Person Business Rules

*** Indicates new or changed item.

Peach colored shading indicates a rule previously updated due to Legislation that affects the Person Database and for the addition of the Juvenile Departments using the Statewide Person Database. Currently there is not a JISC Person Business Rules sub-committee to formally approve the additions and changes so they are listed as proposed and are shaded pending formal approval by a governing body. However, all changes are valid changes to the rules and should be followed as documented.

1.00 TYPES OF PERSONS, CAUSES AND REFERRALS IN JIS PERSON DATABASE

1.01 Civil Type Person

(*Applies only to JIS Juvenile Departments*)

Definition: A CIVIL person in the JIS Person Database is a human being with a name and/or an address. Generally, a CIVIL person record is a non-identified JIS person record because it has insufficient identifying data for matching to other records and for compiling case history. A CIVIL person may have some additional identifying information or none. A CIVIL person can be converted to a well-identified INDIVIDUAL person record in JIS provided it has at least three identifiers, including name, address, and either date of birth, driver's license, DOC or SID number.

1.10 Individual Type Person

Definition: An INDIVIDUAL in the JIS Person Database is a human being with a name and an address who is known to the court. An INDIVIDUAL is either a True Name INDIVIDUAL or an Alias Name INDIVIDUAL. An INDIVIDUAL may have any of the following personal identifiers:
Date of Birth (DOB),
Dept. of Corrections number (DOC#),
State Criminal ID number (SID#),
Driver's License (DL#),
FBI number,
Juvenile number (JUV#),
or other specific identifier assigned by a court such as Seattle Municipal Court Defendant Number.

1.20 True Name

Definition: A TRUE NAME in the JIS Person Database is generally the first name added to the system for a person. The JIS TRUE NAME denotes neither the birth name nor official name status. It is the only name that has a DOC number or a SID number. It may have one or more Alias names linked to it. It cannot be associated with another TRUE NAME. See Person Business Rules 3.20, 7.10, and 7.20.

1.30 Alias Name

Definition: An ALIAS NAME is added in the JIS Person Database when an individual is also known as (AKA) or uses a name different from a JIS True Name. Multiple ALIAS NAMES may be associated with one True Name. An ALIAS NAME is generally different from the True Name and other ALIAS NAMES recorded on JIS for the same person. A name is considered different only if the first five characters of the last names, the first

letter of the first names and the first letter of the middle names are not identical. An ALIAS NAME may have different non-unique personal identifiers, like DOB, than the True Name. An ALIAS NAME may not have a DOC# or SID#.

1.31 Nicknames

(Applies only to JIS Juvenile Departments)

Definition: A nickname is a substitute name a person is called by. It is usually a single name without a last name. It can be a diminutive, derivative, familiar, gang, or shortened name. It is not considered an alias name in the context of rule 1.30. In the context of JIS, a nickname shall be recorded as a comment about a person, not as the person's name.

1.40 Causes Of Action Using JIS Person Database

The addition of cause SXP below is proposed in order to meet the requirements of HB 2576, the Sexual Assault Protection Order Act, Chapter 138, Laws of 2006. Addition of DPC (Case Type 3) and RVS (Case Type 7) proposed in order to comply with changes made in 2008 legislative session. *(6/12/2008)*
Addition of GFC (Case Type 7) proposed in order to comply with SHB 2680-2010 Legislation. *(effective 6/10/2010)*
References to "Paternity" in section 1.40 were changed to "Parentage" to comply with E2SHB 1267-2011 Legislation. *(Effective 7/22/2011)*
Addition of EFC (Case Type 7) proposed in order to comply with changes made in the 2013 Legislative Session. *(Effective 7/28/2013)*

*** The addition of cause STK below is proposed in order to meet the requirements of ESHB 1383 – Stalking and Harassment Protection Orders, Chapter 84, Laws of 2013. *(effective 7/28/2013)*

Create one unique person record on the JIS Person Database for each individual named as a case litigant or order participant in the following types of actions. Data entry on JIS shall be enforced by system edits. By local option, courts may enter family/household members associated with the case provided the Person Business Rules are followed.

