JIS Data Standards for Alternative Electronic Court Record Systems

Effective Date: October 24, 2014

Revision History	Date	Description
Version 1.0	6/2/2014	Draft for Review and Comment
Version 1.1	6/24/2014	Accepted agreed upon items from King County and Access to Justice comments
Version 1.2	6/25/2014	Accepted additional King County items after receipt of response from Joel McAllister (KC)
Version 1.3	7/1/2014	Added comments from Pierce and Snohomish Counties. Final edits as approved by the JISC
Version 1.32	9/15/2014	Comments from court feedback for review.
Version 1.33	9/20/2014	Internal AOC review and corrections. Revision of Appendix 'A' Shared Data Elements
Version 1.34	10/1/2014	Changed name from "Standards for Local Automated Court Record Systems: to "JIS Standards for Alternative Electronic Court Record Systems"
Version 1.35	10/8/14	Added "Data" to standard title, at stakeholder request, and added effective date under title.
Version 1.36	10/10/2014	Revised the scope statement to clarify that courts on JIS already follow existing standards that encompass the standards in this document.

Table of Contents

Purpose 3
Authority 3
Guidance 5
Scope 5
Definitions 6
Standards 6
A. General 7
B. Shared Data 8

C. Common Process 15
D. Security 16
E. Technical 16
Responsibilities 17
Review Cycle 19
Owners 19
Appendix A Shared Data Elements 20

PURPOSE

This standard contains the requirements for trial courts to interface independent, automated court record systems with the state Judicial Information System (JIS). These standards are necessary to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

AUTHORITY

RCW 2.68.010 established the Judicial Information System Committee (JISC).
"The judicial information system committee, as established by court rule, shall determine all matters pertaining to the delivery of services available from the judicial information system."

JISC Rule 1 describes the authority of the Administrative Office for the Courts (AOC) for the JIS.
"It is the intent of the Supreme Court that a statewide Judicial Information System be developed. The system is to be designed and operated by the Administrator for the Courts under the direction of the Judicial Information System Committee and with the approval of the Supreme Court pursuant to RCW 2.56. The system is to serve the courts of the state of Washington.

JISC Rule 13 gives the JISC specific responsibility and authority to review and approve county or city proposals to establish their own automated court record systems.
"Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval."

RCW 2.68.050 directs the electronic access to judicial information.
"The supreme court, the court of appeals and all superior and district courts, through the judicial information system committee, shall:

> *(1) Continue to plan for and implement processes for making judicial information available electronically;*
>
> *(2) Promote and facilitate electronic access to the public of judicial information and services;*
>
> *(3) Establish technical standards for such services;*
>
> *(4) Consider electronic public access needs when planning new information systems or major upgrades of information systems;*
>
> *(5) Develop processes to determine which judicial information the public most wants and needs;*

(6) Increase capabilities to receive information electronically from the public and transmit forms, applications and other communications and transactions electronically;

(7) Use technologies that allow continuous access twenty-four hours a day, seven days per week, involve little or no cost to access, and are capable of being used by persons without extensive technology ability; and

(8) Consider and incorporate wherever possible ease of access to electronic technologies by persons with disabilities."

RCW 2.56.030 describes the powers and duties of the AOC. The following subsections apply to this standard:

(1) *Examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same;*

(2) Examine the state of the dockets of the courts and determine the need for assistance by any court;

(4) Collect and compile statistical and other data and make reports of the business transacted by the courts, and transmit the same to the chief justice to the end that proper action may be taken in respect thereto;

(6) Collect statistical and other data and make reports relating to the expenditure of public moneys, state and local, for the maintenance and operation of the judicial system and the offices connected therewith;

(7) Obtain reports from clerks of courts in accordance with law or rules adopted by the supreme court of this state on cases and other judicial business in which action has been delayed beyond periods of time specified by law or rules of court and make report thereof to supreme court of this state;

(11) Examine the need for new superior court and district court judge positions under an objective workload analysis. The results of the objective workload analysis shall be reviewed by the board for judicial administration which shall make recommendations to the legislature. It is the intent of the legislature that an objective workload analysis become the basis for creating additional district and superior court positions, and recommendations should address that objective;"

The Supreme Court of Washington Order No. 25700-B-440 directs the establishment of the Washington State Center for Court Research within the AOC. The order authorizes the collection of data under RCW 2.56.030 for the purpose of: objective and informed research to reach major policy decisions; and to evaluate and respond to executive and legislative branch research affecting the operation of the judicial branch.

The Supreme Court of Washington Order No. 25700-B-449 adopting the Access to Justice Technology Principles. The order states the intent that the Principles guide the use of technology in the Washington State court system and by all other persons,

agencies, and bodies under the authority of this Court. The Order further states that these Principles should be considered with other governing law and court rules in deciding the appropriate use of technology in the administration of the courts and the cases that come before such courts, and should be so considered in deciding the appropriate use of technology by all other persons, agencies and bodies under the authority of this Court.

GUIDANCE

JIS Baselines Services: In its strategic planning efforts throughout recent years, the JISC recognized the need to identify baseline services to guide development initiatives. The JISC established the JIS Baseline Services Workgroup in June 2010. The Workgroup published a report that specified data to be shared and identified common processes needed for Washington State Courts. On October 7, 2011, the JISC approved a resolution that: "*the JIS Baseline Services be referenced in planning of all court information technology projects."* As such, the report is used as a guideline for section 'B' – Shared Data and section 'C' – Common Processes.

The Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative Data Analysis: Recommendation of Standards: This report contains recommendations for a common set of standards for data collection, analysis, and reporting.

The Washington State Access to Justice Technology Principles should be used for technologies in the Washington State justice system. The Access to Justice Technology Principles apply to all courts of law, all clerks of court and court administrators and to all other persons or part of the Washington justice system under the rule-making authority of the Court.

