indexing, Docketing, and Case Tracking. Initial features of two other modules, Accounting and Calendaring, are also complete. Related features of the Statistical and Management Reports module are being developed concurrently, with each new module to be added to the system.

Summary descriptions of each of the SCOMIS modules are included below.

Current Applications

Case Indexing

The indexing features assist the court in finding a case when the case number is not known. This is accomplished by referring to current printed index reports on microfiche or week-to-date printouts, or by using the computer terminal for direct inquiries of the caseload data. Whereas manual indexing systems prior to SCOMIS normally provided only the ability to locate a case by the name of a principal party in the case (plaintiff, defendant, petitioner, respondent, etc.), SCOMIS adds the ability to find the case by several additional means used singly or in combination, including attorney name(s), filing date, cause of action, document filing, court appearance, disposition, etc.

Docketing

Dockets consist of a chronological listing of all the appearances and instruments filed in a case. SCOMIS merges docketing with case indexing into one continuous step. This eliminates redundant clerical efforts, adds the speed and efficiency of computer data entry, and increases accuracy through computer editing of the case data. Once entered on the computer, the case data is then available for immediate reference from any computer terminal located anywhere in the court site.

Case Tracking

Case tracking provides features which capitalize on data already recorded under indexing and docketing. Documents, notices, and reports may be printed automatically based upon an action (or non-action) noted in the docket. Periodic management and statistics reports are generated to monitor caseload status and caseload activity levels. An ad hoc inquiry capability permits the terminal operator to create special reports on the court caseload which are useful in management analysis and research.

Motion Calendaring

Computer-generated motion calendars are already produced by SCOMIS resulting in clerical savings of redundant typing tasks.

Statistical and Management Reports

Statistical and activity reports are provided for planning and personnel management purposes.

Future System Description

Summary descriptions of new features planned for SCOMIS are included below:

Accounting

The SCOMIS accounting module will provide easy establishment, maintenance and control of all court-related accounts including fee collection and distribution, trust fund accounting, court costs and restitution, and support payments.

These functions will be incorporated into the on-line system, and will, using terminals for data entry into computer files, provide records of receipts, payments, balances and audit trails. Arrangements will be made with a state-wide bank for lockbox-type processing of support payments and trust fund receipts and disbursements, automated check reconciliation and account balancing.

The benefits anticipated from the accounting module include clerical cost-avoidance, increased accuracy, and better statistics available for court management.

Calendaring

Computer-generated motion calendars are already produced by SCOMIS resulting in clerical savings of redundant typing tasks. Trial calendaring will be provided using support data retrieved through a terminal accessing computer data files. Ease of information availability will assist the calendaring clerk in making accurate and timely date assignment decisions.

Jury Selection and Management

The jury selection/management module will provide jury lists from voter registration files or incorporate jury lists already provided by the county. It will provide the ability to schedule, print the notice and summons documents, and generate reimbursement accounting for jurors. Calendaring support will relate to jury selection/management by providing the necessary information on the number of jurors required, the time, the place, and the modifications to cases affecting scheduled juries.

Warrant Control

Presently, some law enforcement agencies employ very sophisticated warrant systems. However, only the court can recall or modify a warrant. Since the police systems only control warrants from the law enforcement viewpoint, the courts should have a method or system for internally controlling or inventorying warrants. Warrant control can provide the courts with the ability to establish, manage and retrieve warrants and related data on a real-time basis.

Savings to each court will not only be in the conservation of a significant amount of clerical time, but also in the reduction in the number of false arrest cases for serving a "dead" warrant.

Court Minutes and Exhibits

Court clerk time, presently spent in lengthy writing or typing of redundant minute scripts, could be spent in more productive areas of court-related procedures. Court clerk recording of minutes and identification of court exhibits can benefit from the availability of computerized word processing. Court clerk minutes can be created, using text editing techniques for both hearing and trial minutes. In addition, identification of court exhibits can be extracted from the minutes of a case, providing an inventory of exhibits to all interested parties.

Communications Links to Other Justice Systems

SCOMIS is a principal subsystem of a complete network of judicial information systems which also includes juvenile court information, appellate court information, and district and municipal court information.

The SCOMIS project will also be developed toward the eventual linkage with other adjudications, law enforcement and correction systems. SCOMIS will provide the essential information for an efficient and cost-effective justice system by facilitating the manual and computerized exchange of data throughout the justice networks. An example of such communications is the dissemination of dispositional information to entities and agencies such as (1) law enforcement, (2) prosecutors, (3) corrections, (4) Department of Licensing, and (5) Bureau of Criminal Identification (BCI).

Statistical and Management Reports

Appropriate statistical and management reports will continue to be by-products of the above modules and will be provided in each module as required. These will include reports necessary for judicial planning as well as those necessary for judicial personnel management.

Equipment and Other Resources

SCOMIS currently operates on a large host computer at Washingon State University Computing Service Center (WSUCSC). Court site personnel use 3270 compatible CRT

terminals and 3280 compatible printer terminals linked via 4800 bps lines to the host computer. Beginning in the latter half of FY 1983, court site processing is planned to be offloaded to regional mini-computers. Projections for SCOMIS terminals and mini-computers are shown in the table below:

SCOMIS Court Site Equipment

	FY 80	FY 81	FY 82	FY 83	FY 84
INSTALLED SITES	8	10	14	23	27
CRT TERMINALS	63	104	134	165	187
PRINTER TERMINALS	11	15	19	28	32
REGIONAL MINI-COMPUTERS	0	0	0	2	6

Project Schedule

The Proposed Long-Range SCOMIS Site Implementation Order (following) shows current plans for court site implementation. The SCOMIS Development Schedule shows current plans for developing new system features.

