JUDICIAL INFORMATION SYSTEM COMMITTEE

October 27, 2017
10:00 a.m. to 2:00 p.m.
AOC Office, SeaTac WA

Minutes

Members Present:
Chief Justice Mary Fairhurst, Chair
Mr. Larry Barker
Ms. Lynne Campeau
Judge Jeanette Dalton
Ms. Callie Dietz – Phone
Mr. Rich Johnson
Judge J. Robert Leach
Mr. Frank Maiocco
Judge G. Scott Marinella – Phone
Ms. Barb Miner
Chief Brad Moericke
Judge David Svaren
Mr. Bob Taylor
Mr. Jon Tunheim
Ms. Aimee Vance
Judge Thomas J. Wynne

Members Absent:

Ms. Brooke Powell

AOC Staff Present:
Mr. Kevin Ammons
Ms. Kathy Bradley
Ms. Vicky Cullinane
Mr. Keith Curry
Ms. Vonnie Diseth
Mr. Brian Elvin
Mr. Mike Keeling
Ms. Keturah Knutson
Mr. Dirk Marler
Mr. Ramsey Radwan
Ms. Maribeth Sapinoso
Mr. Mike Walsh
Mr. Kumar Yajamanam
Mr. Brady Horenstein

Guests Present:
Mr. Tom Boatright
Mr. Othniel Palomino
Mr. Sart Rowe
Ms. Elizabeth Baldwin
Mr. Mike Castel
Mr. John Bell
Ms. Linda Myhre Enlow
Ms. Sonya Kraski
Ms. Elaine McLaughlin

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Call to Order

Chief Justice Fairhurst called the meeting to order at 10:00 a.m. and introductions were made. Chief Justice Fairhurst noted this was the last JISC meeting for Judge Wynne and Aimee Vance. As chair of the JISC, Chief Justice Fairhurst appointed Judge John Hart and Ms. Paulette Revior to the Data Dissemination Committee (DDC). Chief Justice Fairhurst asked that a motion be made to appoint a new member of the CLJ-CMS Project Steering Committee.

Motion: Judge David Svaren

I move to appoint Paulette Revior to the CLJ-CMS Project Steering Committee in place of Aimee Vance.

Second: Judge J. Robert Leach

Voting in Favor: Chief Justice Mary Fairhurst, Chair, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Brooke Powell

The motion was passed.

August 25, 2017 Meeting Minutes

Chief Justice Fairhurst asked if there were any changes or corrections to the August 25, 2017 meeting minutes. Hearing none, Chief Justice Fairhurst deemed them approved.

New JISC Vice-Chair/DDC Chair Election

Chief Justice Fairhurst moved to section 2 of the agenda to determine the new JISC Vice-Chair and the DDC Chair. Judge Wynne explained under the by-laws the vice chair is the chair of the DDC. Also, that person must be a judge which limits the number of available vice-chairs. Judge Wynne then made a motion to nominate the JISC Vice-Chair and Chair of the DDC Committee.

Motion: Judge Thomas Wynne

I nominate Judge J. Leach to serve as the Vice-Chair.

Second: Mr. Frank Maiocco

Voting in Favor: Chief Justice Mary Fairhurst, Chair, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Rich Johnson, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Brooke Powell

Abstaining: Judge J Robert Leach

The motion was passed.

JIS Budget Update

Mr. Ramsey Radwan reported on the 17-19 budget and the 2018 supplemental budget. Mr. Radwan reported everything was proceeding in regard to the funding for the projects, in the current biennium. As previously reported there are some issues with regard to equipment replacement. Mr. Radwan will be looking into these issues and will bring back information for the JISC decision on how to move

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forward. With regard to the EDE everything is going smoothly on the funding part as well as the SC-CMS and the CLJ-CMS, which has a large balance as a contract has not been executed at this time. Mr. Radwan reported revenue is up slightly in the JIS account although not as much as had been hoped. Mr. Radwan reported the 2018 Supplemental Budget request had been submitted to the Office of Financial Management to be put in the statewide system with the next step being the legislature. Because the EDE carry over funding was appropriated out of the JIS account, AOC is asking for the appropriation to be returned to the JIS account from general fund. Mr. Radwan stated the approach during the 2018 session will be letting the legislature know that if this does not happen then it will impact services and/or activities if the funding is not replaced. That will be the case for both the $4.3 million and $1.1 million as shown on the supplemental budget request included in the packet. In the past there has been support from Representative Hudgins, during the 2017 session, when he amended the budget bill to include approximately $1.2 million in general funds for this specific purpose. While it did not make it in the final budget there is some understanding of the need and impacts on the project in the legislature.