SCOPE

The information in this standard applies to all Washington State Superior Courts and Courts of Limited Jurisdiction (CLJ) operating an Alternative Electronic Court Record System. Juvenile Departments are included in the scope as each is a division within a Superior Court. It does not include the Supreme Court and Court of Appeals courts as their systems are, by statute, fully supported by the AOC. ~~However, all systems supported by the AOC for all court levels are subject to these standards.~~

This standard does not apply to Superior and CLJ courts using the statewide case management system, as they are already subject to existing JIS policies, standards, guidelines, and business and data rules that encompass the data requirements identified in Appendix 'B.'

DEFINITIONS

"Statewide court data" refers to data needed for sharing between courts, judicial partners, public dissemination, or is required for statewide compilation in order to facilitate the missions of the Washington Courts, justice system partners, and the AOC.

"Alternative Electronic Court Record System" is any electronic court records technology system that is the source of judicial data identified in section B below.

"The Judicial Information System (JIS)" is the collection of systems, managed by the AOC, that serve the courts and includes the corresponding databases, data exchanges, and electronic public data access.

"Data Exchange" is a process that makes data available in an electronic form from one computer server to another so that an automated system can process it. Exchanges involve data moving from the AOC to other destinations and data coming into the AOC from external sources.

"The National Information Exchange Model (NIEM)" is an XML-based information exchange framework from the United States. NIEM represents a collaborative partnership of agencies and organizations across all levels of government (federal, state, tribal, and local) and with private industry. The purpose of this partnership is to effectively and efficiently share critical information at key decision points throughout the whole of the justice, public safety, emergency and disaster management, intelligence, and homeland security enterprise.

"Information Exchange Program Documentation (IEPD)" is the documentation (schemas, specifications, meta-data, and other artifacts) describing the data exchange. A developer builds an IEPD from business requirements in order for the IEPD to include both business and technical artifacts that define the information exchange taking place between multiple parties.

STANDARDS

The following subsections provide the standards for courts that implement and operate an Alternative Electronic Court Record System. There are six sections:

- Section 'A', General: provides references to RCW's, Court General Rules, and JISC rules that must be followed.
- Section 'B', Shared Data: contains the data that must be provided by the Alternative Electronic Court Record System to the statewide JIS.
- Section 'C', Common Process: provides guidance to provide consistency and quality in the content of the shared data identified in subsection 'B' - Shared Data.
- Section 'D', Security: identities the AOC security standards that apply for data sharing and access to the statewide JIS.

- Section 'E', Technical: provides the technical requirements that are required for the exchange of data between systems.
- Section 'F', Responsibilities: provides information on what is expected to be performed by the courts and by the AOC.

A. General

General Standards describe high-level shared data and business processes that are needed so that a court's implementation and operation of an Alternative Electronic Court Record System does not have a negative impact on the public, other courts, justice system partners, and the AOC. The following existing authoritative references provide the high level standards to be used. Inclusion of these rules provides an easy reference for the courts on what statues, rules, and other items apply so that they can effectively plan for and operate an alternative system.

1. A court that implements an Alternative Electronic Court Record System will continue to follow RCW's related to the JIS as applicable and prescribed by law. These include:

   a) RCW 2.68 regarding the JIS;

   b) RCW 26.50.160 regarding the JIS being the designated statewide repository for criminal and domestic violence case histories;

   c) RCW 26.50.070(5) and RCW 7.90.120 regarding mandatory information required by JIS within one judicial day after issuance of protection orders ;

   d) RCW 10.98.090 regarding reporting criminal dispositions to the Washington State Patrol (WSP) from the JIS;

   e) RCW 10.97.045 regarding disposition data to the initiating agency and state patrol and;

   f) RCW 10.98.100 regarding compliance audits of criminal history records.

2. A court that implements an Alternative Electronic Court Record System will continue to follow Washington State Court General Rules (GR), specifically:

   a) GR 15 for the destruction, sealing, and redaction of court records

   b) GR 22 for the access to family law and guardianship court records

   c) GR 31 for the access to court records and

   d) GR 31.1 for the access to administrative records

e) GR 34 for the waiver of court and clerk's fees and charges in civil matters on the basis of indigency

3. A court that implements an Alternative Electronic Court Record System will continue to follow JIS rules, specifically:

   a) Rule 5 regarding standard data elements;

   b) Rule 6 regarding the AOC providing the courts standard reports

   c) Rule 7 regarding codes and case numbers

   d) Rule 8 regarding retention

   e) Rule 9 regarding the JIS serving as the communications link for courts with other courts and organizations and

   f) Rule 10 regarding attorney identification numbers

   g) Rule 11 regarding security

   h) Rule 15 regarding data dissemination, including the local rules consistent with the JIS Data Dissemination Policy and

   i) Rule 18 regarding removing juvenile data when only a truancy record exists

B. SHARED DATA

These standards identify the data required to ensure that the existing JIS, the statewide data repository, and any Alternative Electronic Court Record System database are able to complete necessary transactions and provide synchronized information to users.

A court that implements an Alternative Electronic Court Record System ~~will~~ shall send the shared data identified in these standards to the JIS. The court shall comply with these standards through direct data entry into a JIS system or by electronic data exchange. All data elements which have been marked as "Baseline" with a 'B' in columns corresponding to the court level, in Appendix 'A' shall be effective as of the approval date of the standard. The implementation of the shared data (court applicability and timing) shall be governed by the Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

Detailed business and technical requirements for the shared data elements listed in Appendix 'A' will be provided in a separated Procedure and Guideline Document.

This subsection is divided into four parts:

- The Shared Data Element Standards identify the data elements that require sharing.
- The Codes Standards specify the valid values contained in the shared data elements.
- The Data Element Time Standards provide the requirements for when the data is to be provided.
- Data Quality Standards that ensure that data is complete and correct.

Assumptions: There must be a thorough understanding of data exchanged between systems. Data elements must be translatable between systems. Changes to data and business rules which may affect the data must be reviewed, understood, and accepted by both the AOC and the Alternative Electronic Court Record System providers.