Case Type	**Cause/Charge**	**Litigant/Participant Type**
Criminal (CT,CN,CF,S1) Infraction (IN, IT) Probable Cause (PC)	Non-DV Charges	Defendant (DEF)
Criminal (CT,CN,CF,S1)	DV-Related Charges	Defendant (DEF) Victim (VCT)
Civil (CV, S2)	Domestic Violence (**DVP**) Foreign Protection Order (**FPO**) Unlawful Harassment (**HAR**) Vulnerable Adult Protection Order (**VAP**) Sexual Assault Protection (**SXP**) Stalking Protection Order (**STK**)***	Petitioner (PET) Respondent (RSP) Minor (MNR) Family/Household Member (FHM)

Domestic (S3)	Child Custody (**CUS**) Dissolution W/Children (**DIC**) Dissolution of Domestic Partnership – W/Children (**DPC**) Foreign Judgment (**FJU**) Modification (**MOD**) Out-of-State Child Custody (**OSC**) Parenting Plan / Child Support (**PPS**)	Petitioner (PET) Respondent (RSP) Parent (PAR) Minor (MNR) Family/Household Member (FHM)
Parentage (S5)	Confidential Name Change (**CHN**) Modification (**MOD**) Parentage/Parental Parental Determination (**PAT**) Parentage/URESA (**PUR**) *(Parental Determination and URESA/UIFSA Parentage cases may be entered in either JIS or SCOMIS based on local policy. If a Parental Determination or URESA/UIFSA Parentage case is filed in SCOMIS, it must be converted to JIS when the order establishing parentage is issued.)*	Old Name (OLD) New Name (NEW) Petitioner (PET) Respondent (RSP) Minor (MNR) Family/Household Member (FHM)
Juvenile Dependency (7)	Guardianship for Foster Children (**GFC**)	Dependent (DEP) Parent (PAR) Family/Household Member (FHM) Guardian (GDN) Petitioner (PET) Involved (INV)
Juvenile Dependency (S7)	At Risk Youth (**ARY**) Child in Need of Services (**CNS**) Dependency (**DEP**) Developmental Disability Placement (**DDP**) Termination (**TER**)	Dependent (DEP) Parent (PAR) Family/Household Member (FHM)
Juvenile Dependency (S7)	Reinstatement of Parental Rights (**RPR**) Extended Foster Care (**EFC**)	Dependent (DEP) Parent (PAR) Family Household Member (FHM)

Juvenile Dependency (S7)	Truancy (**TRU**)	Petitioner (PET) Respondent (RSP) Parent (PAR) Truant (TRU) [not used after 5-22-05]
Juvenile Dependency (S7)	Relative Visitation (**RVS**)	Dependent (DEP) Petitioner (PET) Respondent (RSP)
Juvenile Diversion (SD)	N/A (Only when using JIS to record and track divertee/parent financial obligations.)	Divertee (DIV) Parent (PAR) Victim (VCT)
Juvenile Offender (S8) Juvenile Offender (S8)	Non-DV Charges DV-Related Charges	Defendant (DEF) Defendant (DEF) Parent (PAR) Victim (VCT)

1.50 Converting Legacy SCOMIS Cases To Use JIS Person Database

Addition of DPN, SPD, and INP (Case Type 3) proposed in order to comply with changes made in 2008 legislative session. *(6/12/2008)*

For all case types and causes of action in which a protection-type order is issued, the case must be converted from SCOMIS to JIS, if necessary; parties specified in the order must be identified and added to the case in JIS; and the order must be filed in JIS. Case types and causes of action that can have protection orders and be converted to JIS, include:

Civil (S2) Meretricious Relationship (**MER**)
Domestic (S3) Dissolution with No Children (**DIN**)
Domestic (S3) Dissolution (**DIS**)
Domestic (S3) Dissolution of Domestic Partnership – With No Children (**DPN**)
Domestic (S3) Annulment--Invalidity (**INV**)
Domestic (S3) Invalidity – Domestic Partnership (**INP**)
Domestic (S3) Legal Separation – Domestic Partnership (**SPD**)
Domestic (S3) Modification--Support Only (**MDS**)
Domestic (S3) Miscellaneous (**MSC**)
Domestic (S3) Mandatory Wage Assignment (**MWA**)
Domestic (S3) Reciprocal, Respondent in County (**RIC**)
Domestic (S3) Reciprocal, Respondent Out of County (**ROC**)
Domestic (S3) Separate Maintenance (**SEP**)

1.60 When Parental Determination Causes Must Use JIS Person Database

References to “Paternity” in section 1.60 were changed to “Parentage” to comply with E2SHB 1267-2011 Legislation. *(Effective 7/22/2011)*

Parentage Determination cases (S5-PAT) or URESA/UIFSA Parentage (S5-PUR) cases that are initiated in SCOMIS must be converted to JIS when the order establishing parentage is issued.

Protection orders in Parentage Determination cases (S5-PAT) or Parentage/URESA (S5-

PUR) cases will be entered only when the order establishing parentage is issued. Prior to establishment of parentage, protection orders should be filed as a separate cause of action, Civil Domestic Violence Petition (S2-DVP).

1.70 Juvenile Referral Types Using JIS Person Database

Addition of RVS proposed in order to comply with changes made in 2008 legislative session. *(6/12/2008)*
Addition of GFC (Case Type 7) proposed in order to comply with SHB 2680-2010 Legislation. *(effective 6/10/2010)*

Create one unique person record on the JIS Person Database for each individual named as a juvenile referral participant in the following matters. Juvenile departments shall enter family/household members associated with the referral, especially parents and persons responsible for the child, provided the Person Business Rules are followed. Data entry on JIS shall be enforced by system edits.

Juvenile Referral Type	Cause/Charge
At Risk Youth/Child in Need of Services (JA)	At Risk Youth (ARY) Child in Need of Services (CNS)
Dependency (JD)	Abandonment (ABN) Abuse/Neglect (A/N) No Parent/Guardian Willing/Capable (NPG) Relative Visitation (RVS) Termination of Parental Rights (TER) Developmental Disability Placement (DDP) Reinstatement of Parental Rights (RPR) Guardianship for Foster Children (GFC) Extended Foster Care (EFC)
Truancy (JT)	Truancy (TRU)
Offender (JO)	RCW-based; includes diversion
Infraction (JI)	RCW-based; includes traffic and other non-criminal violations

2.00 CREATING UNIQUE JIS PERSON RECORDS

2.10 Standard Procedures To Be Followed By All JIS Courts

All courts using the JIS Person Database shall follow standard procedures for:

A. Entering names in the JIS Person Database; and,
B. Entering case filings and linking cases to JIS Person records.

2.20 All Known Names And AKAs For A Person Shall Reside On JIS

All names and aliases for the same human being associated with cases on any JIS system shall be recorded on the JIS Person Database. Names and aliases for the same human being shall be connected as AKAs on the JIS Person Database.

2.30 Enter Only Individual Or Business Names On The JIS Person Database

Only names of individual human beings, business or corporate entities who are involved in legal cases shall be entered on the JIS Person Database. Addresses, dates, miscellaneous messages, and any other non-person data is disallowed.

2.40 One Person Name Only Per Individual Field

Enter only one name record per individual in the two-part name field when adding a person to the JIS Person Database. Use of any part of the name field for any data other than a single name is disallowed (the second part of the name field is for long names). In

particular, a person's Alias(es) shall always be recorded ONLY on the Alias (AKA) screen, and address data shall always be recorded ONLY in the address fields.

2.50 Person Records For Major Participant Types May Be Used As Other Participants In The Same Case

A defendant, divertee, parent, petitioner, or respondent participant type may be used as the payer and/or payee on the same case.

2.60 Exception: Creating Non-Unique Person Records For Account Participants

A person record may be created on the JIS Person Database without personal identifiers only when an individual's case participation status is a payee, payer, or restitution recipient and is not a case litigant.