Mr. Radwan then turned the committee's attention to the equipment replacement request and the full funding of external replacements, being the computers and laptops the JIS account purchases for county clerks offices and courts. Funding for this was not entirely funded in the budget while it was mentioned that the $10 million could be used for that purpose and is included here to let the legislature know this is a high impact request. Mr. Radwan will be presenting the request broken down by county, clerks' offices and by cities so the legislature will be able to easily see the impact if the equipment is not replaced. Mr. Radwan stated $390,000 for the AC-ECMS is included for software and services including training and software updates to the existing system. It also includes the estimate to have Image Soft come in and help with the updates as well.

Self-Represented Litigant Presentation

Ms. Elaine McLaughlin reported on the Self-Represented Litigant (SRL) Presentation. In August 2016, the SC-CMS Project Steering Committee asked for representatives from the ATJ Board, the Washington State Association of County Clerks, and AOC to address the needs of SRLs who will access court records through the Odyssey Portal. The goal of the group is to create equal access for SRL users, wherever possible, to the existing Attorney of Record role.

Group membership includes: Access to Justice Board liaison Mr. Sart Rowe, Snohomish County Clerk Ms. Sonya Kraski, Thurston County Clerk Ms. Linda Myhre-Enlow, as well as Mr. John Bell, Ms. Kathy Bradley, Ms. Vicky Cullinane, and Ms. Elaine McLaughlin from AOC. Mr. Bob Taylor also served as a special consultant for our group. The Odyssey Portal does not have a security role available for SRL access. Tyler Technologies acknowledges SRL access is a growing request across the country and something they are exploring but at this time, there is not an easy way to implement without significant oversight on their end. This proposal is specific to counties who are using both Odyssey and the Odyssey Document Management System (DMS). Counties utilizing a third party DMS will not be able to implement these recommendations. If approved, there is still a considerable amount of work needed before an SRL role would be available to SRLs. SC-CMS asked the group to provide the following

deliverables for the JISC's consideration: Process Overview, Security Recommendations, and an Overview of Resources, including potential impacts. It should be noted that fees and length of access are outside of the scope of this work group. The following are high level recommendations:

Processes & Security

- **Proposed Processes** are articulated in Appendix A. Existing portal registration activities were documented during site visits to AOC, and Snohomish & Thurston Counties. After the site visits, each phase of the registration process was mapped into a separate section. SRL processes were created against the current registration and any variances in process are documented side-by-side. SRL Identification processes, SRL specific Registration Materials, and SRL tracking and coordination are the areas where additional processes and time will be required.

- **Proposed Changes to AOR Party Information Access:** In order to create equal access and protect personally identifying information, the workgroup proposes limiting AOR access to select Party information (gender, height, ethnicity, state ID, weight, physical descriptors, and vehicle information). AORs have other means of gathering this potentially sensitive information.

- **Case Type Access Variances:** A small percentage of case types were deemed inappropriate or not useful for SRLs. These case types include Juvenile Drug Court cases, Confidential Name Changes, and Mental Health cases.

- **SRL Portal View:** The Portal Role Comparison – Appendix C, illustrates how the proposed security rights will populate in Portal. The comparison shows search results for case number and name searches. Appendix C includes the proposed changes to the AOR Security access noted above.

Ms. Kraski reported on the SRL role functionality.

Function

Upon registration, the proposed SRL role will provide access to all publicly available case information (court dockets), without access to case documents, similar to the Portal JISLink Level-01 role.

County Clerks will grant elevated access, including access to case documents, to all cases where the SRL is a Party of Record by entering the SRL's Odyssey Party Identification Number (Party ID) into Odyssey Case Manager (Odyssey).