1. Shared Data Standards:

JISC Rule 5 requires a standard court data element dictionary:
"A standard court data element dictionary for the Judicial Information System shall be prepared and maintained by the Administrator for the Courts with the approval of the Judicial Information System Committee. Any modifications, additions, or deletions from the standard court data element dictionary must be reviewed and approved by the Judicial Information System Committee."

The standards listed below identify a standard number, title, business requirement, a rationale, shared data (business names), and applicable court levels. Appendix A is used to translate the 'Shared Data' name to a list of one or more data elements. Data exchange specifications for each element will be provided in the Information Exchange Package Documentation (IEPD) for Web Services or other specifications for bulk data exchanges.

(1)	**Title**	Party Information
	Requirement	Additions and updates to person data in accordance with the statewide person business rules.
	Rationale:	Needed for participation on a case; unique identification of litigants for statewide case history; location of parties for correspondence and contact; and serving of warrants.
	Shared Data	Person Organization Official Attorney Person Association Address Phone ~~Email~~Electronic Contact
	Court Level	Superior, Juvenile, and CLJ

(2)	**Title**	Case Filing and Update
	Requirement:	The initial filing and updates of all matters initiated in a Superior Court or Court of Limited Jurisdiction court. Also, the creation and update of juvenile referrals and diversions.
	Rationale:	Needed for statewide case statistics, judicial needs assessment, person case history, public information, and research.
	Shared Data	Case Significant Document Index Information Citation Case Relationship Process Control Number
	Court Level	Superior, Juvenile, and CLJ

(3)	**Title**	Case Participation
	Requirement:	Creation and update of primary participants together with party type, party information, and relationships to other parties.
	Rationale:	Needed for judicial decision making, person case history, family courts, and public information.
	Shared Data	Participant Attorney Participant Association
	Court Level	Superior, Juvenile, and CLJ

(4)	**Title**	Case Charge
	Requirement:	Addition of original charges, amendments through final resolution.
	Rationale:	Needed for statewide case statistics, judicial decision making, person case history, sharing with judicial partners, and public information.
	Shared Data	Charge
	Court Level	Superior, Juvenile, and CLJ

(5)	**Title**	Significant Document Index Information
	Requirement:	Creation and update of index information on all significant documents (orders, judgments, stipulations, agreements, etc.) that are needed for statewide data sharing and caseload reporting.
	Rationale:	Needed for statewide case statistics, domestic violence processing, judicial decision making, firearms reporting, and voting rights.

	Shared Data	Significant Document Index Information Significant Document Parties
		Superior, Juvenile, and CLJ

(6)	**Title**	Warrant Information
	Requirement:	Order Issuing Warrant and status processing update though final disposition.
	Rationale:	Needed for cross jurisdictional warrant processing and judicial decision making.
	Shared Data	Warrant Information
	Court Level	Superior and CLJ

(7)	**Requirement:**	Failure To Appear (FTA)
	Requirement:	Order issuing FTA and status update process through final disposition.
	Rationale	Needed for judicial decision making and integration with Department of Licensing FTA and FTA adjudication.
	Shared Data	Failure to Appear
	Court level	CLJ

(8)	**Title**	Proceeding
	Requirement:	Creation and update of proceedings and associated outcomes.
	Rationale:	Needed for statewide statistics and judicial needs assessment.
	Shared Data	Proceeding
	Court Level	Superior and CLJ

(9)	**Title**	Case Status
	Requirement:	Case resolution, completion, and closure (with associated dates) together with a history of case-management statuses through which the case progresses, and the duration of each status.
	Rationale:	Needed for statewide statistics and judicial needs assessment.
	Shared Data	Case Status
	Court Level	Superior, Juvenile, and CLJ

(10)	**Title**	Case Conditions
	Requirement:	Creation and update of case outcome conditions that must be satisfied. These include, but are not limited to: items for a judgment and sentence, diversion

		agreement, probation violation, civil judgment, or other similar instruments.
	Rationale:	Needed for statewide statistics and compliance monitoring, research, and judicial decision making.
	Shared Data	Conditions
	Court Level	Superior, Juvenile, and CLJ

(11)	**Title**	Case Association
	Requirement:	Creation and update of related cases.
	Rationale:	Needed for consolidate cases, referral case association, appeals, and public information (judgment case to originating case).
	Shared Data	Case Association
	Court level	Superior, Juvenile, CLJ

(12)	**Title**	Accounting Case Detail
	Requirement:	Sharing of case accounting for sharing between courts and the AOC information on receivables, payables and distributions.
	Rationale:	Needed for judicial decision making (obligations on a case), Legal Financial Obligation (LFO) billing, Court Local revenue Report, statistical reporting, research, and legislative analysis and financial auditing.
	Shared Data	Accounting Case Detail
	Court Level	Superior and CLJ

(13)	**Title**	Accounting Summary
	Requirement:	Creation and update of monthly ledger balance by Budgeting, Accounting, and Reporting System (BARS) Account.
	Rationale:	Needed for statewide statistics and legislative analysis.
	Shared Data	Accounting Summary
	Court Level	Superior and CLJ

(14)	**Title**	Detention Episode
	Requirement:	Creation and update of detention episode summary information.
	Rationale:	Needed for statistical research aimed at the: reduction on the reliance of secure confinement; improvement of public safety; reduction of racial disparities and bias; cost savings; and support of juvenile justice reforms.
	Shared Data	Detention Episode Summary

		Detention Episode Population
	Court Level	Juvenile

2. **Code Standards**:

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes)." Therefore the codes standards apply to the data that is being shared.

Code standards control what data values are used to represent a business event. For example, the finding of 'Guilty' for a charge count is represented by the letter 'G'.