May, 1980

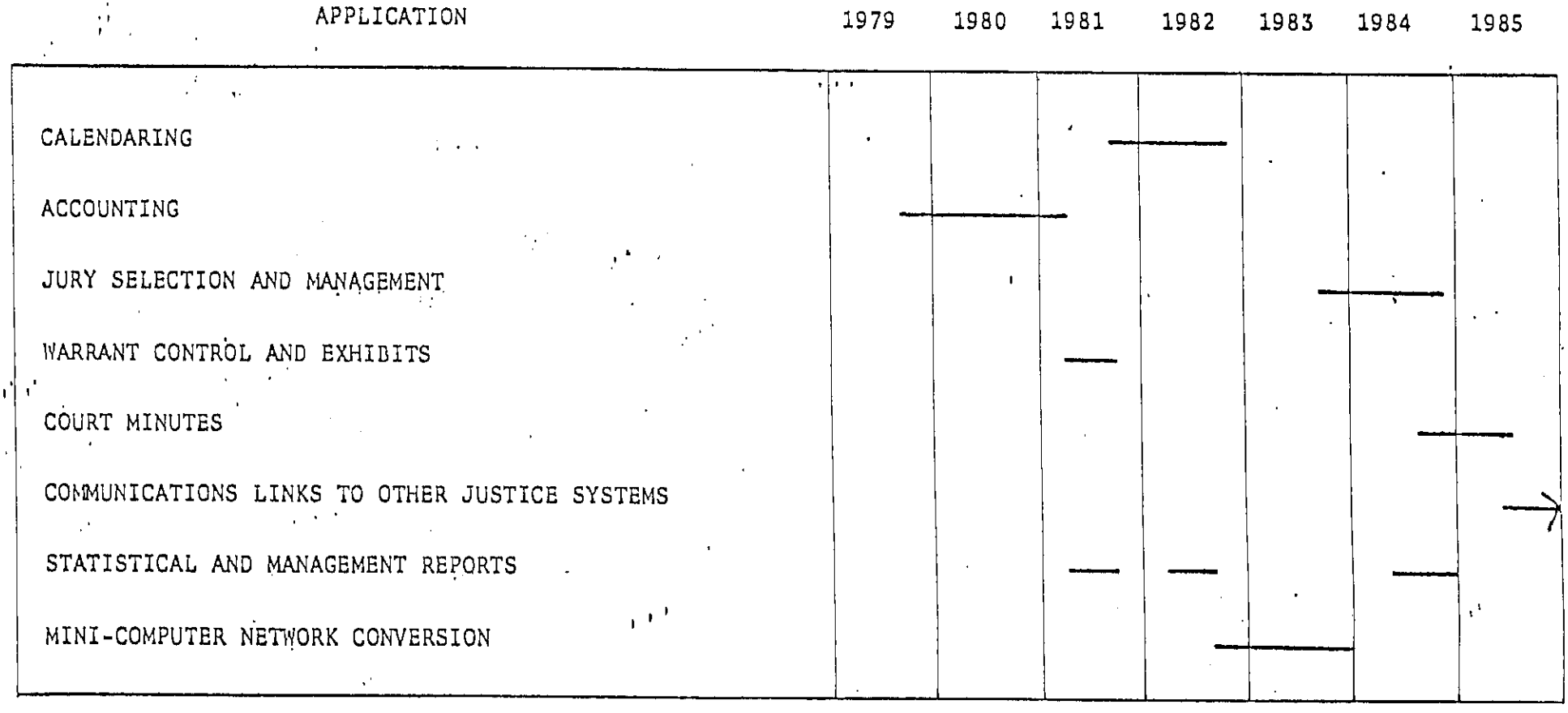
PROPOSED LONG RANGE

SCOMIS SITE IMPLEMENTATION ORDER

ORDER	COURT SITE	TENTATIVE IMPLEMENTATION DATE	1978 CASELOAD TOTAL FILINGS	CUMULATIVE % OF STATE
1	YAKIMA COUNTY SUPERIOR	CURRENT	6,175	4.6%
2	SNOHOMISH	CURRENT	9,863	11.8%
3	KITSAP	CURRENT	4,229	14.9%
4	THURSTON	CURRENT	4,080	18.0%
5	CLARK	CURRENT	5,948	22.3%
6	BENTON	CURRENT	2,973	24.5%
7	KING	CURRENT	44,328	57.2%
8	WHATCOM	CURRENT	3,072	59.5%
9	SPOKANE	JULY, 1980	11,623	68.1%
10	PIERCE	APRIL, 1981	16,018	79.9%
11	GRAYS HARBOR	JULY, 1981	2,367	81.6%
12	FRANKLIN	OCT, 1981	1,549	82.7%
13	WALLA WALLA	JAN, 1982	1,645	84.0%
14	GRANT	APRIL, 1982	1,725	85.2%
15	SKAGIT	JULY, 1982	2,127	86.8%
16	CHELAN	OCT, 1982	1,544	87.9%
17	PEND OREILLE	JAN, 1983	263	
18	STEVENS	JAN, 1983	760	88.9%
19	LINCOLN	JAN, 1983	283	
20	MASON	MARCH, 1983	873	89.5%

21	ASOTIN	JUNE, 1983	645	
[illegible]	COLUMBIA	JUNE, 1983	137	90.3%
[illegible]	GARFIELD	JUNE, 1983	50	
24	COWLITZ	AUG, 1983	2,786	92.2%
25	LEWIS	OCT, 1983	1,836	93.6%
26	CLALLAM	APRIL, 1984	1,763	95.2%
27	JEFFERSON	APRIL, 1984	443	
28	KITTITAS	JULY, 1984	721	96.0%
29	DOUGLAS	JULY, 1984	445	
30	ISLAND	OCT, 1984	1,365	97.2%
31	SAN JUAN	OCT, 1984	221	
32	OKANOGAN	JAN, 1985	1,018	98.1%
33	FERRY	JAN, 1985	182	
[illegible]4	WHITMAN	APRIL, 1985	638	98.7%
	ADAMS	APRIL, 1985	389	
36	PACIFIC	JULY, 1985	685	99.4%
37	WAHKIAKUM	JULY, 1985	84	
38	KLICKITAT	OCT, 1985	506	100.0%
39	SKAMANIA	OCT, 1985	271	

SCOMIS DEVELOPMENT SCHEDULE



ACORDS

Current System Description

The Appellate Courts Records and Data System (ACORDS) project will serve the Supreme Court and the Court of Appeals.

The project commenced in January, 1977 and has the following goals:

1. Develop an information system for the Supreme Court and the three divisions of the Court of Appeals integrating the requirements of the trial courts.

2. Enable OBTS/CCH data support by the appellate courts to other components of the criminal justice system.

3. Development of management data for the Supreme Court and each division of the Court of Appeals.

4. Enable and assist in the standardization of statistical data elements reporting and usage.

5. Provide information concerning:

   Calendaring backlogs
   Source of case filings by various categories
   Dispositions
   Duration of cases
   Issues for possible consolidation of cases

6. Provide day-to-day operational support to the appellate courts on such tasks as:

   Indexing
   Docketing
   Calendaring
   Case consolidations
   Law search

The current services of ACORDS, installed at this time, are:

1. Case Management

   a. Cross-Reference Indices - To enable speedy search on case data.

   b. Event Tracking - To facilitate timely and controlled management of case-related events. Some of the services are in the following areas:

Filing of instruments
Case status
Exhibits
Opinions
Motion and policy deficiencies
Motion calendaring

c. Document Production - To eliminate much of the redundancy and retranscription of data that is otherwise necessary in producing:

Motion calendars
Labels

2. Court Management Reports - These will facilitate the automatic creation of statistics necessary for the efficient management of the Court of Appeals and the Supreme Court. It will also enable the automatic creation of summary statistical information required by the Office of the Administrator for the Courts both on case activities and fiscal matters.

Future System Description

The future services of ACORDS, as shown on the development schedule are:

1. Case Management

a. Event Tracking - To facilitate timely and controlled management of case related events. Some of the services are in the following areas:

Oral argument calendaring
Settlement conference calendaring
Accounting

b. Document Production - To eliminate much of the redundancy and retranscription of data that is otherwise necessary in producing:

Notices
Oral argument calendars
Settlement conference calendars

2. Issue Tracking - Issue tracking is defined as the ability to determine whether any one issue in a given case is presently pending, or has recently been considered by an appellate court in the State of Washington.

The objectives are two-fold:

a. To enhance the specificity and unity of the opinions of the appellate court by linking, in some manner, all appeals pending on the same issues.

b. To conserve limited judicial resources by eliminating concurrent effort on the same issues in two or more appellate courts.

