JIS Policy for Approval of Local Automated Court Record Systems

Adopted by the Judicial Information System Committee (JISC) on
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Purpose

The Judicial Information System Committee (JISC) supports the policy that the applications within the JIS portfolio are the default statewide applications for Washington courts, however, the JISC recognizes that individual courts may have specific needs or business reasons that lead the court to using local automated systems and the JISC is committed to supporting those courts. This policy is intended to provide the guidance and conditions that support an individual court's efforts to implement a local automated system, while ensuring the integrity of data and information upon which all courts depend.

Authority

JISC Rule 1 provides for the Administrative Office of the Courts (AOC) to operate the Judicial Information System (JIS) under the direction of the JISC and with the approval of the Supreme Court pursuant to RCW 2.56. RCW 2.68.010 acknowledges the authority of the JISC to "determine all matters pertaining to the delivery of services available from the judicial information system." Pursuant to RCW 26.50.160, RCW 26.50.070(5), and RCW 7.90.120(1)(b), the JIS is the designated statewide repository for criminal and domestic violence case histories.

JISCR 13 gives the JISC specific responsibility and authority to review and approve county or city proposals to establish their own automated court record systems.

Definitions

"Automated court record system" is any local automated system that is the source of statewide data.

"Statewide data" is defined as the data elements contained in the ISD Standard for Approval of Local Automated Systems 10.46.s1 (to be completed). The table of data elements will be reviewed and approved by court stakeholders, as represented by the Data Management Steering Committee, before final inclusion in the ISD Standard.

Scope

This policy applies to any proposal by a court to implement an automated court record system.

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Policy

a) It is the policy of the Judicial Information System Committee that any court wishing to establish their own automated court record system assumes the following responsibilities.

   1) ~~Any cost required for the state to remove the court from the JIS shall be borne by the county or city implementing a local system~~. JIS is responsible for the development, implementation and costs of a statewide data exchange platform.
   2) Any local costs to connect a court to a data exchange with the JIS shall be borne by the county or city implementing a local system.
   3) Any local jurisdiction wishing to move off of the JIS must make a request through the IT Governance process established by the JISC.
   4) Based on the IT Governance process, the local court must continue to enter statewide data into the JIS until such time that AOC has available resources to remove the court from JIS and implement an automated data exchange. AOC resource availability is based on the priorities established by the JISC and the skill set required to do the work. The local court is responsible for a maximum of two years of the duplicate data entry described above. If duplicate data entry is required for more than two years, the JIS will reimburse the local court for the duplicate data entry.
   5) The court must maintain a local law table consistent with the JIS statewide law table.
   6) The court must monitor and timely implement legislative mandates or rule changes.

7) The local court must maintain revenue collection, distribution, and reporting equivalent to the JIS functions and are subject to state audit.
8) The court is responsible for its own back-up and disaster recovery plan.
9) The local automated court record system must meet the criteria outlined in the ISD Standard for Approval of Local Automated Systems 10.46.s1 (to be completed), including data sharing, data reporting, data security standards, person ID and person business rules, and enterprise architecture technical requirements. Any changes to local automated systems necessary to maintain consistency with JIS system changes will be at the expense of the local court.
10) Help Desk assistance, staff training, and other services related to the local court automated records system are the responsibility of the local court.

b) The following conditions apply to the provision of services by AOC.

1) The city or county data will not be available for the Attorney Search and Find My Court Date functions on the statewide public web site.
2) If there is a difference of opinion between the local court and AOC regarding the distribution of funds, changes to the law table, or the application of data quality rules adopted by the JISC, AOC's position will prevail, subject to review by the JISC upon request by the presiding judge of the local court or the county clerk.

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Maintenance

The JISC will review this policy on a regular basis and may amend it at any time.