JISC Rule 7 Codes and Case Numbers specifies that: *"The Administrator for the Courts shall establish, with the approval of the Judicial Information System Committee, a uniform set of codes and case numbering systems for criminal charges, civil actions, juvenile referrals, attorney identification, and standard disposition identification codes."*

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes). Appendix 'A' lists the shared data elements. All elements that have a name suffixed with the word 'Code' will have a set of valid values. The valid values will be defined in the data exchange's IEPD. For courts that perform double data entry into JIS, the code values are those enforced by the JIS screens.

3. **Data Element Time Standards:**

Data Element Time Standards control the time in which a business event must be reported to the JIS. For example, a domestic violence protection order is required to be entered into the JIS within one judicial day after issuance. The domestic violence protection order time standards is based on statute.

The data element time standards are based on the following criteria:

a) Statute;
b) Court rules;
c) Public safety;
d) Judicial decision making; and
e) Reporting needs.

The following time categories are used:

a) **~~24 hours~~"One Day** – data shall be provided no later than one business day after ~~the business event occurred and was~~ being entered into the alternative system.

In instances where state statute or other mandates require data be entered into the JIS sooner, those mandates shall prevail (see general standards).

~~a)~~b) **Two Day** – data shall be provided within two business days after the event occurred and was entered into the alternative system. This category is used to get most all case information that is not required to be current except for the court of origination.

~~b) Weekly – data shall be provided once a week. All activity for the previous week (Sunday thru Saturday) shall be provided one day after the close of business for the reporting week ending Saturday; and~~

c) **Monthly** – data for the previous month shall be provided by the 10th day of the ~~following~~ month. This category is used generally for statistical data that is not used for operational decision making (caseload statistics).

Time Standards Table

Id	Event	Time category
1	Case ~~filings~~ initiation and updates for well-identified individuals. This is for both civil and non-civil cases in accordance with the person business rules (except for parking/vehicle related violations). Accounting Case Detail associated with these cases.	~~24 hours~~One Day
~~2~~	~~Detention Daily Population~~	~~24 hours~~
3	Case filings and updates for non-well-identified individuals. Accounting Case Detail associated with these cases.	Two Day~~Weekly~~
4	Parking/vehicle related violations cases with non-well-identified persons. Accounting Case Detail associated with these cases.	Monthly
5	Accounting Summary	Monthly
6	Detention Summary Detention Daily Population	Monthly

4. DATA QUALITY

Local Automated Court Record Systems shall work with the AOC in compliance with Data Quality Service Level Agreements (SLA) to ensure that court data meets the data quality standards for critical data elements when sending data to the JIS. This ensures quality information is transferred downstream and made available to the public. The SLA will also specify roles, responsibilities, notification, development of data quality rules between systems, measuring and monitoring processes between systems, escalation strategies, and timeliness of resolution for identified issues impacting quality of information for statewide data and information the AOC is required, by statute, to provide to external partners (i.e. background check data to the WSP).

Standards:
The Shared Data Standards above identify the data that must be provided. The data quality standards apply to the data that is shared. Data that is shared must be consistent with the data from the alternative system.

Courts that operate an Alternative Electronic Court Record Systems shall work with AOC to ensure that data has:

a) Uniqueness: No entity exists more than once within the data set. What this means is that if a case at a court exists, that case will have a unique identification. For example, a case should not have two different identifications (case numbers), making it appear that there are two instead of one.
b) Accuracy: The degree with which data correctly represents the "real-life" objects they are intended to model. Accuracy measures the degree to which the computerized records reflect the authoritative court records. For example, the computerized record should show a guilty finding when the Order for Judgment and sentence is 'Guilty.'
c) Timeliness: Adheres to case management court time standards and transfer of information within expected time for accessibility and availability of information.
d) Consistency: Data values in one data set are consistent with values in another data set.
e) Completeness: Certain attributes are expected to be assigned values in a data set.
f) Conformance: The degree to which instances of data are exchanged, stored or presented in a format consistent with other system similar attribute values.

C. Common Process

Common process standards are needed to provide consistency and quality in the content of the shared data identified in subsection 'B', Shared Data. These processes are not mandatory unless required by law.

Assumptions: Alternative Electronic Court Record Systems will operate independent of the JIS.

Standards:

1. A court should follow Person Business Rule 3.0 and all subsections when adding persons to the JIS database.
2. A court should record a date of death based only on official documentation received from Department of Health or from court orders.

3. A court should consult the JIS for statewide case history for a well identified individual unless the court has an established process for using fingerprint and photo for identifying a person.
4. A court should consult the JIS for determining protection orders for an individual.
5. A court shall consult the JIS prior to entry of a final parenting plan (RCW 26.09.182).

D. SECURITY

This section provides security standards that shall be followed.

Assumption(s): Alternative Electronic Court Record Systems shall ensure that data is properly secured, both locally and when exchanging data with central systems. The following standards are not intended to provide an exhaustive list of appropriate security controls. Rather, they provide minimums necessary to provide a reasonable level of protection for the exchange of court data. Courts assume responsibility for the protection of all data in their custody and shall adhere to all relevant RCW's, General Rules of Court, Federal Regulations and other regulatory requirements.

Standards:

1. The court using an Alternative Electronic Court Record System shall comply with the JIS IT Security Policy only as it applies to access and data exchange with the JIS. The JIS IT Security Policy directs that the AOC Information Technology Security Standards be followed. The standards that apply to the exchange of information are the AOC ISD Infrastructure Policies:

   a) 1.10 regarding password security;

   b) 1.11 regarding network access;

   c) 1.15 regarding user account deletion;

   d) 1.26 regarding firewall access;

   e) 7.10 regarding incident response; and

   f) 7. 12 regarding audit records and auditable events.

2. When there are no documented JIS IT Policy/Standards, then the current version of the National Institute of Standards and Technology (NIST) 800-53 'Security and Privacy Controls for Federal Information Systems and Organizations' shall be used.

E. TECHNICAL

This set of standards will address the technical requirements that will impact the exchange of data between systems. These Technical Standards are for the integration between the statewide JIS and an Alternative Electronic Court Record Systems.

Assumption(s)

- None.