The elements required to implement such a system are outlined as follows:

1) Issue Index - Index of issues in all appeals which have been filed in an appellate court for which a mandate has not been issued, relating each issue to the appeal in which it occurs. Three procedures will be necessary to establish such an index:

   Issue Definition - A procedure to determine what the issues are in a given appeal.

   Issue Codification - A procedure to determine what information about each issue will be entered in the index.

   Updating - A procedure to add the encoded issue to the index.

2) Index Access - A procedure to compare an inquiry about an issue with the issue index and return the required information for each matching issue in the index.

3) Inquiry Codification - A procedure, similar to Event Tracking, which would state the issue to be inquired about in a form which would be acceptable to the Index Access procedure.

3. Text Processing - It is planned to deliver text processing capability to the appellate courts.

4. Interface with Superior Courts - The capability intended is for the automatic transfer of relevant automated case data from and to the superior courts.

5. Law Research - Through the availability of computer terminals, direct computer links with the Legislative Information Systems law search service may also be possible.

Equipment and Other Resources

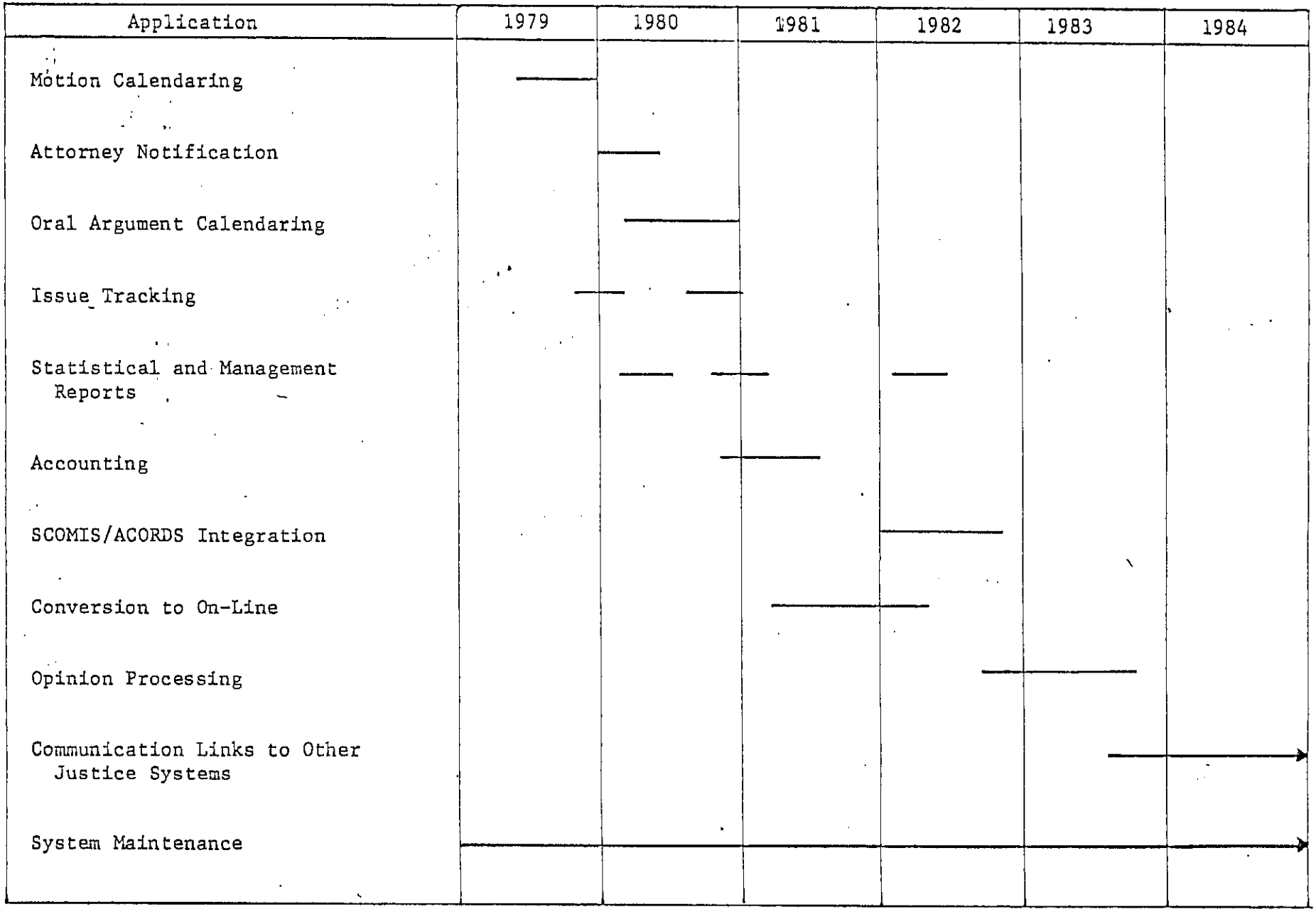
ACORDS currently operates on a large host computer at Washington State University Computing Service Center (WSUCSC). Court site personnel use 3270 compatible CRT terminals and 3280 compatible printer terminals linked via 4800 bps lines to the host computer. Projections for ACORDS terminals are shown in the table below:

	FY 80	FY 81	FY 82	FY 83	FY 84
INSTALLED SITES	4	4	4	4	4
CRT TERMINALS	11	15	22	26	26
PRINTER TERMINALS	4	5	5	8	8

Project Schedule

ACORDS has been implemented in all three divisions of the Court of Appeals and the Supreme Court. The ACORDS Development Schedule (following) shows current plans for developing new system features.

ACORDS DEVELOP SCHEDULE



JUVIS

Current System Description

The computing support consists of an imported interim system referred to below, and a longer range, staff-developed juvenile courts comprehensive information system project that will serve the State's 32 juvenile courts or youth service centers. The interim JUVIS project was installed in July, 1979.

This system will upgrade the planning capacity of juvenile courts by furnishing the information and the data analysis necessary for the process. This will significantly contribute to the overall improved performance of juvenile courts by improving their ability to plan for and to manage the available resources. Although the resulting system is designed for the operation's requirements and use of the juvenile courts, it must also accommodate the demands for information from other agencies.

In addition, the system will promote comprehensive planning and standardization in statistical reporting on a state-wide basis. Specifically, the benefits will include, but not be limited to:

Increased reliability and accessibility of juvenile court data.

On-line data entry capability eliminating the need for multiple clerical data entries.

On-line data retrieval of information on matters such as:

- Indexing
- Case/status tracking
- Calendaring
- Dispositions accounting
- Various management statistics
- Detention lists

Integration of the planning capability with the planning process of other related agencies.

Initiation of an operational planning, research, and evaluation process for the juvenile courts.

Communicability of systems approach and data characteristics by concurrent development with the other elements of the Judicial Information System.

Standardization of data elements and procedures among the juvenile courts of the State of Washington.

Production of statistical reports for the Office of the Administrator for the Courts and the local juvenile courts to aid in budgeting and planning.

The approach for this project conforms with the intent of the Judicial Information System Committee Rules. This approach is also developed to complement the work plan incorporated in the initial JIS planning, the Superior Court (SCOMIS) subsystem, and the Appellate Court (ACORDS) subsystem.