2.70 Exception: Creating Unique Or Non-Unique Person Records For Parents Linked To Juvenile Referrals

A name, address, and one personal identifying number (PIN) is required for parents linked to a juvenile's referral record, to be entered in JIS as a unique Individual type person record. If only a name and address are available, the parent shall be entered as a Civil type person record. This shall be enforced by the system. (See also rule 1.10 for a definition of Individual type person and PINs, and rule 6.40 When A Civil Type Person Record Can Be Converted to Individual Type Person Record.)

3.00 MATCHING PERSONS

3.01 JIS Person Database Source Shall Be Consulted

The JIS Person Database source shall be consulted to validate person information for each litigant and order participant, named in the causes of action designated in rule 1.40, 1.50, 1.60, and 1.70, before adding a name to the JIS Person Database. If a JIS source name meets the matching criteria in rule 3.30 the existing JIS person record shall be used. This rule shall be enforced by system edits during case, juvenile referral, and order filing processes.

3.10 DOL Source Shall Be Consulted

If a matching person record does not exist on the JIS for a case litigant or order participant, then another statewide source (DOL) for person identification shall be consulted to validate person information before adding a name to the JIS Person Database. If a DOL source name meets the matching criteria in rule 3.30, the DOL name record shall be used and imported to JIS. This rule shall be enforced by system edits during case, juvenile referral, and order filing processes.

3.20 The JIS True Name Shall Match The Source Name

The JIS True Name on the JIS Person Database shall agree with the source name. When the source is DOL, it shall agree with DOL. When no DOL match is available, the JIS True Name shall match another available source, such as the name on the charging document, Police Report, Citation, Petition, Court Order, or Diversion Agreement, or a local records system.

3.30 Criteria For Matching A Person

The following criteria shall be used to identify a match between a name on the charging document, Police Report, Citation, Petition, Court Order or Diversion Agreement and a source name from JIS or DOL.

MATCHING CRITERIA:
When the same human being is represented by different name records, a match is

established if research indicates sameness (not necessarily exact) between at least three of the following personal identifiers present in each record:
Name
Date of Birth (DOB)
Physical Description
Address History
Other Identifiers (SID#, DOC#, Driver's License Number, FBI Number)

Exception: Person Merge Program that merges two identical Name and DOB records when only one of the records has a valid Driver's License Number.

3.40 Dropped As Of 7-1-1997

3.50 Dropped As Of 7-1-1997

3.60 Criteria For Creating A New Person Record On JIS

Add a new person record on JIS when no match can be established for the name on a court document, Police Report, Citation, Information, Petition, Court Order, or Diversion Agreement and the person records available in the JIS or DOL Person Databases.

4.00 ASSIGNING ALIAS (AKA) AND TRUE NAME STATUS TO A PERSON RECORD

4.10 Criteria For Creating An AKA

If no name exists on the DOL source, and the JIS source name is different (as defined in rule 1.30) from the name on the charging document, Police Report, Citation, Petition, Court Order, or Diversion Agreement, and the JIS source name meets the matching criteria rule 3.30, then add the name on the charging document as an AKA.

4.20 AKA Different Name When SID# Matches For The Same Person

Add an AKA to the JIS Person Database when all the following conditions exist:

A. The SID# on the charging document or Court Order matches that on the JIS Person Database; AND

B. Name on the charging document, Court Order, or Diversion Agreement does not match that on DOL database; AND

C. Name on the charging document, court order, or diversion agreement does not match that on JIS Person Database.

4.30 AKA Different Spelling Of Name For The Same Person

If the Prosecuting Attorney declines to change the spelling of the name on the charging document, then the charging document spelling of the name shall be added to the JIS Person Database as an alias (AKA).

4.40 AKA Old Name For Name Changes In DV Name Change And Dissolution Actions

When the court orders a name change in a DV-related name change or dissolution action, create an AKA record for the old JIS name record for that person. Designate the new name as the JIS True Name record.