Standards:

1. Software interfaces shall conform to the following open industry standards:
   a) Web Services through HTTP(s) based on WS-* Standards;
   b) Content Access through HTTP/HTML based Web Sites;
   c) File Drop through Secured File Transmission Protocol; and
   d) IBM Message Queue Service.

2. Information Exchange Model shall conform to the National Information Exchange Model (NIEM) standards and as enhanced with the AOC JIS extensions.

RESPONSIBILITIES

As a court moves toward implementing an alternative system, the services provided by the AOC and those provided by a court will change. This section identifies services where there is an expectation for change in responsibility for providing services related to this standard. These are to be used to assist in planning for, transitioning to, and operating an Alternative Electronic Court Record System.

Court Responsibilities:

1. A court shall be responsible for the development, maintenance, and operation of integration components to provide required data to the AOC.
2. A court shall be responsible for monitoring legislative and rule changes that impact their system and making the changes needed by the date required.
3. A court shall be responsible for its own disaster recovery plan, including data backups and restoration procedures. Disaster recovery planning and testing is performed to ensure that a court can sustain business continuity in the event of a disaster that impairs its Alternative Electronic Court Record System and integration linkages with the statewide system.
4. A court shall ensure auditability of their system, including audit logs recording user activities, exceptions, and information security events necessary to detect and audit unauthorized information-processing activities. The AOC currently provides audit records for JIS systems to track the identity of a person changing

or accessing JIS data and the date and time it was changed/access. The JIS audit trails are used periodically as evidence in court cases for unauthorized data access. The alternative systems are expected to have a similar capability for tracking changes and data access.

5. A court shall use the codes list provided by the AOC. The data sent to the AOC via data entry or data exchange shall conform to the standard codes values defined for those methods. Translation for the alternative system to the standard code is expected to be performed by the originating court.

AOC Responsibilities:

1. The AOC shall be responsible for the development, maintenance, and operation of integration components to consume data.
2. The AOC shall provide access to shared data through applications or data services.
3. The AOC shall publish a catalog of data exchange services.
4. The AOC should assist ~~local~~ courts in a technical advisory role in service usage.
5. The AOC shall publish code lists for the courts based on the AOC and court Service level Agreement (SLA) prior to the codes becoming effective.
6. The AOC shall be responsible to notify in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their systems, and to work with the affected courts to minimize any such potential impact.

Shared Responsibilities: -

1. The Information Technology Governance (ITG) process shall be used for governing changes in data elements (new, revised, codes changes, etc.), data exchange transport methods (message content, format, security, etc.), or other items that impact the client side (court) technology components.

~~1.~~2. The AOC and the court will work cooperatively on processes for identifying, correcting, and monitoring data quality as specified in subsection B.4 issues.

~~2.~~3. The AOC and the court will coordinate disaster recovery testing for the integration components between the two systems.

~~3. The AOC shall publish code lists for the courts at least 60 days prior to the codes becoming effective.~~

~~4. The AOC shall be responsible to notify courts at least 60 days in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their local data exchange services, and to work with the affected courts to minimize any such potential impact~~

~~5.~~4. Changes that are required by legislative mandate, court rule, or other authority must be completed based on the effective date imposed by the originating authority. Changes that are originated from a source other than law/rule shall be made effective in a reasonable time frame as agreed to between

the parties involved. If an agreement cannot be made, the JISC shall determine the effective date of the change.

REVIEW CYCLE

This standard is reviewed and updated as needed.

OWNERS

This JIS Standard supports JISC Rule 13 and is owned by the JISC.

APPENDIX A

Shared Data Elements

The table below provides the standards for the data to be shared. The following is a description of each column:

Shared Data – The Name of the Shared Data group. This name can be used to cross reference back to subsection B.1 In the "Shared Data" cell. This provides a business name for the group of data elements to be shared.

Element Number – A sequential Number assigned to each individual data element.

Element Name – the business related name for the shared data element.

Definition – The definition for either the Share Data group or the Data Element.

Standards Requirement – By Court Level if the data element is required – 'B' –Baseline, ' F' – Future, NA – Not Applicable

Sup – Superior
CLJ – Court of Limited Jurisdiction
Juv – Juvenile Department

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Accounting Summary		Accounting Summary provides the total debit and credit amounts for a given court, BARS Account Number, Case Classification Code, Jurisdiction Code, and Accounting Date. One record is needed for each court, BARS Account Number, Case Classification Code, Jurisdiction Code every accounting date (365 days a year).	B	B	NA
1	Court Code	Code that identifies the court.	B	B	NA
2	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
3	Case Classification Code	Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA
4	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA
5	Accounting Date	Date data in which the accounting information was effective.	B	B	NA
6	Debit Amount	The total debit amount for the court, jurisdiction, account, and accounting date.	B	B	NA
7	Credit Amount	The total credit amount for the court, jurisdiction, account, and accounting date.	B	B	NA
Accounting Case Detail		Accounting Case Detail provides the most granular level of financial information for a case. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions throughout the life of a case.	B	B	NA
8	Court Code	Code that identifies the court.	B	B	NA
9	Transaction Identifier	Court-defined unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA
10	Case Identifier	Court defined unique case identifier.	B	B	NA

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
11	Person Identifier	The statewide identifier for the person for which the transaction applies. If the transaction is not associated with a person, then this can be blank.	B	B	NA
12	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA
13	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA
14	Accounting Date	Date data in which the accounting transaction was effective.	B	B	NA
15	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA
16	Accounting Amount	The dollar amount allocated to the BARS account for the transaction.	B	B	NA
17	Primary Law Number	The statewide standard law number, when available, for which the transaction applies.	B	B	NA
18	Cost Fee Code	The statewide standard cost fee code, when available, for which the transaction applies.	B	B	NA
19	Transaction Code	A standard code that specifies the transaction that was made.	B	B	NA
20	Adjustment Reason Code	A code which identifies the reason for an adjustment.	B	B	NA