Much of the groundwork has already been set with other subsystems of JIS and the start-up procedures will therefore be greatly simplified for this task. The juvenile courts of Washington are a part of, and are managed by, the superior courts. Therefore, any development of administrative tools for the juvenile court must be coordinated and compatible with similar tools in the superior court.

During the interim, awaiting the development and installation of the DJIS-JUVIS system, the DJIS staff has imported, improved, and installed a Utah juvenile courts information system called PROFILE. This system was first evaluated in mid-1978 and installed in Clark and Pierce County Juvenile Courts on a pilot basis in March of 1979. PROFILE contains most of the basic features that JUVIS will provide, but in a rudimentary manner.

Future System Description

By July of 1980, the State's juvenile courts will have obtained the necessary experience from JUVIS I, the interim, imported system, to identify their long-term information needs. At that time, the JUVIS task force will begin the substantial effort to develop and install a longer range information processing solution for the juvenile courts. JUVIS II will cover the same functions as JUVIS I, but the comprehensiveness of the system, ease of use, security, privacy, confidentiality, program modularity and documentation will be substantially better. JUVIS I concentrates on the present status concept where only one element is allotted to an item, such as court date, and the most recent iteration destroys prior updates. Under JUVIS II, it is expected that several data elements would be allocated for preserving superseded information if desired.

Equipment and Other Resources

JUVIS currently operates on a large host computer at Washington State University Computing Service Center (WSUCSC). Court site personnel use 3270 compatible CRT terminals and 3280 compatible printer terminals linked via 4800 bps lines to the host computer. Beginning in FY 1984, JUVIS processing is planned to be offloaded to regional mini-computers shared with the SCOMIS project. Projections for JUVIS terminals and mini-computers are shown in the table below:

JUVIS Court Site Equipment

	FY 80	FY 81	FY 82	FY 83	FY 84
INSTALLED SITES	7	13	19	25	32
CRT TERMINALS	28	43	56	63	70
PRINTER TERMINALS	14	21	27	33	40
REGIONAL MINI-COMPUTERS	0	0	0	0	6

Project Schedule

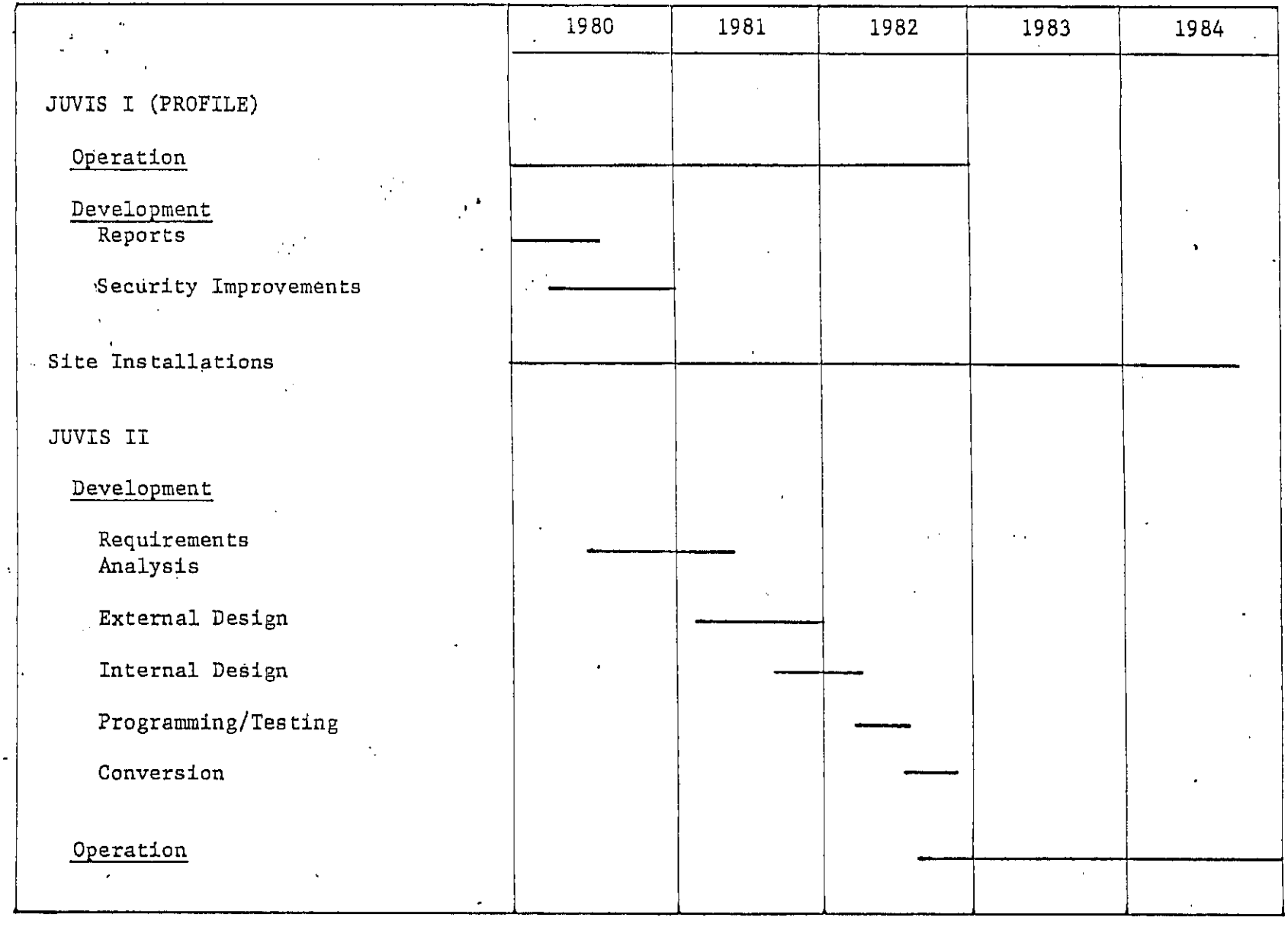
The Proposed Long-Range JUVIS Implementation Order (following) shows current plans for court site implementation. The JUVIS Development Schedule shows current plans for developing new system features.