There may be some instances where dual logins will be necessary for SRLs to access both WIP and non-WIP cases.

SRL Access Need:	Emails Required:
One case (WIP or civil)	1
Multiple WIP **or** civil cases	1
One WIP and one civil case	2

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Multiple WIP and civil cases	2

Top 10 SRL Cause of Actions – pulled from AOC Data Warehouse:

- **ALWAYS WIP (4):** Dissolution with Children, Paternity, Parenting Plan & Child Custody
- **SOMETIMES WIP/Civil (2):** Dissolution No Children & Legal Separation
- **ALWAYS Civil (4):** Unlawful Detainer, Miscellaneous, Estate & Commercial.

Mr. Rowe reported on the Resources and Impacts.

Resources & Impacts

At this time, work related to the development of this role will need to be absorbed by existing AOC and County Clerk staff. The work needed to develop and create the SRL role will be labor-intensive up front, but will save both Clerk's staff and SRLs time and energy once the SRL is registered. If a need for funds is identified during role development, we recommend pursuing grant monies. Once the role is developed, project partners will need to coordinate outreach and marketing strategies to let SRLs know the access is available.

Ms. McLaughlin ended the presentation by reiterating that these are high-level recommendations and asked that the role not be developed until the SC-CMS Implementation is complete. She also gave thanks to those involved in the project including the ATJ, WSACC, and various individual members. Ms. McLaughlin then opened the floor to questions.

Judge Wynne asked if other county clerks using the Odyssey system are in agreement with the SRL proposal. Ms. Kraski confirmed the clerks in Odyssey-implemented counties are on board with this approach in providing SRL access to records. Furthermore, third party document management systems were not reviewed, as functionality for such systems is beyond AOC's control. It was confirmed that those who have access to the Odyssey Portal have records-only access (not document access), and currently the only role available is registered public access. This is not equal to the Attorney of Record role, whereas the end goal is to create equal access for SRL litigants.

Mr. Rich Johnson asked for clarification on what the Committee is being asked to approve at this meeting. It was explained the Committee is being asked to approve the further development of the SRL role, so at the time of post-implementation they will have equal access in Washington State Superior Courts. Chief Justice Fairhurst asked a question concerning the modification of the motion to include the "the continued development". This would clarify and approve the development of this role and once all Odyssey courts have been implemented, a clear and defined role would have been drafted and ready for approval by this Committee. A question was posed by Ms. Barb Miner as to why this is not rolled into an ITG request and how this is differentiated. Judge Leach replied it was his understanding the Committee is being asked to approve a concept, and whether it is a worthwhile use of time exploring these options. Further down the road, depending on the amount of money it costs, there could be an ITG request. However, currently the JISC is approving the concept of elevating the

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SRL to the same status in the Tyler system as an attorney, with respect to the case the litigant is representing him- or herself. Mr. Rowe replied in the affirmative.

Chief Justice Fairhurst clarified her understanding that the work AOC is putting into the effort is being done by Ms. McLaughlin with the clerks and ATJ community providing the workgroup and discussions moving forward. The question is, how does this fit into our governance, and how will this come about 11 months down the road? Ms. McLaughlin explained initially the conversation began early to late spring in 2016 when the ATJ Board wrote a letter requesting the AOC and Washington State Association of County Clerks (WSACC) review SRL or pro se access. No other portal role has been created in this way, so when the CUWG received the letter it was escalated to the Project Steering Committee as the CUWG decided it was outside the scope of their control. After being presented to the SC-CMS Project Steering Committee, it was reviewed and subsequently the Steering Committee asked the AOC, ATJ, and WSACC to come together and create these recommendations for further review.