4.50 AKA Old Name For Non-Confidential Name Change

When the court orders a name change in a non-confidential name change action, and when the person is available, ask for the petitioner's identification. Search JIS for a matching person record under the old name; if one exists, then add the person's new name to JIS as the True Name and designate the old name as an alias.

5.00 SPELLING NAMES

5.10 DOL Name Spelling Prevails

The spelling of the DOL source name shall prevail if the spelling of the name for the same human being is different on the court document.

5.20 Instances Where Spelling Changes Are Disallowed

To preserve the integrity of the DOL and JIS source names, spelling changes shall be disallowed to the first five (5) characters of the last name, the first letter of the first name, and to the first letter of the middle name.

5.30 First And Middle Names On JIS May Be Enhanced

The most complete name possible shall reside on the JIS Person Database. Therefore, the name residing on the JIS Person Database, that is equivalent to the DOL source name, can be enhanced in the following instances:

A. A DOL '*' middle name may be replaced with a full middle name or middle initial(s) when such information is available on the charging document, Police Report, Citation, Petition, Court Order, or Diversion Agreement. (Note: '*' is displayed only on the DOL and not the JIS Person Database.)

B. A JIS or DOL first name initial may be completed when such information is available on the charging document, Police Report, Citation, Petition, Court Order, or Diversion Agreement and is consistent with the DOL first name initial;

C. A JIS or DOL name may be enhanced with a designation such as Jr, Sr, II, or III, etc. when such information is available on the charging document, Police Report, Citation, Petition, Court Order, or Diversion Agreement, and when the DOB on the charging document matches the DOB for the JIS or DOL name record

6.00 UPDATING PERSON RECORDS

6.10 Update JIS Names When DOL Changes Source Name And Driver's License Number

When DOL changes the source name and the Driver's License Number on its system, and notifies courts, the courts shall always conform the JIS True Name to the DOL name, move the PINs to the JIS True Name record, and establish AKA relationships for all pre-existing and matching JIS name records.

6.20 Update Person Record When Case Completion/Disposition Documents Are Filed

When a disposition court document, Judgment and Sentence, Disposition, No Contact, Protection, or Anti-Harassment Order is filed in the causes of action designated in rule 1.40, JIS Courts shall verify and, if necessary, update the person record on the JIS Person Database.

6.30 Record Date Of Death Based On Authoritative Documentation

Only enter a date of death for a person upon receipt of a death certificate, or a copy thereof, or notification from an authoritative agency that requires proof of death such as the Department of Corrections. A copy of the notice shall be placed in the court file. Use the date of death field only for human being, not business records.

6.40 When Civil Type Person Record Can Be Converted To Individual Type Record

A parent's Civil type person record linked to a juvenile referral can be converted to an

Individual type record when the name, address and one of the following personal identifying numbers (PINs) is entered in JIS; date of birth, driver's license number, DOC or SID number provided a JIS search is performed. This shall be enforced by system edits. (See also rule 2.70, Exception: Creating Unique or Non-Unique Person Records for Parents Linked to Juvenile Referrals.)

7.00 LINKING PERSONAL IDENTIFICATION NUMBERS TO PERSONS

7.10 Associate Unique Person Identification Numbers Only With The JIS True Name

Unique personal identification numbers (PINs), including DOC and SID numbers, shall only be associated with the JIS True Name person record and not an AKA person record on the JIS Person Database. This rule shall be enforced by system edits.

7.20 Link Only One Unique PIN To Each JIS True/AKA Name Chain

The DOC number and the SID number are considered unique personal identification numbers (PINs). Only one DOC number and one SID number shall be linked with each chain of associated JIS True Name and AKA Name records. This rule shall be enforced by system edits.

7.30 Associate Driver's License Number Only With A Matching JIS Name Record

A Driver's License number (DL#) shall be recorded with a JIS True Name INDIVIDUAL or an Alias Name INDIVIDUAL (AKA) only when the dates of birth match and when the first seven (7) characters of the DL# match the first five characters of the last name, the first character of the first name, and the first character of the middle name. This rule is supported by the system with warning messages.