JUVIS SITE IMPLEMENTATION ORDER

MAY, 1980

ORDER	COURT SITE	TENTATIVE IMPLEMENTATION DATE	CUMULATIVE % OF STATE ON-LINE SERVICE	CUMULATIVE % OF STATE INDEX COVERAGE
1	CLARK COUNTY	CURRENT	4.5	4.5
2	PIERCE COUNTY	CURRENT	16.2	16.2
3	YAKIMA COUNTY	CURRENT	20.4	20.4
4	BENTON/FRANKLIN COUNTY	CURRENT	23.6	23.6
5	SPOKANE COUNTY	CURRENT	32.1	32.1
6	SNOHOMISH COUNTY	CURRENT	39.8	100.0
7	GRANT COUNTY	MAY, 1980	41.0	(The entire state is covered by a "mail in" system on juvenile adjudications called batch JUVIS)
8	COWLITZ COUNTY	JULY, 1980	43.0	
9	LEWIS COUNTY	SEPT, 1980	44.4	
10	GRAYS HARBOR COUNTY	NOV, 1980	46.0	
11	SKAGIT COUNTY	JAN, 1981	47.5	
12	KITSAP COUNTY	MAR, 1981	50.9	
13	COLUMBIA/WALLA WALLA	MAY, 1981	52.2	
14	THURSTON COUNTY	JULY, 1981	55.0	
15	WHATCOM COUNTY	SEPT, 1981	57.6	
16	ISLAND COUNTY	NOV, 1981	58.7	
17	CLALLAM/JEFFERSON	JAN, 1982	60.2	
18	CHELAN COUNTY	MAR, 1982	61.3	
19	MASON COUNTY	MAY, 1982	62.0	
20	WHITMAN COUNTY	JULY, 1982	63.1	
21	FERRY/OKANOGAN	SEPT, 1982	64.0	
22	PEND OREILLE/STEVENS	NOV, 1982	64.9	
23	KITTITAS COUNTY	JAN, 1983	65.6	
24	DOUGLAS COUNTY	MAR, 1983	66.2	
25	PACIFIC/WAHKIAKUM	MAY, 1983	66.7	
26	ASOTIN/GARFIELD	JULY, 1983	67.2	

JUVIS DEVELOPMENT SCHEDULE



Current System Description

"3741" Project (District Court Accounting and Reporting System)

The increasingly high case volume of the District/Municipal Courts has made it essential to employ the most modern techniques available to maintain the quality of justice expected by the public. Typically, there are two approaches to handling an increased processing workload. The first is simply to increase staff, but this approach rarely solves the problem and it is usually rejected by city and county officials as an answer. This leaves only one other approach, the more effective use of management techniques and technology. The District/Municipal Courts have been moving in this direction with the employment of the District Court Accounting and Reporting System, utilizing IBM 3741 data stations, for processing traffic citations, the bulk of the workload in these courts.

A limited version of this system was initiated in Thurston County District Court in 1975, and in King County in 1976. In July of 1976, Traffic Safety funds were obtained by the Office of the Administrator for the Courts to be used in improving and standardizing the system for better utilization of the equipment in these two counties.

As experience in these counties has shown, the "3741 system" has provided an immediate answer to the problems of the high volume traffic courts. Improvements are evident in the areas of standardized procedures, improved accounting functions, slowdown in personnel growth requirements and increased fine collection.

Currently, the system is providing a capability in both records management and accounting procedures. The current capabilities include:

Filing and follow-up of traffic citations

- Entry of citation data
- Alphabetized index cards
- Automatic printing of notices
  - Bail notices
  - Warning letters
  - Failure to Appear notices to the Department of Licensing
  - Warrants
  - Trial notices
  - Calendars

Cash receipting-(Cash register function)

- Entry of receipt information
- Automatic matching to citation data and time pay fine records for updating
- Accounting journals, cash transmittals
- Bank deposit

Accounts receivable (time pay fines)

- Delinquency reporting
- Statements, final notices, summonses

Trust fund accounting

- Cash bail bonds, appeal bonds
- Paper bonds
- Restitution

Statistics gathering

- Filings of traffic citations
- Cash receipts
- Partial dispositional statistics

Future System Description

In order to effectively achieve the goals and objectives of the DISCIS subsystem, the required functions have been grouped and prioritized into a logical set of implementation phases.

Because of the steadily increasing clerical workload, resulting from the accelerated rate of citation filings and the expected increase in civil and small claims jurisdiction, the highest priority will be given to automating and streamlining the paperwork flow in the District/Municipal Court offices.

This approach will not only provide the most immediate and cost beneficial relief to the overloaded courts, but also will early establish the data base which will be used in later phases of the system.

The following is a list of the features to be included in the DISCIS system:

Phase I - Traffic/Criminal Citation Filing and Tracking - Implementation, 1980

- Citation Filing
  - Data collection
  - Indexing for local and statewide inquiry
  - Filing statistics
- Cash Accounting
  - Data collection (cash register)
  - Daily transaction journals
  - Bank deposits
  - Citation dispositions
  - Disposition statistics

- Citation Tracking

  - Warning notices/summonses
  - Warrant generation
  - Failure to Appear notification

- Integration of the "3741 system" into DISCIS

- Communications with Department of Licensing*

  - Electronic transmission to DOL of:

    - Citation/disposition information
    - Failures to Appear (FTA)
    - Requests for abstract of driver's record (ADR) and certified copies of the driver's record (CCR)

  - Electronic transmission to the Courts of:

    - Abstracts of driver's record

Phase II - Revenue Accounting - Implementation, 1980

- Trust Accounting

  - Cash bonds
  - Cash appeal bonds
  - Paper bonds
  - Restitutions

- Transmittal reports for the county treasurer

- Accounts Receivable

- Miscellaneous Accounting

Phase III - Case Tracking - Implementation, 1981-82

- Calendaring

  - Trial setting
    Scheduling officers and attorneys
  - Notification of trial
  - Docketing
  - Jury management
  - Case flow management

* Delayed until a court-controlled host is installed.

Phase IV - Probation Services Support - Implementation, 1983

- Appointment scheduling and tracking
- Resource indexing and analysis
- Statistical studies

Phase V - Interagency Communications - Implementation, 1984-85

- Warrant control/recall
- Analytical data for law enforcement
- Input to Traffic Records System
- Analytical reports for Legislature
- Audit reports

Hardware Requirements

Due to the scattered locations of the courts and the peak transaction volumes, it is planned to develop DISCIS in a distributed data processing environment. Several mini-computers will be installed in regions to process local courts data via terminals. The mini-computer will, in turn, be linked to an AFC host computer.

The hardware requirements are defined below:

1. The mini-computers must be able to communicate with a central host.

2. The programs for all mini-computers and terminals must be compiled at the central computer and distributed to the mini-computers via communications links.

3. The network must be controlled from the central computer; therefore, facilities for remote hardware and software problem diagnosis must be available at the central computer.

4. The mini-computers must be simple to operate in order to avoid the costs associated with hiring an expert operator for each regional center.

5. The terminals required will be of two types:

   a. The local court terminals must be compatible with those in SCOMIS and ACORDS and must have print capabilities to handle such diverse reports as time pay delinquency reports and arrest warrants.

   b. The cash register terminals must allow simple, push-button selection of transaction types, must have inquiry and data entry capabilities, and have a document printer for printing receipts and simple journals, and for posting dispositions to citations.

Equipment and Other Resources

DISCIS is currently being developed on an IBM 3790 mini-computer at the Thurston County District Court pilot site. Selection of the mini-computer model and terminals

for implementation into a distributed network is planned for late FY 1980, delivery in FY 1981. The terminal complement at the court sites will include a cashiering terminal, CRT terminal and printer terminal. These terminals will be connected locally and via communications lines to the mini-computer which, in turn, will be connected to the large mainframe host computer. Projections for DISCIS terminals and mini-computers are shown in the table below:

DISCIS Court Site Equipment

	FY 80	FY 81	FY 82	FY 83	FY 84
INSTALLED SITES	3	9	13	23	35
CASHIER TERMINALS	3	10	20	35	53
CRT TERMINALS	5	18	34	58	85
PRINTER TERMINALS	3	10	18	30	42
REGIONAL MINI-COMPUTERS	1	3	6	8	10

Project Schedule

The Proposed Long-Range DISCIS Site Implementation Order (following) shows current plans for court site implementation. The DISCIS Development Schedule shows current plans for developing new system features.