Judge Marinella asked a question concerning the resources involved due to the proposal, stating the AOC and county clerk staff will "use existing resources" to develop and implement this role. In light of that, are the resources being taken from existing projects to support this proposal? Are there funds set aside to provide fiscal assistance to develop this, or is there an expectation that this proposal will drain other matters the Committee is working with and affect those other matters--particularly monies set aside for the CLJ-CMS project? Ms. McLaughlin responded that this portal role has come up in a way no other role has in the past. AOC has Ms. McLaughlin and a portal administrator on staff supporting the implementation, while the County Clerk's offices have been using their existing staff to get the portal up and running in their own organizations. All the portal roles at this time were already developed with that dynamic and costs were in-house. The main reason this issue is being discussed today is due to the way the issue was raised and the ramifications involved. All other portal roles have been created where it was absorbed in house by existing FTEs. At this time that is how this role is being examined. In the event other costs are identified above and beyond what is being presented today, grants may need to be pursued in order to fund those costs. Unfortunately, while this is an important issue in Washington State, it is not an issue where a lot of funding is available. Currently, most of the work this group has done is document and show the work which would be happening day to day already, in order to define the role and present it today.

Ms. Diseth requested Operations Manager Mr. Mike Keeling to comment as it is his staff that would be doing the work. Mr. Keeling responded, stating the biggest problem in Odyssey is being able to identify the SRL as a unique individual and then having the ability of that person to get into the system and be associated with a particular case. Currently, with attorneys, all are registered, providing them with unique identifying numbers, which allows them to be easily identifiable. SRLs would need an account specific to them so they have access to the cases they are a party to. Maintaining a list of the people and the actual access level they are going to have is fairly complicated for those that maintain, edit, and store the list. There are similarities to the work the AOC has done with guardians, within the definition of the system, so there are similar things that could possibly be done with SRLs, but it does require some work be done at the individual report level, as well as in the system. One possibility is creating a group that maintains these lists, whether it be at AOC or the individual courts that have this available to them. Mr. Keeling stated that working within the system, the possibilities are using existing

staff and expertise to set up something like that with minor modifications. If further steps are required, for example including Tyler making modifications to the system, then that creates another level of complexity and cost for which AOC does not currently have funding.

Chief Justice Fairhurst why this is coming to the JISC when other portal requests have not? Ms. McLaughlin stated the main reason is due to the letter AOC received from the ATJ. Mr. Rowe added the ATJ had originally brought up their concern to the Court User Work Group (CUWG) and then to the Strategic Committee. Both of those groups stated that this was outside their scope, thus the progress to the JISC. Chief Justice Fairhurst clarified, for the group, her understanding of the decision point is an approval for them to continue as they have been, without spending any other resources other then what would occur anyway by the Portal Administrators. If the direction were to change then it would be brought back to the JISC, where money would be approved or grants would be sought. Therefore, the decision before this body is to continue the conversation, give approval for the path of the group to continue trying to sort out this issue due to the importance of SRL being able to work inside the Odyssey system. Ms. McLaughlin and Mr. Rowe agreed. Mr. Rowe, added if what the group is looking into cannot be done with existing resources, then they would have a different proposal to bring to this Committee.

Chief Justice Fairhurst requested an amendment to the motion, adding "the continued development of", with a friendly amendment by Judge Scott Marinella adding "using existing resources" to the end of the motion to clear any confusion regarding funding.

Motion: Chief Justice Fairhurst

> I move that the JISC approve *the continued development of* the Self-Represented Litigants (SRL) Workgroup's proposal for SRL access to the Odyssey Portal *within existing resources.*
>
> **Second: Mr. Larry Barker**

Voting in Favor: Chief Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Judge David Svaren, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Brooke Powell

The motion was passed as amended.

JIS Priority Project #1 (ITG 2): SC-CMS Update

Ms. Maribeth Sapinoso provided the update for the SC-CMS project beginning with the most recent activities in preparation for Event #6 Go Live: Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, and Whatcom counties. Ms. Sapinoso pointed out that Event #6 Go Live was just a couple days away: Sunday, October 29, 2017 and reported this implementation is moving forward with no major concerns, or issues. All activities in preparation for this Go Live have been successfully completed with the

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exception of a few document related items that are scheduled to complete during the next day before the first day of Go Live. Ms. Sapinoso also discussed the activities that have been completed or are scheduled to be completed in the next few months with Event #7: Adams, Benton, Chelan, Douglas, Ferry, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Stevens, and Walla Walla counties. Judge Edition 2017 was successfully implemented in all Odyssey DMS Counties in late September. This newest edition is now web based and offers case information, including documents, real time. Last, Ms. Sapinoso corrected the status of the Audit functionality. It will not go live in production as indicated in the presentation slide due to performance issues; however, the audit functionality has passed testing and is working as it was designed. The target for having it ready in production is now December 15, 2017.