7.40 Exceptions For Associating The Driver's License Number With The JIS True Name

It is a general business rule to associate the Driver's License Number (DL#) with the True Name. But there are valid exceptions to this rule. It is appropriate to record multiple name and multiple DL# records for the same human being on JIS when multiple name records are linked in an AKA relationship, and

1. DOL has notified the court that the person's name has changed and that DOL has assigned that person a new DL# (Refer to Rule 6.10).

Or,

2. The court establishes sameness between two separate JIS person records in accordance with Rules 3.30 and 9.20.

7.50 Social Security Numbers Are Confidential

Social Security Numbers shall be treated as confidential information by the courts and shall not be available for public access.

8.00 ADDRESSES

8.01 Mailing Address Is Required

One and only current mailing address shall always be recorded for a JIS person record, except as noted in rule 8.30. If a person has only one address, it shall be recorded as a mail type address. This shall be enforced by system edits.

8.02 Residence Address Is Optional

Multiple current residence addresses may be recorded for a JIS person record.

8.03 Use Standard Address Abbreviations And Data Entry Procedures

All courts shall utilize the United States Postal Service (USPS) Postal Addressing Standards when entering mailing and residence address information for JIS person records. This includes the USPS Preferred Addressing Standards and Abbreviations as documented in the current edition of the USPS Postal Addressing Standards.

8.10 Case Participant Address To Be Kept Current

The best address for case participants on the JIS Person Database is the most recent known address. This address shall be considered the person's mailing address.

8.11 Use Of Person Address Fields Restricted

Only house/apartment/street/postal address data shall be entered in the two-part address field. All other notations are disallowed and should be entered ONLY on the case docket. (See also rule 8.13, Use Address Status Code to flag inadequate or undeliverable address.)

8.12 Use Address Status Code To Indicate The Reason For An Address Change.

When changing an address for an existing JIS person record, an address status code indicating the reason for the change shall be recorded. This will be enforced by the system. Whenever possible, retain a physical record of the address change authorization, especially when an address is used for financial transactions.

8.13 Use Address Status Code To Flag Inadequate Or Undeliverable Address.

Upon receipt of authoritative information that a person's current mailing address is inadequate, enter a Status Code on the address in JIS. An example of authoritative information is a postal endorsement on returned mail. Use the hold flag on payables to prevent checks from being mailed to a known 'bad address.' Whenever possible, retain a physical record of the inadequate or undeliverable address documentation in the court case file.

8.14 Addresses For Multiple Persons May Be Changed

Addresses for multiple persons linked in a family or AKA relationship may be changed on the Related Address/Phone Change screen (RAPC)

A. only after the address changes for all parties have been verified verbally by a credible source such as a probation officer, attorney, social worker, other criminal justice agency, or parent,

OR

B. When authoritative supporting documentation such as a court order, police report, or return mail from the post office with a forwarding address has been received.

All other Person Business Rules relating to changing an address (PBR 8.03, 8.10, 8.11, 8.12 and 8.20) must also be followed.

8.20 Secretary Of State Confidential Address Program

When an individual demonstrates participation in the Secretary of State Confidential Address Program, the court to which evidence is presented is responsible for:

A. Changing the current mailing address contained in the statewide person record to the address issued by the Secretary of State, and

B. Entering an end effective date for current residence addresses in JIS.

8.30 Exception: When JIS Person Records Without Addresses Are Allowed

Record an address as unknown only when no address data is available or provided upon initiation of juvenile referrals or legal cases. Record an unknown address by entering U in

the street and city fields and ZZ in the state field.

9.00 NOTIFYING AGENCIES OF PERSON CHANGES AND IDENTIFICATION PROBLEMS

9.10 Notify DOL Of Name Differences

DOL shall be notified when there is evidence that one person uses different names and/or Driver's License numbers; evidence a person is using another person's Driver's License; or when there has been an address change.

DOL should not be notified when there is a typographical error on the DOL record or an enhancement to the name on the JIS record. (The Driver's License should match the DOL record. It is the licensee's responsibility to correct any errors with DOL.)