ER	COURT SITE	TENTATIVE IMPLEMENTATION DATE	1978 ANNUAL FILINGS	CUMULATIVE % OF STATE
1	THURSTON COUNTY DISTRICT	CURRENT	17,702	1.4%
2	LEWIS COUNTY DISTRICT	APRIL, 1980	14,124	2.5%
3	LACEY MUNICIPAL	JUNE, 1980	1,964	2.7%
4	RENTON DISTRICT/MUNICIPAL (KING)	JULY, 1980	18,278	4.2%
5	AUKEEN DISTRICT (KING)	SEPT, 1980	15,936	5.5%
6	ROXBURY DISTRICT (KING)	OCT, 1980	11,262	6.4%
7	AIRPORT DISTRICT (KING)	NOV, 1980	18,932	8.0%
8	TUKWILA MUNICIPAL (KING)	DEC, 1980	3,528	8.2%
9	SPOKANE DISTRICT/MUNICIPAL	FEB, 1981	75,664	14.4%
10	SEATTLE MUNICIPAL	JULY, 1981	143,328	26.0%
11	YAKIMA DISTRICT/MUNICIPAL	JAN, 1982	45,310	29.6%
12	CLARK COUNTY DISTRICT	MARCH, 1982	53,579	34.0%
13	NORTHEAST DISTRICT (KING)	MAY, 1982	40,336	37.3%
14	BELLEVUE DISTRICT/MUNICIPAL (KING)	JULY, 1982	32,469	39.9%
15	SOUTH SNOHOMISH DISTRICT/MUNICIPAL	AUG, 1982	19,178	41.4%
16	SHORELINE DISTRICT (KING)	SEPT, 1982	9,585	42.2%
17	SEATTLE DISTRICT (KING)	OCT, 1982	31,525	44.8%
18	EVERETT DISTRICT/MUNICIPAL	NOV, 1982	42,616	48.2%
19	CHELAN COUNTY DISTRICT	DEC, 1982	14,816	49.4%
20	PIERCE COUNTY DISTRICT #1	JAN, 1983	44,964	53.1%
21	TACOMA MUNICIPAL	MARCH, 1983	29,275	55.4%
22	EVERGREEN (SNOHOMISH)	MAY, 1983	11,702	56.4%
23	CASCADE	JUNE, 1983	9,181	57.1%
24	KITSAP DISTRICT #1	JULY, 1983	6,388	57.6%
25	BREMERTON MUNICIPAL	AUG, 1983	11,364	58.6%

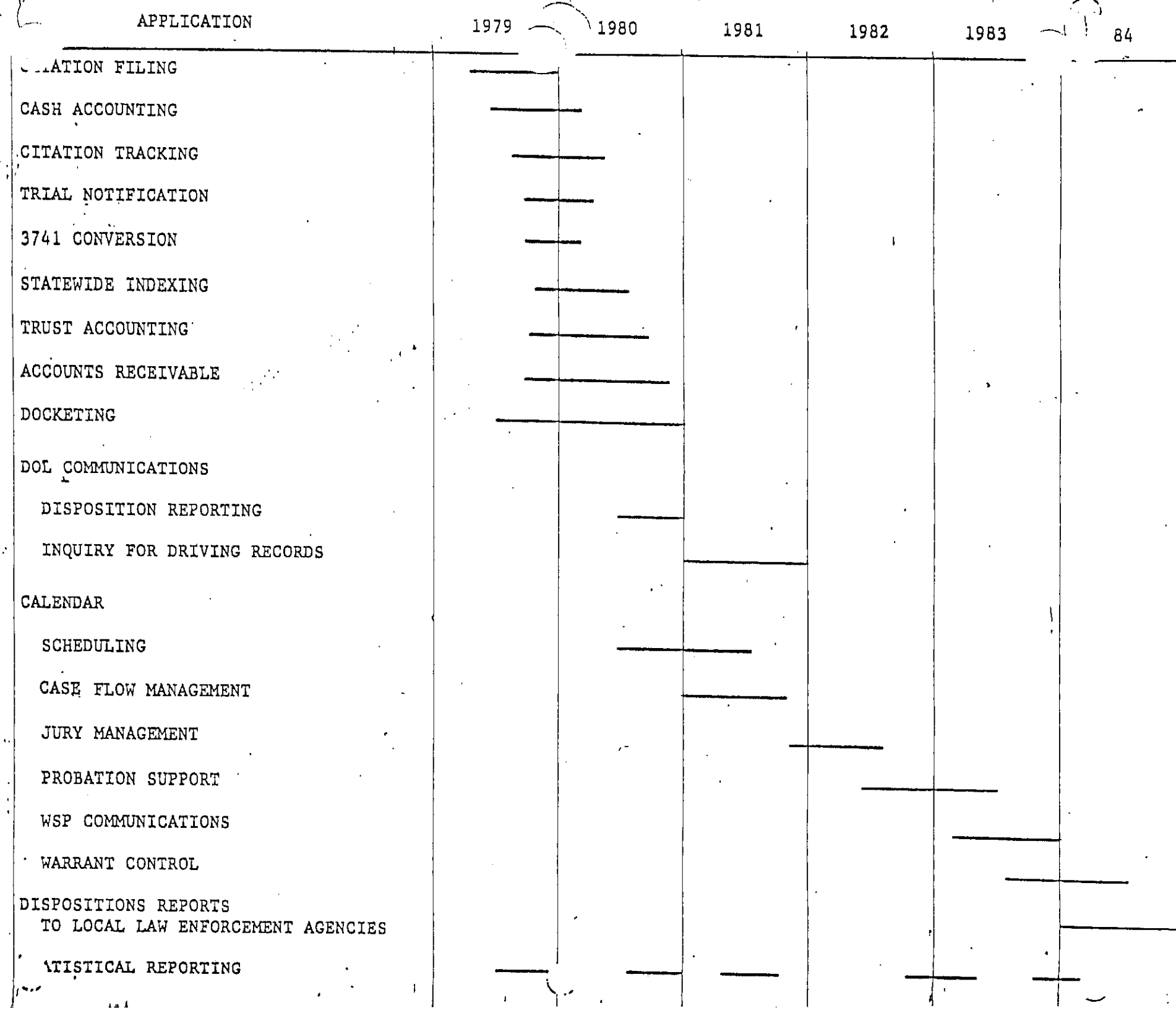
PROPOSED LONG RANGE

DISCIS SITE IMPLEMENTATION ORDER

(Continued)

ORDER	COURT SITE	TENTATIVE IMPLEMENTATION DATE	1978 ANNUAL FILINGS	CUMULATIVE % OF STATE
26	KITSAP DISTRICT #2	SEPT, 1983	10,131	59.4%
27	ISSAQUAH (KING)	OCT, 1983	8,449	60.1
28	MERCER ISLAND (KING)	NOV, 1983	4,498	60.4
29	BENTON COUNTY DISTRICT	DEC, 1983	31,379	63.0
30	COWLITZ COUNTY DISTRICT	JAN, 1984	26,249	65.1
31	FRANKLIN COUNTY DISTRICT	FEB, 1984	5,857	65.6
32	ELLENSBURG DISTRICT/MUNICIPAL	MAR, 1984	20,848	67.3
33	FEDERAL WAY DISTRICT	APR, 1984	18,900	68.8
34	CHELAN DISTRICT WENATCHEE MUNICIPAL	MAY, 1984	14,816	70.0
35	GRAYS HARBOR DISTRICT	JUNE, 1984	14,095	71.1%

The remainder of the approximately 250 District and Municipal Courts need to be scheduled.