Ms. Sapinoso then gave an overview of the decision point regarding cash drawers for County Clerks. One county in particular requested and escalated the issue. The state auditors have recommended these cash drawers as a method of "best practices" and the county does not want to be left behind. Judge Marinella asked how many cash drawers this would be per county. Ms. Sapinoso responded that each county is different as to the amount of cash drawers, but the Steering Committee made the motion to finance at least one cash drawer as needed. It a county has four cash drawers and they would like all four to be updated then the project would purchase one while the county would purchase the other three. Judge Leach asked whether there was a cap on this request. At present there is not one, but Chief Justice Fairhurst interjected that the motion could be amended to reflect a limit if desired and as written only provides for one per county. Ms. Vance asked as the decision point pertains to only one county at the moment, or will every county now get a cash drawer? Furthermore, will this be a continuing obligation as far as replacement, maintenance etc. Ms. Sapinoso responded it would be for those counties that need and request the financial assistance. So it would not be just limited to the one, but it was escalated due to the one county requesting assistance. Ms. Sapinoso clarified it would be a one-time cost approval, as with other requests.

Ms. Diseth asked for clarification that this is an option and not a mandatory required upgrade. Ms. Sapinoso replied in the affirmative. Some counties have followed the auditor's recommendation and are purchasing USB cash drawers while others are not. It is not the projects decision to make a mandatory requirement to purchase this but a county decision to opt for the auditor's recommendation. Ms. Kraski spoke to the value of $100 in terms of smaller counties where it could be a big deal budget wise. She voiced her agreement with Ms. Miner and Ms. Sapinoso when a state auditor makes a recommendation it is in the counties best interest to follow that recommendation. Judge Leach responded it sounds as if the Committee is being asked to fund a County Clerk's need to comply with an auditor's requirement rather than anything having to do with the functionality of the system. Judge Leach voiced his concern with the precedent the Committee would be setting. While this is a small amount of money, the concern is, the next time an auditor makes a requirement with a large dollar amount, counties will then ask for JISC or AOC to cover those costs. He also asked if there was anything other than satisfying an auditor's requirement that is driving the need for this. Ms. Miner responded that this is part of the cost of transitioning to a new system. Previously, when the parameters of what would be reimbursed to the counties was approved, this was not a known cost. It is an expense going to a new system not an expense any user of JIS or JABS currently has. If it was a JABS or JRS related requirement, the counties would be expecting the cost to be covered the same as computers

or cash registers are currently provided. It is an Odyssey based requirement that came to the counties, and for a lot of clerks this is a big expense that would not otherwise be realized without the transfer to the Odyssey system. Mr. Johnson talked about the local implementation process where a certain budget was allocated for those local implementation costs. As it is less than $5,000, how does it relate to the allocation of funds that were set aside for local implementation costs and why couldn't this be put under that allocation. Ms. Miner replied it is indeed what the request is for, as it was not specific enough on what could be reimbursed to the clerks of the counties. This is now coming to the Committee for its blessing for the USB cash drawer to be a reimbursable expense. Presently, the counties were told this is not a reimbursable expense and are here to have the parameters expanded to include this one expense in those parameters. It was noted the Steering Committee unanimously supported this expense as reimbursable. Ms. Sapinoso added that counties already have this existing functionality in SCOMIS on no sale transactions. For them to continue to have the existing functionality in Odyssey as well it will require the new cash drawer.

At this time Ms. Miner made a motion. There was further discussion on adding an amendment inserting the words "*include in reimbursable local costs the"* and for the amount reimbursed capped at $125 per USB.