9.20 Notify DOL When Same Person Has Different Driver's License Numbers

When court documents indicate the same person has other DOL numbers that are associated with a different name, the court shall notify DOL.

9.30 Notify Department Of Corrections (DOC) Of New AKAs For Legacy Names

The Department of Corrections (DOC) shall be notified of the existence of any new AKAs added to existing SCOMIS cases.

9.40 Notify WSP When Same Person Has Different SID Numbers

When court documents indicate the same person has other SID numbers that are associated with a different name, the court shall notify WSP.

9.50 Notify Seattle Municipal Court (SMC) When JIS Person Records With SMC Defendant Numbers Need To Be Consolidated With Another JIS Person Record

When research indicates that a JIS Person record uploaded from SMC (i.e., one with an SMC#) is a duplicate of an existing JIS Person Record, SMC shall be notified to correct the duplication and replace its record with a record that matches the JIS record. (When this is done, the automated upload process will consolidate the duplicate records based on SMC's corrections to the person on its local system.)

10.00 CORRECTING JIS PERSON RECORDS

10.10 Responsibility For JIS Person Record Consolidation And NPC Activity

JIS COURTS

JIS Court Administrators and County Clerks are responsible for the statewide administration of all JIS Person Record consolidation and NPC activity. Performance of any name consolidation and NPC screen procedures shall be delegated to a limited set of experienced staff in each court by the Court Administrator and the County Clerk. The Court Administrator and County Clerk shall review regularly all NPC activity as listed on the Statewide Case/Person Change Audit Report.

Any JIS court that disallows access to its case/person links (Statewide NPC access set to "No" on CPFM) shall advise all other JIS courts of its NPC access restriction by notifying the AOC Customer Services. In addition, any JIS court with restricted NPC access shall be responsible for consolidating all duplicate person records connected to its cases when so requested in writing by any other JIS court.

NON-JIS COURTS

Non-JIS Court Administrators who regularly upload person information to JIS with court

identifiers shall cooperate with JIS courts in the state-wide administration of person record consolidation. Non-JIS courts shall accept and complete where possible all JIS court requests to modify local person records to assure person record conformity between JIS and the local system.

10.20 Duplicate JIS Person Records Shall Be Consolidated

To maintain the integrity of the JIS Person Database, name codes associated with any one JIS court's case(s) may be changed by other JIS courts only when the purpose of such changes is to consolidate one or more duplicate JIS Person records that are determined to represent the same individual.

10.21 Criteria For Consolidating Duplicate JIS Person Records

JIS Person records must meet the matching criteria in Rule 3.30 to qualify as duplicates and only then may the duplicate records be consolidated by following the standard documented procedures.

10.22 AKA Duplicate JIS Person Records When NPC Access Is Restricted

JIS Person records that qualify as duplicate records and cannot be consolidated because statewide NPC access has been disallowed by a court shall be linked in an alias relationship (AKA) as a temporary connection. The court initiating the AKA action shall give written notice to the court that has restricted NPC access and request it to complete the appropriate name consolidation process.

10.30 Erroneous Case/Person Links Shall Be Corrected

To maintain the integrity of the JIS Person Database, name codes associated with any one court's case(s) shall be changed ONLY by that court when the purpose of the change is to correct an incorrect link between a case and a person record.

10.31 Criteria For Correcting Erroneous Case/Person Links

A case and person record may be unlinked when that link was made in error, when the error can be demonstrated by case documentation, and provided the case is re-linked to another and different JIS person record.

10.40 Uploaded DOC And SID Number Mismatches Shall Be Corrected

Mismatches reported by the JIS during the upload of DOC and SID number information from the Department of Corrections shall be researched and corrected. Corrective action shall include researching person information in systems maintained by DOC (FORS), DOL, WSP (WASIS), and the courts(JIS) to resolve the error and may require JIS person record consolidation.