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Address		Address provides information on a person's location or contact. The address type (location) can be various types (residence, mailing, other correspondence, confidential, etc.).	B	B	B
21	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	B
22	Address Type Code	A code which specifies the address type.	B	B	B
23	Address Line 1 Text	The first line of the address per US postal standards.	B	B	B
24	Address Line 2 Text	The second line of the address per US postal standards.	B	B	B
25	Address Line 3 Text	The third line of the address per US postal standards.	B	B	B
26	Address City Name	The legal name of the city or location.	B	B	B
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B
28	Address State Code	The state code for the location.	B	B	B
29	Address County Code	The Washington state county code for the location.	B	B	B
30	Address Country Code	The location country code.	B	B	B
31	Address Begin Date	The first date that the address is applicable for the person.	B	B	B
32	Address End Date	The last date that the address is applicable for the person.	B	B	B
33	Address Status Code	A code which designates the status of the address (undeliverable, returned, or other etc.).	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Case Association		A case association is the relationship of one case to another related case. Examples are CLJ case and the associated superior court case when appealed, A probable cause hearing/case and the actual legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B
34	Case Association Identifier	A unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	F	B
35	Case Identifier	Court defined unique case identifier.	B	F	B
36	Case Association Type Code	A code that identifies the type of associations (linked, consolidated, etc.).	B	F	B
37	Case Association Role Type Code	A code that specifies the role of the case in the association (primary, secondary, etc.).	B	F	B
Case		A case is the primary business item that is used to manage and track status for issues filed in a court.	B	B	B
38	Case Identifier	Court defined unique case identifier.	B	B	B
39	Court Code	A code that uniquely identifies a court. The code is unique statewide.	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
40	Case Number	A court-assigned number that is used for externally identifying a case. The case number is unique within a court code.	B	B	B
41	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	B
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case.	B	B	B
43	Case Filing Date	The date in which the case was filed in the court.	B	B	B
44	Case Title Text	The court case tile.	B	B	B
45	Case Security Status Code	A code which specifies the security level (confidential, sealed, public, etc.).	B	B	B
Case Status		Case status provides information on the different stages of a case thought its lifecycle (resolution, completion, closure, etc.).	B	B	B
46	Case Identifier	Court defined unique case identifier.	B	B	B
47	Case Status Type Code	A code identifying the type of case status (resolution, completion, closure, etc.).	B	B	B
48	Case Status Code	A code identifying the case status for the type.	B	B	B
49	Case Status Date	The date associated with the case status.	B	B	B
Charge		An allegation as to a violation of law.	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
50	Person Identifier	The statewide identifier for the person for which the charge applies.	B	B	B
51	Case Identifier	Court defined unique case identifier.	B	B	B
52	Charge Identifier	A unique identifier for the charge provided by the court.	B	Y	B
53	Charge Information Number	A sequential number assigned to the charging document. Court case types this data element is non applicable.	B	NA	NA
54	Charge Information Date	The date from the charging document.	B	B	B
55	Charge Count Number	A sequentially assigned number, starting at one for each charge count.	B	B	B
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B
57	Charge Primary Local Law Number	The law number as recorded in the local system for the primary charge.	B	B	B
58	Charge Primary Standard Law Number	The statewide equivalent (if any) for the charge primary local law number.	F	F	F
59	Charge Primary Result Code	A code which specifies the outcome as decided by the court, related to the primary charge.	B	B	B
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result code (example, Alford plea for a guilty result).	F	B	F
61	Charge Primary Result Date	The date of the primary charge result finding.	B	B	B