Motion: Ms. Barb Miner

> I move that the JISC approve the SC-CMS Project Steering Committee's recommendation to *include in reimbursable local costs the* reimbursement for one USB cash drawer, *not to exceed $125 each,* to those counties implementing Odyssey and requesting financial assistance.
>
> **Second: Mr. Rich Johnson**

Voting in Favor: Chief Justice Mary Fairhurst, Mr. Larry Barker, Ms. Lynne Campeau, Judge Jeanette Dalton, Ms. Callie Dietz, Mr. Rich Johnson, Judge J. Robert Leach, Mr. Frank Maiocco, Judge G. Scott Marinella, Ms. Barb Miner, Chief Brad Moericke, Mr. Bob Taylor, Mr. Jon Tunheim, Ms. Aimee Vance, Judge Thomas J. Wynne

Opposed: None

Absent: Ms. Brooke Powell

Abstaining: Judge David Svaren

The motion was passed as amended.

JIS Priority Project #4 (ITG 102): CLJ-CMS Project Update

Mr. Michael Walsh presented the project update on the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. Regarding project activities, the project team has completed additional court and probation site visits bringing the total visits to over 120. The project is continuing with their Organizational Change Management customer outreach to members of the courts and to AOC organizations impacted by the courts move to a new CLJ-CMS solution.

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The Court User Work Group (CUWG) is utilizing smaller focus groups when a specific topic calls for it. The groups are initially being tried in two functional areas: probation and accounting. The outcome of the focus group meetings will be reported back to the larger CUWG for approval or issues resolution.

The AOC project team has relocated to the Plum Street or Office Building 3. This was done to accommodate team expansion as they are ready for vendor engagement and the participation of team members on the solution configuration work activities.

Mr. Walsh reported that project risk remains stable at low severity. These risks are continually watched for any changes that might increase the severity levels. One active project issue has been identified that requires further consideration. The project negotiations are taking longer than expected as agreement on some key terms and conditions still need to be negotiated. The AOC Contract Office continues to work through the issues.

Next steps for the procurement phase of the project include:

Finalize contract negotiations	July – November 2017
Anticipated contract start	January 2017
Project Schedule	TBD

AOC Expedited Data Exchange (EDE) Pilot Implementation Project Update

Mr. Kevin Ammons presented the update on the Expedited Data Exchange (EDE) Project. Mr. Ammons began by reviewing the overall structure of the EDE Program and providing a review of the purpose of the program. He updated the Committee on the resource and scheduling issues reported during the previous two JISC meetings.

Mr. Ammons continued by reporting several recent accomplishments, but he also stressed development within AOC and development of integrations at King County Clerk's Office (KCCO) were significantly behind the original schedule for integration testing. KCCO plans to implement their system January 2, 2018. Mr. Ammons emphasized that the lack of time for completing development and testing would mean significant impacts to statewide users when KCCO implements their new system. Mr. Ammons will make a presentation of the impacts at the December 2017 JISC meeting.

Concluding his presentation, Mr. Ammons asked if there were any questions. Judge Wynne asked if they were going to continue to send out the message that in January JABS may not be reliable regarding King County Data. Mr. Ammons replied in the affirmative, that they will continue to relay that information to all parties involved. Mr. Ammons proceeded to present the progress being made with Person Search using JIS data, the only data currently available in the EDR, and how the progress will proceed and expand from there. Chief Justice Fairhurst asked when AOC was expecting to have King County data or if there was a timeframe being given. Mr. Ammons replied the best estimate he has heard from the King County Technology Division Manager is about a month from the current date. Chief Justice Fairhurst clarified if the data is received a month from now, then it could be available in the system six months after that and Mr. Ammons replied affirmatively. In addition, it was clarified King

County is looking to have Person Data ready within the next week, which would allow AOC to start work on the data sets as they receive them. That will also stand true for other iterations.

Mr. Othniel Palomino reported on the King County District Court (KCDC) Project update. Mr. Palomino started off reminding the JISC members of the scope of the project: replacing all of the case management functionality, probation functionality, existing case management system, and existing document management system, as well as introducing e-filing as part of the launch of the case management system. The implementation will be in three phases. The first will be limited civil, which is the body of work that the civil judges do. To date, it has been implemented in three court locations: Burien, Issaquah and Seattle. E-filing will also be introduced in the initial implementation. The second phase will occur next spring, with the remaining parts of civil cases. Criminal and infraction will be rolled out and implemented next summer in the third phase.