11.00 DESIGNATING FAMILY RELATIONSHIPS BETWEEN PERSONS

Addition of DPC (Case Type 3) and RVS (Case Type 7) in section 11.00 proposed in order to comply with changes made in 2008 legislative session. *(6/12/2008)*
Addition of GFC (Case Type 7) in section 11.00 proposed in order to comply with SHB 2680-2010 Legislation. *(effective 6/10/2010)*

*** References to “Paternity” in section 11.00 were changed to “Parentage” to comply with E2SHB 1267-2011 Legislation. *(Effective 7/22/2011)*

11.10 Record Current Personal Relationships Between All Parties For Designated Actions

Record the family/household relationship between all parties who are case litigants or order participants for the causes of action listed below. When it is not known how the parties are related, designate the relationship as unknown (UNK). This rule shall be enforced by system edits that apply to cases filed in JIS and to cases converted to JIS.

FOR CASES FILED IN JIS

Case Type	**Cause/Charge**
Criminal(CT,CN,CF,S1)	DV-Related Charges
Civil (CV,S2)	Domestic Violence (DVP) Foreign Protection Order (FPO) Unlawful Harassment (HAR) Vulnerable Adult Protection Order (VAP)
Domestic (S3)	Child Custody (CUS) Dissolution w/Children (DIC) Dissolution of Domestic Partnership w/Children (DPC) Foreign Judgment (FJU) Modification (MOD) Out-of-State Child Custody (OSC) Parenting Plan / Child Support (PPS)
Parentage (S5) ***	Confidential Change of Name (CHN) Modification (MOD) Parentage/Parental Determination (PAT) *** Parentage/URESA/ (PUR) *(Parentage Determination or Parentage URESA cases may be filed in either JIS or SCOMIS based on local policy.)* ***
Juvenile Dependency (S7)	At Risk Youth (ARY) Child in Need of Services (CNS) Dependency (DEP) Developmental Disability Placement (DDP) Guardianship for Foster Children (GFC) Relative Visitation (RVS) Termination (TER) Reinstatement of Parental Rights (RPR) Truancy (TRU)
Juvenile Diversion (SD)	N/A (Filed in JIS only when using JIS to record and track divertee/parent financial obligations)
Juvenile Offender (S8)	DV-Related Charges

FOR CASES CONVERTED TO JIS

Addition of DPN, SPD, and INP (Case Type 3) proposed in order to comply with changes made in 2008 legislative session. *(6/12/2008)*

Case Type	**Cause/Charge**
Civil (S2)	Meretricious Relationship (MER)

Domestic (S3)	Dissolution with No Children (DIN) Dissolution (DIS) Dissolution of Domestic Partnership with No Children (DPN) Annulment - Invalidity (INV) Invalidity – Domestic Partnership (INP) Legal Separation – Domestic Partnership (SPD) Modification-Support Only (MDS) Miscellaneous (MSC) Mandatory Wage Assignment (MWA) Reciprocal, Respondent In County (RIC) Reciprocal, Respondent Out of County (ROC) Separate Maintenance (SEP)
Parentage (S5)	Parentage/Parental Determination (PAT) *** Parentage/URESA (PUR) *** *(May be filed in either JIS or SCOMIS based on local policy. If filed in SCOMIS the case must be converted to JIS when the order establishing parentage is issued.)* ***

11.20 Change Family Relationships When Parental Rights Are Terminated

When, pursuant to RCW 13.40, an order terminating parental rights is filed and entered in SCOMIS, the county clerk shall replace the "parent" code (PAR) with a "parental rights terminated" code (TRC/TRP) on the Family Relationship Case screen (FRC) in JIS, if a case exists for the parent whose rights have been terminated.

Note:

Terminated Parent/Child Relationships (**TRP/TRC**) are visible on the Family Relationship Case (FRC) and Family Relationship History (FRH) screens only by:

- Juvenile department staff statewide who have JIS security to the relationships granted on the Security Authorization Overrides (ATHX) screen for authorization type F (Relationships).
- County Clerk's office staff in the county where the termination action took place who have JIS security to the relationships granted on the Security Authorization Overrides (ATHX) screen for authorization type F (Relationships).