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
62	Charge Special Allegation Law Number	The law number of any special allegation (deadly weapon, sexual motivation, etc.) for the charge.	Y	F	Y
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	F	Y
64	Charge Special Allegation Result Date	The date of the special allegation.	F	F	F
65	Charge Modifier Law Number	The law number of any inchoate modifier (attempted, conspiracy, etc., etc.) for the charge.	B	F	B
66	Charge Definition Law Number	The law number for any definitional laws cited in the charging document for the charge count.	B	F	B
67	Charge Domestic Violence Code	A code which specifies domestic violence applicability for the charge count.	B	B	B
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	B	B	B
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge.	B	B	B
70	Charge Plea Date	The date on which the plea was made.	B	B	B
71	Charge Sentence Date	The date on which sentencing, if any, was made on the charge.	B	B	B
72	Charge Sentence Judicial Official Identifier	The identifier of the judicial officer who made the sentencing.	B	B	B
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	NA	NA	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases.	NA	NA	B
Citation		A document issued to a person that contains the alleged violation of law.	NA	B	NA
75	Case Identifier	Court defined unique case identifier.	NA	B	NA
76	Citation Date	The date that the citation was issued.	NA	B	NA
77	Originating Agency Code	A code which identifies the agency that originated the citation.	NA	B	NA
78	Originating Agency Number	The number assigned to the citation as provided by the originating agency. The originating agency number can be different or the same as the case number filed by the court.	NA	B	NA
79	Citation Amount	The fine dollar amount from the citation.	NA	B	NA
80	Citation Accident Code	A code that indicates if an accident was involved.	NA	B	NA
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	NA	B	NA
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation.	NA	B	NA
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent.	NA	B	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
86	Citation THC Level Count	The THC level as tested.	NA	B	NA
87	Vehicle License Number	The vehicle license plate number.	NA	B	NA
88	Vehicle License State Code	The vehicle license plate number state code.	NA	B	NA
Condition		An item that must be satisfied to resolve the issues on a case (charges, judgments, and other orders).	F	B	B
89	Condition Identifier	A unique identifier for the condition provided by the court.	F	B	B
90	Document Number	The number or identifier from the source document that imposed the condition. This has the same value as a corresponding entry for a Significant Document Index entry.	F	F	F
91	Case Identifier	Court defined unique case identifier.	F	B	B
92	Person Identifier	The statewide identifier for the person for whom the address applies.	F	B	B
93	Official Identifier	The statewide identifier for the official who imposed the condition.	F	B	B
94	Condition Date	The date that the condition was imposed.	F	B	B
95	Condition Type Code	The type of condition imposed (fine, jail, class, etc.).	F	B	B
96	Condition Amount	An amount, if applicable.	F	B	B
97	Condition Time Count	The amount of time for the condition, if applicable. The time is measured based on the time unit code.	F	B	B
98	Condition Time Unit Code	The time units (hour, day, month, etc.) that is for the condition time unit count.	F	B	B
99	Condition Review Date	The next date on which the condition is scheduled for review.	F	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
100	Condition Completion Date	The date on which the condition was completed.	F	B	B
101	Condition Completion Code	A code specifying the type of completion (completed, not completed, paid, etc.).	F	B	B
Detention Episode Population		Detention population tracks the status of a detainee for each day they are considered part of a facilities population. There is one record for each record per detainee per day.	NA	NA	B
102	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
103	Case Identifier	Court defined unique case identifier.	NA	NA	B
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B
105	Detention Population Episode Reporting Date	The calendar date for which the detention population applies.	NA	NA	B
106	Detention Population Reporting Time	The time in which the detention population was measured.	NA	NA	B
107	Detention Population Code	A code identifying the population status for the person in the facility (in facility, temporary leave, furlough, etc.).	NA	NA	B
Detention Episode Summary		Detention Episode contains the information for a detention episode. There is one record for each episode as measured from initial intake to final release.	NA	NA	B
108	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
109	Case Identifier	Court-defined unique case identifier.	NA	NA	B
110	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
111	Detention Episode Intake Code	A code that identifies the intake decision (screen, release, hold, etc.).	NA	NA	B
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (screen, release, hold, etc.).	NA	NA	B
115	Detention Episode Admission Date	The date of the admission decision.	NA	NA	B
116	Detention Episode Admission Time	The time of the admission decision.	NA	NA	B
117	Detention Episode Primary Charge Code	A code that identifies the charge decision (screen, release, hold, etc.)	NA	NA	B
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (screen, release, hold, etc.)	NA	NA	B
119	Detention Episode Release Reason Code	A code that identifies the reason decision (screen, release, hold, etc.)	NA	NA	B
120	Detention Episode Release Date	The date of the release decision.	NA	NA	B
121	Detention Episode Release Time	The time of the release decision.	NA	NA	B
122	Detention Episode Time Served Hours Count	The count of the hours served.	NA	NA	B
Electronic Contact		Electronic Contact provides a record of electronic contact methods and locations (email, web page, etc.).	F	F	F
123	Electronic Contact Identifier	Unique identifier for the Electronic Contact as provided by the court.	F	F	F
124	Person Identifier	The statewide identifier for the person for which the address applies.	F	F	F

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
124	Electronic Contact Type Code	A code that identifies the electronic contact type (email, webpage, etc.).	F	F	F
126	Electronic Contact Address Text	The electronic contact address.	F	F	F
127	Electronic Contact Begin Date	The start date for the electronic contact.	F	F	F
128	Electronic Contact End Date	The end date for the electronic contact.	F	F	F
Failure To Appear		Failure To Appear provides a record for each failure to appear.	NA	B	NA
129	FTA Identifier	Unique identifier for the FTA as provided by the court.	NA	B	NA
130	Case Identifier	Court-defined unique case identifier.	NA	B	NA
131	Person Identifier	The statewide identifier for the person for whom the address applies.	NA	B	NA
132	FTA Order Date	The date on which the FTA was ordered.	NA	B	NA
133	FTA Issuance Date	The date on which the FTA was issued.	NA	B	NA
134	FTA Adjudication Date	The date the FTA was adjudicated.	NA	B	NA
Official		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	B	B	B
135	Official Identifier	Statewide identifier of an official.	B	B	B
136	Official Name	Official name.	B	B	B
137	Organization Identifier	The unique identifier for the organization to which the official belongs (court, LEA, etc.).	B	B	B
138	Official Title	The title for the official when applicable.	B	B	B
139	Official Type Code	A code which specifies the type of official (judge, law enforcement officer, attorney, etc.).	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
140	Official Sub Type Code	A code which further qualifies the official type.	B	B	B
141	Official Status Code	The status of the official. (active, inactive, etc.).	B	B	B
142	Official Begin Date	The start date for the official.	B	B	B
143	Official End Date	The end date for the official.	B	B	B
Organization		Organization provides a record for each organization that is used in other records provided. See Office.	B	B	B
144	Organization Identifier	A statewide unique identifier for the organization.	B	B	B
145	Organization Name	The organization name.	B	B	B
146	Organization Type Code	A code that identifies the type of organization (court, LEA, etc.).	B	B	B
147	Organization Sub Type Code	A code that identifies the sub-type within the type.	B	B	B
148	Organization Status Code	The status of the organization when applicable.	B	B	B
149	Organization Begin Date	The organization begin effective date.	B	B	B
150	Organization End Date	The organization end effective date.	B	B	B
Participant		Participant provides a record of each participant on a case.	B	B	B
151	Participant Identifier	A unique identifier for the participant.	B	B	B
152	Case Identifier	Court-defined unique case identifier.	B	B	B
153	Person Identifier	The statewide identifier for the person to which the address applies.	B	B	B
154	Participant Type Code	A code for the role of the person on the case (defendant, petitioner, etc.).	B	B	B
155	Participant Status Code	The status of the participant on the case.	B	B	B
156	Participant Begin Date	The participant begin effective date.	B	B	B
157	Participant End Date	The participant end effective date.	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
158	Participant Security Code	A code that identifies the security status for the participant (open, confidential, etc.).	B	B	B
Participant Association		Participant Association provides a record for the association between participants on a case, when applicable.	B	B	B
159	Participant Association Identifier	An identifier in each record used to associate participants.	B	B	B
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (family relationship, victim, etc.).	B	B	B
161	Case Identifier	The unique identifier for the case.	B	B	B
162	Participant Identifier	The unique identifier for the participant.	B	B	B
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association.	B	B	B
164	Participant Association Begin Date	The participant association begin.	B	B	B
165	Participant Association End Date	The participant association end.	B	B	B
Person		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case.	B	B	B
166	Person Identifier	The statewide identifier for the person.	B	B	B
167	Person First Name	The person's first name.	B	B	B
168	Person Last Name	The person's last name.	B	B	B
169	Person Middle Name	The person's middle name.	B	B	B
170	Person Birth Date	The person's date of birth.	B	B	B
171	Person Death Date	The person's date of death.	B	B	B
172	Person Gender Code	A code that identifies the person's gender.	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
173	Person Race Code	A code that identifies the person's race.	B	B	B
174	Person Ethnicity Code	The code of that identifies the person's ethnicity.	B	B	B
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B
176	Person Driver License Number	The driver's license number.	B	B	B
177	Person Driver License State Code	A code for the state code that issued the driver's license.	B	B	B
178	Person Driver License Expire Date	The driver's license expiration date.	B	B	B
179	Person Department Of Corrections Number	The identification number provided by the Department of Corrections.	B	B	B
180	Person Juvenile Number	The identification number used for juveniles in Washington State.	B	B	B
181	Person FBI Number	The identification number provided by the Federal Bureau of investigation.	B	B	B
182	Person Height Inch Count	The person's height in inches.	B	B	B
183	Person Weight Count	The person's weight in pounds.	B	B	B
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B
186	Person Physical Description Text	A textual description of the person including identifying characters, scars, marks, and tattoos.	B	B	B
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B
Person Association		Person Association provide a linkage of one person record to another. These associations can be other records: alias, facility relationship etc.	B	B	B
188	Person Association Identifier	An identifier in each record used to associate persons.	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
189	Person Association Type	A code which specifies the type of association between one or more parties (alias, family relationship, etc.).	B	B	B
190	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B
191	Person Association Role Code	A code for the role of the person in the relationship (true name, alias, parent, child, etc.).	B	B	B
192	Person Association Begin Date	The person association begin effective date.	B	B	B
193	Person Association End Date	The person association end effective date.	B	B	B
Person		Phone provides a record of phone number contacts for a person.	B	B	B
192	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B
193	Phone Type Code	A code that identifies the phone number type (home, cell, etc.).	B	B	B
194	Phone Number	The phone number.	B	B	B
195	Phone Begin Date	The phone number begin effective date.	B	B	B
196	Phone End Date	The phone end effective date.	B	B	B
Proceeding		Proceeding provides a record hearings for a case.	B #6	B	NA
197	Proceeding Identifier	A unique identifier provided by the court for the proceeding.	B	B	NA
198	Case Identifier	Court-defined unique case identifier.	B	B	NA
199	Proceeding Type Code	A code that identifies the type of proceeding.	B	B	NA
200	Proceeding Schedule Date	The scheduled proceeding date.	B	B	NA
201	Proceeding Schedule Time	The scheduled proceeding time.	F	B	NA