Mr. Palomino stated that today they are in the process of going live with the first phase. Implementation began the previous evening and KCDC has moved all of the civil limited data from DISCIS into eCourt, including all the documents into the document management system.. This was completed earlier this morning, with Journal Technologies validating the work with King County staff, going through checking the data. Currently, they are showing no discrepancies with the final go no-go decision tomorrow morning. As of noon on the 26th, no new data has been entered into the legacy system. Starting January 1, 2018, it will be mandatory for lawyers to utilize the e-filing system with the option given to pro se filers. On October 9th, King County took their e-probation model live with some of the legacy data converted from the custom probation program without many issues. One area of difficulty for some probation offices was going from a paper to paperless system. Other than that, they have not experienced any technical issues. The big new functionality of phase two will be the EDR. With phase one completed, King County will take an active role doing integration work to ensure it goes smoothly in the spring.

Ms. Barb Miner gave the report on the King County Clerk's Office Update. Currently the Clerk's office is nine weeks away from their go-live. In scope for the Clerk's office is the replacement for JIS SCOMIS, JRS, and three internal systems operated by King County. In addition, work is being done on the integrations both locally and with state systems. Not in scope are e-filing and its components, ex parte or document management. However during phase two, there will be a review whether or not to change those systems. Therefore, the current project will not touch much for either the court or court customers with the exception of those that are users of SCOMIS. Recent activities include continuing work on configuration and testing data conversions. Two out of sixteen interfaces are complete with fourteen still in-progress. Currently, in-house training is being conducted with the course catalog complete, facilities are ready, and the training development is in-process. In addition the IT Infrastructure server setup has been completed. Ms. Miner stated KCCO is presently on track to go-live in January 2018.

DRIVES AOC DOL Interface Modification Update

Ms. Keturah Knutson gave the presentation on the DRIVES AOC DOL Interface Modification Update. The Department of Licensing (DOL) is currently replacing its multiple legacy systems with a single modern integrated system called DRIVES. DRIVES Phase 1 replaced the Vehicles Licensing System in December 2016. DRIVES Phase 2 will replace the Drivers Licensing System in September 2018.

The changes associated with this system will affect AOC and other partner agencies. To maintain court system continuity, a number of existing AOC interfaces must be modified or replaced for required business capabilities to continue.

Impacts to Court Applications

Technical Impacts

- All existing driver related AOC data exchanges, including FTA and Adjudications will be affected
- Access to the DOL Abstract Driver Record (ADR) data through existing JIS applications will be no longer be available requiring AOC to interface with new DOL web services
- All existing AOC ADR web services must be modified or replaced to access DOL data
- The following AOC applications are affected:
  - JIS (SCOMIS/DISCIS)
  - JABS (Judicial Access Browser System)
  - JCS (Juvenile and Corrections System)
  - ETP (Electronic Ticket Processing)
  - Odyssey
  - CLJ CMS

While the goal is to minimize the impact to courts as much as possible business impacts include, impacts to existing screens and reports cannot be avoided for all applications. In addition, mitigation to JIS will require changes to court business processes and education for court users. Affects are also seen in resources at AOC specifically, the work will require participation from technical leads, business analysts, application developers, testers, security, educators, etc., while needed resources could impact other JISC prioritized projects as well. DRIVES specific impacts to current JISC Priority Projects were listed as:

EDE Program (EDR)

- EDE identified data exchange interface modifications would be complete before the DRIVES work
- No other dependencies have been identified
- No conflict in resourcing expected at this time

SC CMS - Odyssey

- Existing DOL look-up and ADR applications used by Odyssey will be modified in early 2018
- Planned work will not impact Odyssey Go-Live events

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CLJ CMS

- Project schedule is not impacted by the DRIVES work
- CLJ CMS project is planning to utilize the new DOL Look-up and ADR applications

Ms. Knutson gave the committee an overview of the AOC ITG Requests Associated with DOL DRIVES.