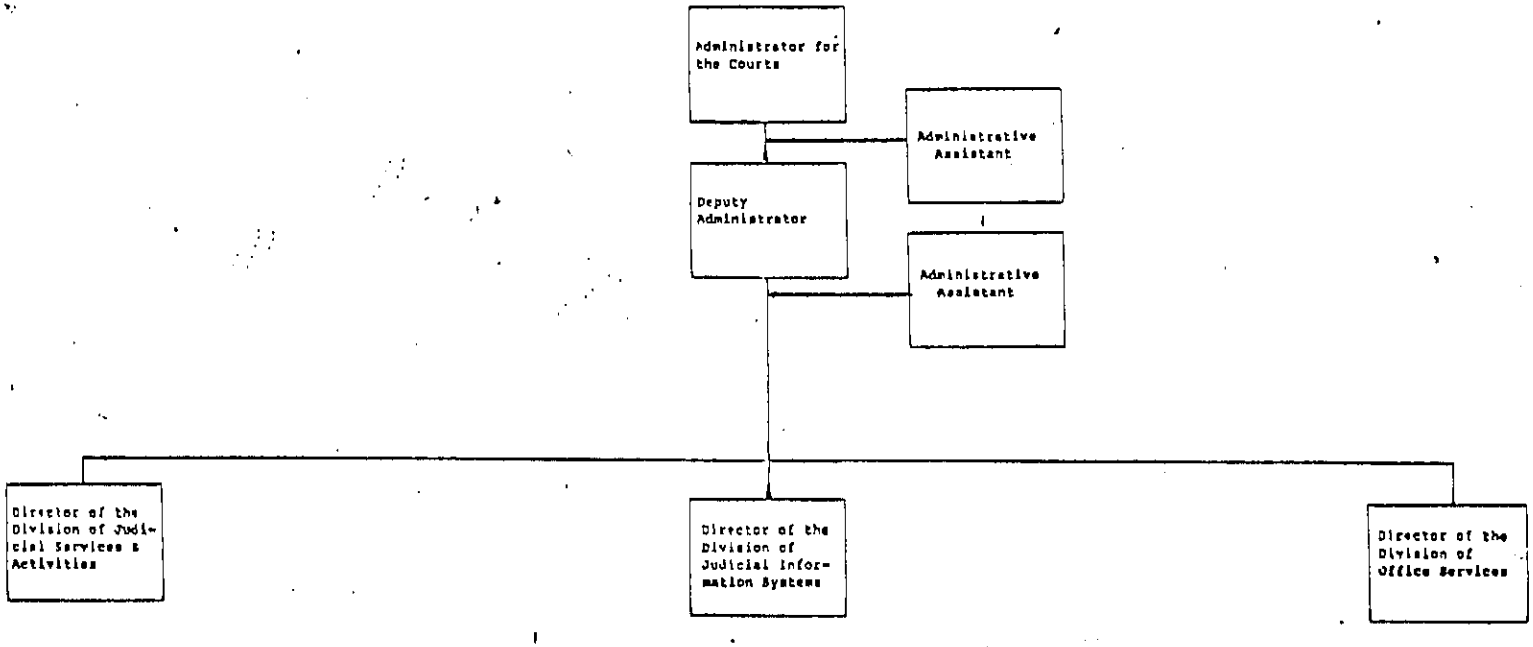

APPLICATION
1979
1980
1981
1982
1983
84
CITATION FILING
CASH ACCOUNTING
CITATION TRACKING
TRIAL NOTIFICATION
3741 CONVERSION
STATEWIDE INDEXING
TRUST ACCOUNTING
ACCOUNTS RECEIVABLE
DOCKETING
DOL COMMUNICATIONS
DISPOSITION REPORTING
INQUIRY FOR DRIVING RECORDS
CALENDAR
SCHEDULING
CASE FLOW MANAGEMENT
JURY MANAGEMENT
PROBATION SUPPORT
WSP COMMUNICATIONS
WARRANT CONTROL
DISPOSITIONS REPORTS
TO LOCAL LAW ENFORCEMENT AGENCIES
ATISTICAL REPORTING

