The Supreme Court

State of Washington

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TO: Justice Mary Fairhurst, Chair, JISC
Judge J. Robert Leach, Presiding Chief Judge, Court of Appeals
Judge Harold Clarke, President, SCJA
Judge David Steiner, President, DMCJA
Judge Scott Sparks, Member Chair, BJA
Judge Ann Schindler, Chair, BJA Budget and Funding Committee
Judge John Meyer, Chair BJA Court Education Committee
Judge Janet Garrow, Chair, BJA Policy & Planning Committee
Judge Sean O'Donnell, Chair, Legislative Committee
Judge David Svaren, Chair, Trial Court Advocacy Board
Dennis Rabidou, President, WAJCA
Frank Maiocco, President, AWSCA
William Hyslop, President, WSBA
Kim Morrison, President, WSACC
Ryan Murrey, Director, State CASA
Kay Newman, State Law Librarian
Jim Bamberger, Director, OCLA
Joanne Moore, Director, OPD
Reiko Callner, Executive Director, CJC
Ishbel Dickens, Chair, Access to Justice Board

FROM: Barbara Madsen, Chief Justice BAM

DATE: February 17, 2016

RE: 2017-2019 Biennial Budget Development and Submittal

It is time to begin the development of our biennial branch budget. Our goal is to develop and submit a branch-wide budget proposal that reflects our priorities and that will be supported by our stakeholders and the legislature.

The 2017-2019 budget development process will be somewhat different than the last biennial budget cycle. As you may recall, the Board for Judicial Administration (BJA) established four new or reconstituted standing committees in order to provide additional transparency and inclusion in policy, legislative, and budget matters. Of the four standing committees, the Budget and Funding Committee has the primary responsibility of reviewing and making recommendations regarding annual or biennial

budget requests. Specifically, the Budget and Funding Committee (Committee) is responsible for:

- Coordinating efforts to achieve adequate, stable, and long-term funding of Washington's courts to provide equal justice throughout the state, and
- Reviewing, recommending, and prioritizing budget requests routed through the BJA that impact the Administrative Office of the Courts (AOC).

The remaining standing committees may develop proposals that impact the AOC budget, if so those proposals will also follow the revised budget development and submittal process.

All requests that fall under the purview of the BJA will be reviewed and prioritized by the Committee. The Committee has developed a set of criteria that will be used to establish budget priorities and recommendations that will then be forwarded to the BJA for review, approval, or modification. During the review process the Committee may call on the proponents for additional information or presentation.

The Committee will review, evaluate, and prioritize requests during April 2016. The prioritized list will be forwarded to the BJA in May for review with a final BJA recommendation, to the Supreme Court Budget Committee, in June. The Supreme Court Budget Committee will again hold a budget request presentation in July to gather additional information and allow the proponents an opportunity to present their requests. The specific date and time will be announced at a later date.

Although the economic climate improved, the most recent revenue forecast indicates very little growth. As a result, financial resources are extremely limited and recovery of lost funding may be unlikely. We all have a responsibility to carefully examine every budget request. Proponents should submit only those requests that meet the criteria and that represent the highest priority.

The Supreme Court Budget Committee, as well as the full court, will consider a number of factors when deciding which budget requests move forward to the legislature. Factors include the priorities set by the Committee, recommendations from the BJA, the current and anticipated economic environment, constitutional and statutory requirements, and other factors.

Details of the budget development process may be found on the courts' webpage. Adherence to the established procedures and timeline is necessary to ensure that the process remains consistent and objective, ensuring that all requests forwarded to the legislature are sound and well vetted.

The Administrative Office of the Courts' Management Services Division will provide staff support for the development, submittal, and review of budget requests considered for inclusion in the court's budget proposal to the legislature. All draft

budget requests are due **April 6, 2016**. All final detailed decision packages are due on or before **May 2, 2016**. Please send all budget requests to Ramsey Radwan at ramsey.radwan@courts.wa.gov.

Information regarding presentations before the Supreme Court Budget Committee will be sent at a later date.

You will find contact information, templates, and detailed information at this Internet address:
http://www.courts.wa.gov/appellate_trial_courts/aocwho/?fa=atc_aocwho.display&fileID=msd

Thank you in advance for honoring the schedule and process. If you have questions, do not hesitate to contact me at (360) 357-2037, or call Ramsey Radwan at (360) 357-2406.

c: Supreme Court Budget Committee
Executive Committee, Court of Appeals
Callie Dietz, State Court Administrator
Narda Pierce, Supreme Court Commissioner
Ron Carpenter, Supreme Court Clerk
Ramsey Radwan, Director, Management Services Division