ITG 243 - Random Driver's License Numbering Assignment

- DOL is changing the algorithm for the new driver's license in Sept 2018
- The new license will be a random generated number with the same number of characters starting with WDL
- Alpha/numeric characters will remain in the same locations as in the current license design
- DOL is expected to maintain the link between old and new driver license history
- The expected impact will require a moderate amount of effort on AOC JIS
- Possible business process changes, education changes, documentation and training changes associated with this change request

ITG 236 - Multi-part Name subsection only

- FTA file sent to DOL requires separate name fields for first, middle, last

ITG 240 - Change DOL/AOC Interfaces

- Modification or replacement of interfaces used for data sharing
- DOL Look-up application modifications
- ADR web service interface modifications for multiple applications
- Removal of DOL screen commands and ADR formatted display and batch print capability from DISCIS
- Data exchanges modifications for FTA and Adjudications
- Removal of access to DOL ADR from DISCIS will require changes to court business processes
- Education and training

Ms. Knutson gave the estimated hours of work on the project ranging from 2,974 to 5,626. Initial costs estimates in the low end are $226,024 and $427,576 on the high end. Ms. Knutson alerted the Committee these are high-level estimates, and they will be adjusted as the design and requirements are completed. In addition, the estimates include all resource costs. No hardware or software purchases are anticipated, and AOC plans to use existing staff resources to complete the interface modification.

Data Dissemination Committee Report (DDC)

Judge Thomas Wynne reported on the Data Dissemination Committee (DDC). The Committee approved a request brought by the prosecutor of the city of Poulsbo. The request was to provide access to the DDI screen and relationships between parties and restraining orders. Previously, prosecutors have not had access to those screens despite the need to have access to make prosecutorial decisions as to whom is the restraining party and whom is the protected party. This decision will allow prosecutors

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access. Mr. Keeling alerted the DDC that it will take a minimal amount of work to accomplish. Once it is completed, all prosecutors will have this access.

Ms. Barb Miner alerted the DDC that the public website does not show the existence of sealed court records. This is a problem as GR 13 provides the existence of sealed records should be available to the public. Currently, the fix is not an easy one, but a temporary fix is to put a disclaimer on the AOC public website indicating that sealed records are not displayed and refer them to the county or County Clerk to whom they think the records belong. Discussion was held as to the priority of this issue, whether it should be an ITG request as the current fix is only temporary in nature. This issue also comes up with will repositories as they are not available on the AOC website either. Another area of issue is expunged records, which are authorized in the case of juvenile records. GR 13 says records are not to be expunged except as authorized by statute. The only statute authorizing expungement of cases are in the juvenile arena. Nevertheless, some judges are ordering cases to be expunged, including some criminal cases. The question is what does AOC now do with those expunged cases? Legally, there is no such thing as an expunged case with the exception of juvenile cases. As with the sealed records, AOC needs to make the public aware of the existence of the non-juvenile expunged records available and how to find them. A number of options were discussed for addressing the issue of non-juvenile records being expunged, including legislation or judge training.

Board for Judicial Administration Report (BJA)

Chief Justice Fairhurst pointed the Committee to the minutes from the most recent BJA meeting. Chief Justice Fairhurst let the Committee know they are informational materials to make the BJA and the JISC aware of what each Committee is talking about.

Adjournment

Chief Justice Fairhurst reminded the Committee of the request by a member, to receive calendar invites to the JISC Meetings. Chief Justice Fairhurst advised that the AOC was happy to accommodate. Without any objections, the decision was made to start sending calendar invites for the JISC meetings, starting in calendar year 2018. In addition, Chief Justice Fairhurst alerted the Committee to a change in date for the first meeting in 2018. Due to a conflict for Chief Justice Fairhurst, the meeting was moved to March 2, 2018. Chief Justice Fairhurst directed the Committee to the complete list of 2018 meetings under Tab 9, as well as the updated ITG Status Report.

Chief Justice Fairhurst declared the meeting adjourned at 1:48pm.

Next Meeting

The next meeting will be December 1, 2017, at the AOC SeaTac Facility from 10:00 a.m. to 2:00 p.m.

Action Items

	Action Items	Owner	Status

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