RESOURCE REQUIREMENTS SUMMARY

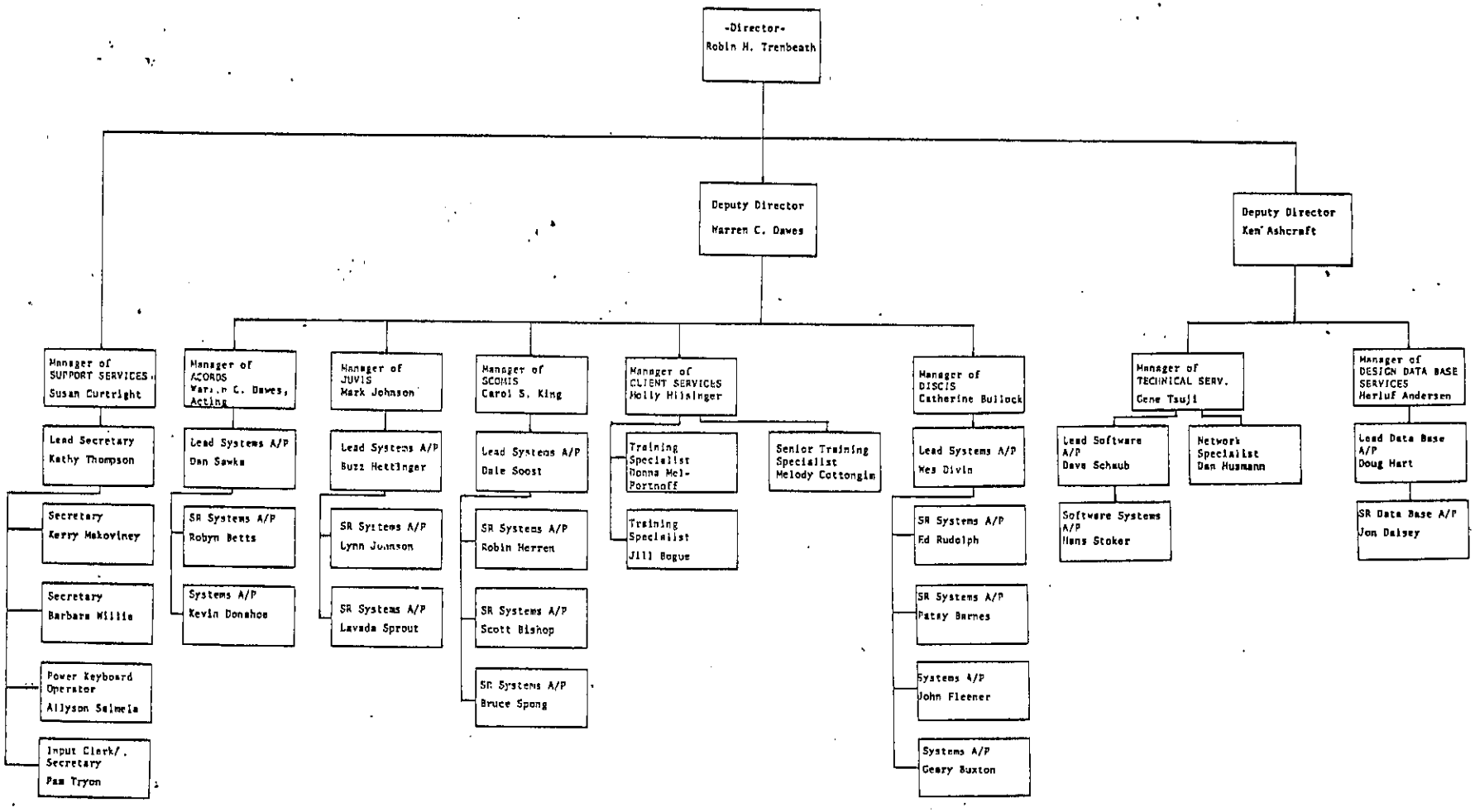
Organization and Staffing

The following diagrams depict current staffing and DJIS organization, as well as estimated future staff requirements.

ADMINISTRATOR FOR THE COURTS



THE DIVISION OF JUDICIAL INFORMATION SYSTEMS



PERSONNEL SHEET

gency Number:

DPA FORM 60 (Revised 8/79)

Agency Name:

Item Description	Item No. (For DPA Use Only)	Full Time Equivalent Count			
		FY 1978 (Actual)	FY 1979 (Actual)	FY 1980 (Estimated)	FY 1981 (Estimated)
Management and Staff	101	13.2	15.2	16.8	17.0
Systems and Programming	102	9.5	14.8	18.2	20.0
Data Preparation	103	--	--	0.5	--
Operations	104	0.3	1.0	1.0	4.4
TOTAL FTE	109	23.0	30.0	36.5	41.4

Item Description	Item No. (For DPA Use Only)	Personnel Costs			
		FY 1978 (Actual)	FY 1979 (Actual)	FY 1980 (Estimated)	FY 1981 (Estimated)
Management and Staff		276,323	339,884	465,660	529,483
Systems and Programming		188,301	316,771	491,943	557,515
Data Preparation		--	--	3,484	--
Operations		5,818	18,325	17,737	115,705
TOTAL PERSONNEL COSTS		470,442	674,980	978,824	1,202,703

EQUIPMENT

During the next five years, the Judicial Information System will require a multitude of new equipment to support the demands placed upon the system. It is anticipated that the acquisitions in support of JIS will be significant.

Terminals

Estimates call for the installation of between 300 and 500 terminals over the next 10 years. Of these terminals, about 40% should be installed within the next five years. Current plans delineate 3270 type terminals as those necessary to support the network. As technology advances, however, changes in strategy may occur.

CPU and Peripheral Equipment

Current workload projections call for the installation of central site equipment during 1980. Therefore, it is incumbent upon the Division of Judicial Information Systems to initiate plans for the acquisition and delivery of a CPU and its associated peripheral equipment.

Distributive Data Processing Equipment

The DISCIS project is currently pilot testing a DDP arrangement in Thurston County District Court. A general acquisition for support of district and municipal courts is imminent. DDP offload of work from the central computer in the SCOMIS and JUVIS areas is planned to begin in FY 1981.

TRAINING REQUIREMENTS

Client Training

A major task of DJIS personnel over the next five years will be to train court personnel in the efficient use of JIS. This will not only include the training of "new users", but also "maintenance" training for current JIS customers. To this end, DJIS has already established a client services section. It is anticipated that this area will expand significantly over the next five years.

Staff Training

Efficiency within the DJIS staff is of paramount importance to the successful implementation and propagation of JIS. A key factor in staff efficiency is training. Therefore, the Office of the Administrator for the Courts is committed to the training of staff in those individual skills necessary to maintain a high level of performance by each and every employee. It is to this end that DJIS has undertaken the task of training every staff member and implementing the policies necessary for the successful application of the new techniques of top-down development, structured design and structured programming. Continued attention to staff training will remain a key factor in the development of JIS.

OPERATING FORECAST - BUDGET

The data processing budget for the Office of the Administrator for the Courts is not yet approved by the Administrator. The chart on the page following reflects the current request of the Division of Judicial Information Systems.

A supplemental budget request has been submitted to the Legislature by the Administrator for funds with which to establish a host JIS computer.

Upon the authorization of WSDPA to proceed, and given adequate funding, a restructuring of the JIS budget will be necessary.

The budget summary presented is the latest prepared for the case in which JIS remains at WSU, but does not include the impact of contract renegotiation with WSU. This impact may be favorable or not depending on the growth rate JIS can sustain.

Operational budget in subsequent periods is unknown, but must be at least at the indicated level to maintain current service.

Ager Number: DATA PROCES BUDGET WORKSHEET DPA Form 55 (Revis 9)

Ag Name:

DATA PROCESSING EXPENDITURES AND REVENUES	Item No.	(Actual) FY 1978	(Actual) FY 1979	(Estimate) FY 1980	(Estimate FY 1981
I. Expenditures (By Object and Sub-Object):	(For DPA Use Only)	(Figures rounded to the nearest whole dollar)			
A. Salaries/Wages and Benefits (A,B,&L):					
1. Salaries and Wages (A&B)	01	401,145	575,555	828,621	1,019,646
2. Employee Benefits (L)	02	69,297	99,425	150,203	183,057
TOTAL PERSONNEL COST	09	470,442	674,980	978,824	1,202,703
B. Equipment/Software/Services Purchased (JA)	20	18,292	28,331	17,225	256,449
C. Personal Service Contracts (CE)	30	5,900	--	4,333	--
D. Goods and Services (E):					
1. State Service Center(s) Processing (EL)	41	140,166	170,623	715,651	204,120
2. Rental/Lease/Maintenance (ED&EE)	42	103,510	337,622	499,644	707,011
3. Training (EG)	43	3,749	10,237	17,784	39,138
4. Other Goods and Services	44	62,301	131,517	143,152	256,000
TOTAL GOODS AND SERVICES	49	309,726	649,999	1,376,231	1,206,269
E. Travel (G)	50	29,906	45,172	60,191	84,723
F. Other DP Expenditures (N,P,R, etc.)	60				
TOTAL EXPENDITURES	70	834,266	1,398,482	2,436,804	2,750,144
II. Revenues (itemize client name and amount on separate list)	80	--	--	--	--
III. Net Cost (Expenditures less revenue)	90	834,266	1,398,482	2,436,804	2,750,144