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
202	Proceeding Schedule Official Identifier	The identifier of the official scheduled to hear the proceeding.	B	B	NA
203	Proceeding Actual Date	The actual date of the proceeding.	F	B	NA
204	Proceeding Actual Official Identifier	The official that heard the proceeding.	F	B	NA
205	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	F	B	NA
206	Proceeding Status Date	The date associated with the proceeding status code.	F	B	NA
207	Proceeding Status Reason Code	A code that further qualifies the proceeding status when applicable (not held reason, etc.).	F	B	NA
Process Control Number		Process Control Number provides a record of each process control number assigned by Washington State Patrol (WSP).	B	B	NA
208	Case Identifier	Court defined unique case identifier.	B	B	NA
209	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	NA
210	Originating Agency Identifier	The originating agency.	B	B	NA
211	Process Control Number	The process control number (PCN) assigned by WSP.	B	B	NA
212	Process Control Number Arrest Date	The date of the arrest for which the PCN was assigned.	B	B	NA
213	Process Control Number Date	The date the PCN number was assigned.	B	B	NA

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Significant Document Index Information		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This does not mean document images; it is the significant data contained in the documents.	B	B	B
214	Case Identifier	Court-defined unique case identifier.	B	B	B
215	Document Identifier	A unique identifier assigned by the court.	B	B	B
216	Document Type Code	The document type (judgment and sentence, order, etc.).	B	B	B
217	Document File Date	The document file.	B	B	B
218	Document Decision Code	A code that type of decision when applicable.	B	B	B
219	Document Decision Date	The document decision date.	B	B	B
220	Document Expiration Date	The document expiration date.	B	B	B
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	B	B	B
222	Document Authorizing Official Identifier	The identifier of the official that authorized the document.	B	B	B
Significant Document Party		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
223	Case Identifier	Court-defined unique case identifier.	B	B	B
224	Document Identifier	A unique identifier assigned by the court.	B	B	B
225	Document Party Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B
226	Document Party Decision Code	A code that specifies the role of the party (protects, restrains, etc.)	B	B	B
Warrant Information		Warrant Information provides a record for each warrant.	B	B	NA
227	Case Identifier	Court defined unique case identifier.	B	B	NA
228	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	NA
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA
231	Warrant Cancelled Date	The date the warrant was cancelled, when applicable.	F	B	NA
232	Warrant Recalled Date	The date the warrant was recalled, when applicable.	F	B	NA
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	F	B	NA
234	Return Adjudication Date	The date the adjudication was returned to the Department of Licensing (DOL), when applicable.	F	B	NA
235	Warrant Type Code	A code that specifies the warrant type (Bench, Administrative, etc.).	F	B	NA
236	Warrant Service Date	The date that the warrant was served, when applicable.	F	B	NA

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
237	Warrant Expire Date	The warrant expiration date.	F	B	NA
238	Warrant Bail Amount	The bail amount on the warrant.	F	B	NA
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA