**JIS Data Standards for Alternative Electronic Court Record Systems**

**Effective Date: October 24, 2014**

| Revision History | Date | Description |
|---|---|---|
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| Version 2.0 | 10/9/2017 | Incorporating stakeholder suggestions on definition changes and general cleanup of document for consistency and clarification. |
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| Version 2.0.3 | 01/16/2018 | Incorporate CR019 and CR021-CR024, CR026. |
| Version 2.0.4 | 03/28/2018 | Incorporate CR027 and BR001. |
| Version 2.0.5 | 04/30/2018 | Incorporate CR028 |

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| Version 2.0.6 | 02/01/2019 | Incorporate CR029 (move "complicity" from definition in element #67 to #65) & CR030 (add mapping from ChargeSource to ChargeReportingCategory) |

## Table of Contents

PURPOSE ..... 3
AUTHORITY ..... 3
GUIDANCE ..... 4
SCOPE ..... 5
DEFINITIONS ..... 5
STANDARDS ..... 5
A. GENERAL ..... 6
B. SHARED DATA ..... 7
C. Common Process ..... 13
D. Security ..... 14~~14~~
E. Technical ..... 14
RESPONSIBILITIES ..... 15
REVIEW CYCLE ..... 16
OWNERS ..... 16
Appendix A Shared Data Elements ..... 17
Identifier Elements ..... 37
Appendix B Deleted Data Elements ..... 45

DRAFT

## 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.

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 'A.'

## 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.

## 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 indulgency

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 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<br>Organization<br>Official<br>Attorney<br>Person Association<br>Address<br>Phone<br>Electronic Contact<br>Person Flag |
| | **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<br>Document Information<br>Citation<br>Case Relationship<br>Process Control Number<br>Case Flag |
| | **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<br>Attorney<br>Participant Association |
| | **Court Level** | Superior, Juvenile, and CLJ |

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| **(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 |

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|---|---|---|
| **(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<br>Significant Document Parties |
| | | Superior, Juvenile, and CLJ |

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| **(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 |

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| **(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 |

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| **(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 |

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| **(9)** | **Title** | Case Status |

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| | **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 |

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| **(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 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 Detail |
| | **Court Level** | Superior and CLJ |

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|---|---|---|
| **(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 |

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| **(14)** | **Title** | Detention Episode |
| | **Requirement:** | Creation and update of detention episode summary information. |

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| | **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<br>Detention Episode Population |
| | **Court Level** | Juvenile |

| | | |
|---|---|---|
| **(15)** | **Title** | Flags and Notifications |
| | **Requirement:** | There are a variety of alerts, flags, and additional information on a person, organization, official, case, or case participant that need to be recorded and shared between organizations. |
| | **Rationale**: | Flags are needed to support public safety and judicial decision making. Instances of public safety are medical, social, and behavioral alters generated in juvenile detention. Some of these alerts persist beyond a single detention episode are needed by other organizations. Instance of case flag for judicial decision making would be the home detention violations one and two. |
| | **Shared Data** | Person Flag<br>Case Flag<br>Case Participant Flag |
| | **Court Level** | Superior, CLJ, 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) **One Day** – data shall be provided no later than one business day after 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).
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.
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 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 Detail associated with these cases. | One Day |
| 3 | Case filings and updates for non-well-identified individuals. Accounting Detail associated with these cases. | Two Day |
| 4 | Parking/vehicle related violations cases with non-well-identified persons. Accounting Detail associated with these cases. | Monthly |
| 5 | Accounting Summary | Monthly |
| 6 | Detention Summary<br>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



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d) IBM Message Queue Service.

## 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 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.

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

DRAFT

**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.

**Identifiers –** An Identifier is a system-generated set of values (alpha and/or numeric characters) assigned to a given data element. It identifies a given record uniquely (a Key) within the Data producer's application. This "Key" could be used to retrieve or update the record. Each section of JIS Statewide Standard Elements below has been assigned a certain type of Identifier(s) that must be sent in conjunction with any element from that section in order for the data to be accurately stored in/retrieved from the EDR. The Identifiers are located in their section, after the business elements. (Please refer to page 37 of this document for a list of appropriate Identifiers assigned to each business section.)

**Element Number** – A sequential number is assigned to each individual data element. A re-validation of the elements was completed in August 2017 to coincide with the new "Simplification" model changes. During this time, any new elements that were added to the Standards were assigned a number in the 300 series to highlight the changes.

**JIS Standard Data 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.

*Baseline* refers to data that is currently collected by all courts in a statewide, systematic way. *Future* refers to data that is not currently collected by all courts in a systematic way. For instance, the data may be currently collected by courts in different ways (via Note fields or in non-CMS application) or may not be collected by a court at all.

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

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| **Accounting Summary** | | Accounting Summary provides the total debit and credit amounts for a given court and jurisdiction and calendar month. | B | B | NA |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 1 | Court Code | Code that identifies the court. | B | B | NA |
| 2 | BARS Account Number Code | The standard Budgeting Accounting and Reporting System code for the account being reported. | B | B | NA |
| 4 | Jurisdiction Code | Code identifying the jurisdiction for which the account applies. | B | B | NA |
| 5 | Accounting Summary Date | Month end date for which the accounting information was transmitted. | B | B | NA |
| 312 | Remit Status Code | Accounts receivable status (e.g. non-revenue, unbilled, billed, payment) | B | B | NA |
| 6 | Debit Amount | The total debit amount for the court, jurisdiction, BARS account number, and accounting date. | B | B | NA |
| 7 | Credit Amount | The total credit amount for the court, jurisdiction, BARS account number, and accounting date. | B | B | NA |
| 362 | Begin Balance | The balance of the account at the beginning of the reporting period for the court and jurisdiction. | B | B | NA |
| **Accounting Detail** | | Accounting Detail provides the most granular level of financial information. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions for case and non-case related accounting. Local details, such as non-participant "payee" data, is not needed for statewide sharing and will not be captured here. | B | B | NA |
| 8 | Court Code | Code that identifies the court. | B | B | NA |
| 13 | Jurisdiction Code | Code that identifies the jurisdiction for which the account applies. | B | B | NA |
| 14 | Accounting Post Date | Date on which the accounting transaction occurred. | B | B | NA |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 15 | BARS Account Number Code | The standard Budgeting Accounting and Reporting System code for the account being reported. | B | B | NA |
| 314 | Remit Group Sub-Account Code | Revenue paid to a court that must be remitted to state or local government entities. Examples: Current Expense (Local City or County Funds), Crime Victims Fund, Law Library Fund, State General Fund, School Zone Safety Account, Prostitution Prevention and Intervention Account, etc. These remit group accounts are associated to BARS (Budgeting Accounting and Reporting System) account numbers. | B | B | NA |
| 315 | Remit Group Type Code | Category identifying whether remitted revenue sub-account is Local or State monies. | B | B | NA |
| 16 | Accounting Amount | The dollar amount allocated to the BARS account for the transaction (debits, credits). | 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 (e.g. Copy/Tape Fee, Civil Filing Fee, Unlawful Detainer Fee, etc.). | B | B | NA |
| 19 | Transaction Code | A standard code that specifies the transaction that was made (e.g. Bail Forfeiture, Adjustment, Petty Cash, etc.). | B | B | NA |
| 20 | Adjustment Reason Code | A code which identifies the reason for an adjustment (e.g. clerical error, amended, waived, etc.). | B | B | NA |
| 317 | Remit Status Code | Accounts receivable status (e.g. non-revenue, unbilled, billed, payment) | B | B | NA |
| **Address** | | Address provides information on a location or contact for a person, official, or organization. | B | B | B |
| 22 | Address Type Code | A code which specifies the address type (e.g. residence, mailing, etc.). | B | B | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 23 | Address Line 1 | The first line of the address per US postal standards. | B | B | B |
| 24 | Address Line 2 | The second line of the address per US postal standards. | B | B | B |
| 25 | Address Line 3 | The third line of the address per US postal standards. | B | B | F |
| 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 | The county name 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, official, or organization. | B | B | B |
| 32 | Address End Date | The last date that the address is applicable for the person, official, or organization. | B | B | B |
| 33 | Address Status Code | A code which designates the status of the address (e.g. undeliverable, returned, confidential, etc.). | B | B | B |
| 240 | Address Source Code | A code which identifies the document or other source used to enter an address for a person (e.g. Notified by DOL, Notified by prosecutor, etc.). | B | B | B |
| **Case Association** | | A case association is the relationship of one case/referral linked to another case/referral. For example, CLJ case and the associated superior court case upon appeal, A probable cause hearing/case and the 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 |
| 36 | Case Association Type Code | A code that identifies the type of associations (e.g. linked, consolidated, etc.). | B | F | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 37 | Case Association Role Type Code | A code that specifies the role of the case in the association (e.g. primary, secondary, referral, etc.). | B | F | B |
| 300 | Case Association Begin Date | The case association begin (effective) date. | F | F | B |
| 301 | Case Association End Date | The case association end (effective) date. | F | F | F |
| **Case** | | A case is the primary business item that is used to manage and track status for issues filed in a court. *NOTE:* All elements in this section also capture the details of juvenile referrals. | B | B | B |
| 39 | Court Code | A code that uniquely identifies a court statewide (such as the existing three digit codes for courts—THD, S17, J34, etc.). | B | B | B |
| 40 | Case Number | A number that is used for externally identifying a case. Examples are Superior court Case Number, Referral number, etc. | B | B | B |
| 41 | Case Type Code | Code that identifies the case based on category (e.g. criminal, civil, juvenile truancy, infractions, etc.). | B | B | B |
| 302 | Cause Code | A code that indicates the specific cause of action. Examples are FEL (Felony), HAR (Harassment), SXP (Sexual Assault Protection), BRE (Breach of Contract), etc. | B | B | NA |
| 42 | Law Enforcement Agency Code | A code that identifies the law enforcement agency that originated the case (e.g. Olympia Police Department, Washington State Patrol, etc.). | B | B | B |
| 43 | Case Filing Date | The date in which the case/referral was filed in the trial court. | B | B | B |
| 44 | Case Title | The court case title. (Free form text.) | B | B | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 241 | Case Suit Amount | The dollar amount of the suit on a civil case. | F | B | NA |
| 45 | Case Security Code | A code which specifies the security level for the case (e.g. confidential, sealed, public, etc.). | B | B | B |
| 361 | Jurisdiction Code | A code that identifies the county, city or town from which the cause of action originated. | B | B | B |
| **Case Flag** | | A flag, notification, or other important data regarding the case that supports public safety or judicial decision. | B | B | B |
| 264 | Case Flag Type Code | A code that identifies the type of flag. This includes items such as: Abuse/Neglect, No Parent or Guardian Willing/Able, Abandonment, and Domestic Violence. | B | B | B |
| 265 | Case Flag Begin Date | The case flag begin effective date. | F | F | F |
| 266 | Case Flag End Date | The case flag end effective date | F | F | F |
| **Case Status** | | Case/Referral status provides information on the different stages of a case/referral through its lifecycle (e.g. resolution, completion, closure, active, suspended, etc.). | B | B | B |
| 47 | Case Status Type Code | A code identifying the type of case status Examples: Active (Superior Court); Closed (CLJ); Pending (Juvenile referrals). *See paired examples below in Sub-type* | B | B | B |
| 48 | Case Status Sub-Type Code | A code identifying the specific status within the type. This element includes Resolution statuses for Superior Court cases. Examples: Return from Appeal (Superior Court); Change of Venue (CLJ); Referral Screening (Juvenile referrals). *See paired examples above in Type.* | B | B | B |
| 49 | Case Status Begin Date | The begin (effective) date associated with the case status. | B | B | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 303 | Case Status End Date | The end (effective) date associated with the case status. | B | B | F |
| **Charge** | | An allegation as to a violation of law. Juvenile referral reasons and reason statuses are captured here. | B | B | B |
| 54 | Charge Information Date | The file date from the charging document. | B | B | NA |
| 55 | Charge Count Number | An assigned number for each charge count. | B | B | NA |
| 350 | Amended Count Number | An assigned number which tracks the link between the original and amended charge. | NA | B | NA |
| 351 | Sequence Number | A number assigned to each charging document to record the sequential order in which the charges from that document were entered. | B | NA | NA |
| 56 | Charge Violation Date | The date in which the offense, citation, violation etc. occurred. | B | B | B |
| 57 | Charge Primary Law Number | The law number as recorded for the primary charge. | B | B | B |
| 369 | Charge Primary Law Description | The law title which corresponds to the Charge Primary Law Number on the case's charging document. | B | B | NA |
| 59 | Charge Primary Result Code | A code which specifies the charge result/disposition as decided by the court, related to the primary charge (e.g. committed, guilty, etc.). | B | B | NA |
| 60 | Charge Primary Result Reason Code | A code which specifies the reason for the primary charge result/disposition code (e.g. court's motion, deferred prosecution completed, etc.). | F | B | F |
| 61 | Charge Primary Result Date | The date of the primary charge result/disposition finding. | B | B | B |
| 62 | Charge Special Allegation Law Number | The law number of any special allegation (e.g. deadly weapon, sexual motivation, criminal street gang, etc.) for the charge per RCW 9.94A.825-839. There can be zero-to-many special allegations associated with a single charge. | B | NA | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 370 | Charge Special Allegation Description | The law title which corresponds to the Charge Special Allegation Law Number on the case's charging document. | B | B | NA |
| 63 | Charge Special Allegation Result Code | A code which specifies the outcome as decided by the court, related to the special allegation. | B | NA | NA |
| 64 | Charge Special Allegation Result Date | The date of the result of the special allegation. | B | NA | NA |
| 65 | Charge Modifier Law Number | The law number of any inchoate modifier (e.g. attempted, conspiracy, solicitation, and complicity~~etc.~~) for the charge. | B | F | B |
| 371 | Charge Modifier Description | The law title which corresponds to the Charge Modifier Law Number on the case's charging document. | B | B | NA |
| 66 | Charge Additional Statute Law Number | The law number for any definitional laws cited in the charging document for the charge count. There can be zero-to-many definitions associated with a single charge. E.g. Burglary 2nd Degree (9A.52.030), with two definitional RCWs: Burglary/Trespass Defined (9A.52.010) and Burglary—Inference of Intent (9A.52.040) | B | F | NA |
| 372 | Charge Additional Statute Law Description | The law title which corresponds to the Charge Additional Statute Law Number on the case's charging document. | B | B | NA |
| 365 | Charge Law Authority Code | The statutory (RCW), regulatory (Washington Administrative Code), or county/municipal (local) authority underlying each specified law. E.g. RCW, WAC, King County ordinance, Spokane Municipal Ordinance, etc. | B | B | B |
| 366 | Charge Penalty Code | A code which identifies which penalty category the charge falls into: e.g. infraction, misdemeanor, or felony. | B | B | NA |
| 367 | Charge Severity Code | This code identifies how serious a felony charge is (e.g. Felony A, Felony B, or Felony C). | B | B | NA |
| 67 | Charge Element Code | A code (commonly~~,~~ an RCW or a flag) which specifies an~~d~~ element of the charge count, such as domestic violence~~ or complicity~~. There can be zero-to-many charge elements cited in the charging document applicability for the charge count. | B | B | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 373 | Charge Element Description | The law title which corresponds to the Charge Element Code on the case's charging document. | B | B | NA |
| 68 | Charge Arraignment Date | The date on which the defendant was arraigned on the charge. | NA | B | NA |
| 69 | Charge Plea Type Code | A code that specifies the plea provided by the defendant for the charge (e.g. no contest, guilty, not committed, etc.). | B | B | NA |
| 70 | Charge Plea Date | The date on which the plea was made. | B | B | NA |
| 71 | Charge Sentence Date | The date on which sentencing was made on the charge. | B | B | NA |
| 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. | B | NA | NA |
| 74 | Charge Juvenile Disposition Offense Category Code | A code which specifies the offense severity for juvenile offender cases. (e.g. A, B+, C, D, E, etc.) See RCW 13.40.0357 | F | NA | B |
| **Citation** | | A document issued to a Person (or business) that contains the alleged violation of law.<br>**NOTE:** *Many elements of a Citation are captured in the Case and Charge sections. Elements unique to citation are listed in this section.* | NA | B | NA |
| 78 | Originating Agency Report Number | The originating agency report number (sometime referred to as police report number) assigned to the citation/criminal complaint as provided by the originating agency. | NA | F | F |
| 79 | Citation Amount | The dollar amount from the citation. | NA | B | NA |
| 80 | DOL Citation Code | Code(s) that indicates additional vehicle information details of the citation for the Department of Licensing. (e.g. Commercial Vehicle, 16 passenger, HazMat, Fatality Collision, and Accident). A citation may include none or many of these details. | NA | B | NA |
| 83 | Citation Blood Alcohol Content Type Code | A code that specifies the blood alcohol percentage testing method. | NA | B | NA |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 84 | Citation Blood Alcohol Content Percent | The blood alcohol percent from the citation. | NA | B | NA |
| 85 | Citation THC Type Code | A code that specifies the THC testing method. | NA | B | NA |
| 86 | Citation THC Level Count | The THC level from the citation. | NA | B | NA |
| 87 | Vehicle License Number | The vehicle license plate number from the citation. | NA | B | NA |
| 88 | Vehicle License State Code | The vehicle license plate number state code from the citation. | NA | B | NA |
| **Condition** | | Stipulation, requirement, or sentence details listed within an order or judicial decision that must be satisfied to resolve the issues on a case. | B | B | B |
| 94 | Condition Date | The date the condition was imposed. | B | B | B |
| 95 | Condition Type Code | The type of condition imposed (e.g. Alcoholics Anonymous, Anger Management, Court Costs Waived, etc.). | B | B | B |
| 96 | Condition Amount | A monetary amount applied to the condition. | B | B | B |
| 352 | Condition Sentence Description | Text description of conditions associated with a sentence. | B | NA | NA |
| 97 | Condition Time Count | The numerical amount of time for the condition to be used in conjunction with Condition Time Unit Code (98). | B | B | B |
| 98 | Condition Time Unit Code | The time units (e.g. hour, day, month, year) for the condition time unit count. | B | B | B |
| 99 | Condition Review Date | The date the condition is scheduled for review. | B | B | B |
| 100 | Condition Completion Date | The date the condition was completed, not-completed, complied, waived, terminated, excused, etc. | F | B | B |
| 101 | Condition Completion Code | A code specifying the type of completion (e.g. completed, incomplete, complied, waived, terminated, excused, etc.). | B | B | B |
| **Detention Episode Population** | | Detention population tracks the status of a juvenile for each day they are considered part of a facility's population.<br>There is one record for each episode per juvenile per day. | NA | NA | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 102 | Detention Facility | The detention facility name. | NA | NA | B |
| 105 | Detention Population Episode Reporting Date | The date for which the detention population is reported. | NA | NA | B |
| 106 | Detention Population Reporting Time | The time in which the detention population is reported. | NA | NA | B |
| 107 | Detention Population Status Code | A code value identifying the population status for each juvenile in the facility (e.g. Admission, Furlough, Intake, Legal and Released). | NA | NA | B |
| **Detention Episode Summary** | | The Summary contains information for a juvenile who is placed in detention facility. There is one record for each episode as measured from intake to release. | NA | NA | B |
| 108 | Detention Facility | The detention facility name. | NA | NA | B |
| 111 | Detention Episode Intake Decision Code | A value that identifies the intake decision (e.g. admit, screen/release, pending). | 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 (e.g. threat to community safety, contract admission, district court warrant, etc.). | NA | NA | B |
| 115 | Detention Episode Admission Reason Date | The date of the admission reason decision. | NA | NA | B |
| 116 | Detention Episode Admission Reason Time | The time of the admission reason decision. | NA | NA | B |
| 117 | Detention Episode Primary Charge Code | A code that identifies the charge (e.g. residential burglary, Assault-1, malicious mischief-1, etc.) | NA | NA | B |
| 118 | Detention Episode Primary | A code that identifies the severity decision (e.g. A, B, C, etc.) | NA | NA | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| | Charge Severity Code | | | | |
| 119 | Detention Episode Release Reason Code | A code that identifies why a juvenile was released from detention. (e.g. Court order, case dismissed, released on bail, etc.) | NA | NA | B |
| 120 | Detention Episode Release Date | The date of the release from the facility. | NA | NA | B |
| 121 | Detention Episode Release Time | The time of the release from the facility. | NA | NA | B |
| 122 | Detention Episode Time Served Minutes Count | The total of the minutes served. | NA | NA | B |
| **Electronic Contact** | | Electronic Contact provides a record of electronic contact methods and locations for a person, official, or organization. | B | B | B |
| 125 | Electronic Contact Type Code | A code that identifies the electronic contact type (e.g. email, webpage, etc.). | F | F | F |
| 126 | Electronic Contact Address Text | The electronic contact address. | B | B | B |
| 127 | Electronic Contact Begin Date | The start (effective) date for the electronic contact. | F | F | F |
| 128 | Electronic Contact End Date | The end (effective) date for the electronic contact. | F | F | F |
| **Failure To Appear** | | Failure To Appear (FTA) provides a record for each failure to appear, pay, or respond. | NA | B | NA |
| 132 | FTA Order Date | The date on which the FTA was ordered by the court. | NA | B | NA |
| 243 | FTA Cancel Date | The date the FTA was canceled by the court. | NA | B | NA |
| 133 | FTA Issuance Date | The date on which the FTA was issued to Department of Licensing. | NA | B | NA |
| 134 | FTA Adjudication Date | The date the FTA was adjudicated by the court, for notification to the Department of Licensing. | NA | B | NA |
| 244 | FTA Adjudication or Cancellation Reason Code | A code which specifies the reason the FTA was adjudicated or cancelled. (e.g. paid, court appearance scheduled, dismissed, issued in error, etc.) | NA | B | NA |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 318 | FTA Type Code | Fail to Pay, Fail to Comply, Fail to Appear, and Fail to Respond. | NA | B | NA |
| **Official** | | Provides a record for each official related to the life cycle of a court case or juvenile referral. | B | B | B |
| 136 | Official Complete Name | The complete name of an official which includes first, middle, last, and any prefix/suffix for a name which is contained within one line of text. This field is only for use when parsed fields for an official are not available. | B | B | B |
| 356 | Official First Name | The first name of an official. | B | B | B |
| 357 | Official Last Name | The last name of an official. | B | B | B |
| 358 | Official Middle Name | The middle name of an official. | B | B | B |
| 359 | Official Name Suffix | The official's name Suffix (e.g. Jr., Sr., III, IV, Esq.) | | | |
| 138 | Official Title | The title for the official when applicable. (e.g. Commissioner, Pro Tem, Trooper, Officer, Detective, etc.) | B | B | NA |
| 139 | Official Type Code | A code which specifies the type of official (e.g. judicial officer, law/WAC enforcement officer, attorney, certified professional, etc.). | B | B | B |
| 140 | Official Sub-type Code | A code which further qualifies the official type (e.g. judge, pro tem, commissioner, guardian, interpreter, etc.). | B | B | B |
| 141 | Official Status Code | The status of the official (e.g. active, inactive, etc.). | B | B | B |
| 142 | Official Begin Date | The start (effective) date for the official. | B | B | B |
| 143 | Official End Date | The end (effective) date for the official. | B | B | B |
| 304 | WA State Bar Association Number | A number assigned by the Washington State Bar Association associated with a specific member of the Bar Association | B | B | B |
| 363 | Assigned Official Number | Identifying number assigned to law enforcement officers (badge numbers), Guardian ad litem and Interpreters (license numbers issued by State agencies). | B | B | F |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| **Organization** | | Provides a record for each organization (e.g. Court, LEA, School District, etc.) that is used in other records provided. | B | B | B |
| 145 | Organization Name | The organization name. | B | B | B |
| 146 | Organization Type Code | A codes that identifies the type of organization (e.g. court, law enforcement agency, jurisdiction, schools, or school districts.) | B | B | B |
| 147 | Organization Sub-type Code | A code that identifies the sub-type within the type (e.g. Superior, District, Municipal, etc.). | B | B | B |
| 148 | Organization Status Code | The status of the organization when applicable (e.g. active, disbanded, etc.). | 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 person, organization and official related to a case. | B | B | B |
| 154 | Participant Type Code | A code for a person on the case/referral (e.g. defendant, petitioner, etc.). | B | B | B |
| 155 | Participant Status Code | The status of the participant on the case. Currently collected by District/Municipal Courts. | F | B | NA |
| 156 | Participant Begin Date | The participant begin effective date. | B | B | B |
| 157 | Participant End Date | The participant end effective date. | B | B | B |
| 158 | Participant Security Code | A code that identifies the security status for the participant (e.g. open, confidential, etc.). | F | F | F |
| **Participant Association** | | Participant Association provides link between participants on a case, when applicable. (e.g. Defendant and attorney, case-based family relationships) | B | B | B |
| 160 | Participant Association Type Code | A code which specifies the type of association between one or more parties (e.g. Financial, Guardianship, Legal Representation, Case Based Relationships) | B | B | B |
| 163 | Participant Association Role Code | A code that identifies the role of the participant in the participant association (e.g. spouse, child, parent, etc.). | B | B | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 164 | Participant Association Begin Date | The date the participant association begins. | F | F | B |
| 165 | Participant Association End Date | The date the participant association ends. | F | F | B |
| **Person** | | Information for an individual that is a participant on a case/referral or person that is associated to a participant on a case. This includes humans and businesses (e.g. corporations, partnerships, collection agencies, etc.). | B | B | B |
| 248 | Person Classification Code | A code that identifies the type of person, (e.g. well-identified, non-well identified, etc.) | B | B | B |
| 305 | Complete Name | The complete name of a person which includes first, middle, last, and any prefix/suffix for a name which is contained within one line of text. May also include a single name line such as a business name. This field is only for use when parsed fields for an individual is not available, or it is for use for business names. | 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 |
| 306 | Person Name Prefix | The person's name Prefix and/or Title. (e.g. Mr. Mrs. Dr.) | F | F | F |
| 307 | Person Name Suffix | The person's name Suffix (e.g. Jr., Sr., III, IV, Esq.) | 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 |
| 249 | Date of Death Source Code | A code that identifies the document or other source used to enter a date of death for a person. | B | F | F |
| 172 | Person Gender Code | A code that identifies the person's gender. | B | B | B |
| 173 | Person Race Code | A code that identifies the person's race (e.g. Asian, Caucasian, Multiple, Refused, etc.). Each person can be identified with more than one race code. | B | B | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 174 | Person Ethnicity Code | The code of that identifies the person's ethnicity (e.g. Hispanic, Not Hispanic, Refused, and Unknown). | 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 license number. More than one Driver License number may be associated with the same Person. | B | B | B |
| 177 | Person Driver License State Code | A code for the state code that issued the driver's license. If a Person has more than one Driver License (DL) number, a separate State code will be needed for each DL number. | B | B | B |
| 178 | Person Driver License Expire Date | The Driver License expiration date. If a Person has more than one Driver License (DL) number, a separate expiration date will be needed for each DL number. | B | B | B |
| 179 | Person Department Of Corrections Number | The identification number issued by the WA State Department of Corrections. | B | B | B |
| 180 | Person Juvenile Number | The identification number issued to juveniles by Washington State. | B | B | B |
| 181 | Person FBI Number | The identification number issued by the Federal Bureau of investigation. | B | B | B |
| 182 | Person Height | The person's height in inches. | B | B | B |
| 183 | Person Weight | 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 | A textual description of the person including identifying characteristics, 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: True name, alias, also known as, doing business as, etc. | B | B | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 189 | Person Association Type Code | A code which specifies the type of association between one or more parties (e.g. Other Name, Person Relationship, etc.). | B | B | B |
| 191 | Person Association Role Code | A code for the role of the person in the relationship (e.g. true name, also known as, now known as, 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 Flag** | | A flag, notification, or other important data regarding the person (or business) that supports public safety or judicial decision-making. | F | F | B |
| 260 | Person Flag Type Code | A code that identifies the type of flag. This includes items such as ADA (American w/Disability Act), AAL (Military); Legally Free Minor; ICWA (Indian Child Welfare Act); NCK (Nickname); USN (Uses Siblings Name), etc. | B | B | B |
| 261 | Person Flag Begin Date | The person flag begin effective date. | F | F | B |
| 262 | Person Flag End Date | The person flag end effective date | F | F | B |
| **Phone** | | Phone provides a record of phone number contacts for a person, organization, or official. | B | B | B |
| 195 | Phone Type Code | A code that identifies the phone number type (e.g. home, cellular, etc.). | B | B | B |
| 196 | Phone Number | The phone number. | B | B | B |
| 197 | Phone Begin Date | The phone number begin (effective) date. | B | B | B |
| 198 | Phone End Date | The phone end (effective) date. | B | B | B |
| **Proceeding** | | Documents a hearing for a case. | B | B | NA |
| 364 | Proceeding Schedule Type Code | A code that identifies the type of proceeding scheduled for a date (e.g. Arraignment, Pretrial, Sentencing, Jury Trial, etc.). | B | B | NA |
| 202 | Proceeding Schedule Date | The scheduled hearing date. | B | B | NA |
| 203 | Proceeding Schedule Time | The scheduled hearing time. | B | B | NA |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 207 | Proceeding Schedule Status Code | A code that identifies the status (e.g. not held, canceled, continued, etc.). | B | B | NA |
| 209 | Proceeding Schedule Status Reason Code | A code that further qualifies the proceeding status when applicable (e.g. motion of the court, motion of the defense, stipulated, judicial conflict, etc.). | B | B | NA |
| 201 | Proceeding Actual Type Code | A code that identifies the type of proceeding held (e.g. Arraignment, Pretrial, Sentencing, Jury Trial, etc.). | B | B | NA |
| 205 | Proceeding Actual Date | The actual "Held" date of the hearing. | B | B | NA |
| 308 | Proceeding Actual Time | The actual "Held" time of the hearing. | B | B | NA |
| **Process Control Number** | | Process Control Number (PCN) is a number assigned by Washington State Patrol (WSP) for each fingerprint record.<br><br>A participant record may have multiple PCN numbers within a case. | B | B | F |
| 212 | Process Control Number | The process control number (PCN) assigned by Washington State Patrol. | B | B | F |
| 213 | Process Control Number Date | The date a person is involved in a reportable fingerprinting event (i.e., an arrest, jail booking, conviction or jail commitment) and the PCN number was assigned. | B | B | F |
| **Court Docket** | | Includes all data stored through docket codes and free-form text which represent the details within the life cycle of a case. | B | B | NA |
| 319 | Docket Code | A code representing an action, decision or event during the life cycle of a case. (e.g. (CDSOP) "CD Record of Proceedings", (JDV) Judgment of Verdict".) | B | B | NA |
| 320 | Docket Text | Written text that contains data documenting an action, decision or event during the life cycle of a case. (e.g. "Return of Service filed by Petitioner", "Defense attorney called to confirm hearing," etc.) | B | B | NA |
| 321 | Docket Date | The date the docket code/text applies. | B | B | NA |
| **Protection & No Contact Orders** | | This data refers to the details contained within the documents. It does not store document images. | B | B | NA |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 327 | Order Type Code | The code which specifies the details of the order and case type (civil vs criminal) E.g. Temporary Anti-Harassment Order, Sexual Assault Protection Order, Harassment No Contact Order, etc. | B | B | NA |
| 329 | Order File Date | The date the order is filed. | B | B | NA |
| 330 | Order Status Code | A code that identifies the current state of the order. (e.g., active, denied, expired, etc.) | B | B | NA |
| 331 | Order Decision Date | The date the court official made the decision on the order. | B | B | NA |
| 332 | Order Decision Time | The time the court official made the decision on the order. | B | B | NA |
| 333 | Order Expired Date | The date the order expires. | B | B | NA |
| 334 | Order Termination Date | The date an order is terminated based on a decision from the court. | B | B | NA |
| 335 | Order Security Status Code | Security status (e.g. sealed, open, etc.) for orders. Status of the order is independent from the security status of the case. | F | F | NA |
| 336 | Order Denial Reason Code | The reason for which the decision was made on the order. (e.g. Failure to Appear for Full Hearing, No Grounds, No Proof of Service, etc.). | B | B | NA |
| 337 | Order Participant Decision Code | A code that specifies the role of the participant (e.g. protected, restrained, denied) on the order. | B | B | NA |
| **Judgments** | | This includes all monetary and property amounts awarded by the court according to a judicial decision made on a case. | B | B | NA |
| 341 | Judgment Type Code | The type of judgment (e.g. Agreed Judgment, Foreign Judgment, and Judgment on Pleadings, Abstract of Judgment, Criminal, Tax Warrant, etc.) | B | B | NA |
| 342 | Judgment Amount | The monetary amount(s) listed on a judgment. | B | B | NA |
| 343 | Judgment Amount Type Code | The code that identifies the type(s) of amount(s) on the document. (e.g. Total, Principal, Attorneys Fees, Service Fees, Interest, etc.) | B | B | NA |
| 353 | Judgment Docket Description | Text description of details associated with a judgment. | B | NA | NA |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 344 | Judgment Participant Decision Code | The role of the participants involved with the decision of the judgment entered by the court (e.g. Debtor, Creditor, For, Against, etc.) | B | B | NA |
| 345 | Judgment File Date | The date a judgment is filed with the court. | B | B | NA |
| 346 | Judgment Status Code | The status of the judgment (e.g. Dismissed, Exonerated, Fully Satisfied, etc.) | B | B | NA |
| 347 | Judgment Status Date | The date for the status of the judgment. | B | B | NA |
| 348 | Judgment Signed Date | The date the judgment is signed by a judicial officer. | B | F | NA |
| 349 | Judgment Effective Date | The date a judgment becomes effective. This may be different from the date the judicial officer signs the order. | B | B | NA |
| **Warrant** | | Document issued by the court authorizing a government official to carry out an action. (e.g. search, arrest) | B | B | NA |
| 255 | Warrant Number | Number for the warrant assigned by the LEA or court. | F | B | B |
| 256 | Warrant Security Status Code | Security status of the warrant (e.g. sealed, open, etc.). | F | F | NA |
| 235 | Warrant Type Code | A code that specifies the warrant type (e.g. Bench, Administrative, etc.). | F | 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. | F | B | NA |
| 232 | Warrant Recalled Date | The date the warrant was recalled. | F | B | NA |
| 233 | Warrant Quashed Date | The date the warrant was quashed, when applicable. | B | B | NA |
| 234 | Warrant Return Date | The date the warrant was returned | B | B | NA |
| 236 | Warrant Service Date | The date the warrant was served. | B | B | NA |
| 237 | Warrant Expiration Date | The future date on which a warrant is scheduled to expire. | F | B | NA |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 238 | Warrant Bail Amount | The bail amount on the warrant. | B | B | NA |
| 257 | Warrant Bail Type Code | The type of bail on the warrant (e.g. Cash Only, Cash or Bond, No Bail ). | B | B | NA |
| 239 | Warrant Fee Amount | The fee amount on the warrant. | F | B | NA |
| 258 | Warrant Reason Code | A code that defines the reason that the warrant is to be issued (e.g. Failure to appear, failure to comply, search, etc.) A warrant may have more than one reason associated with it. | B | B | NA |
| **Identifiers** | | A system generated set of values (alpha and/or numeric characters) assigned to a given data element. It identifies a given record uniquely (a Key) within the Data producer's application. This "Key" could be used to retrieve or update the record. | | | |
| **Accounting Summary** | | Accounting Summary provides the total debit and credit amounts for a given court and jurisdiction and calendar month. | | | |
| **374** | Transaction Identifier | CMS system-generated unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify each debit, credit or begin balance transaction. | | | |
| **Accounting Detail** | | Accounting Detail provides the most granular level of financial information from the courts. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions for all case and non-case related accounting. Local details, such as non-participant "payee" data is not needed for statewide sharing and will not be captured here. | B | B | NA |
| 9 | Transaction Identifier | CMS system-generated 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 |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 10 | Case Identifier | CMS system-generated unique case identifier. Multiple Case Identifiers can be associated with one Transaction Identifier. | B | B | B |
| 11 | Participant Identifier | The CMS system-generated unique identifier for the participant on the case for which the transaction applies. If the transaction is not associated with a person, then this can be blank. Multiple Participant Identifiers can be associated with one Transaction Identifier. | B | B | B |
| **Address** | | Address provides information on a location or contact for a person, official, or organization. | B | B | B |
| 21 | Person Identifier | The CMS system-generated identifier for the person, official or organization for which the address applies. | B | B | B |
| **Case Association** | | A case association is the relationship of one case/referral linked to another case/referral. For example, CLJ case and the associated superior court case upon appeal, A probable cause hearing/case and the 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 CMS system-generated unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value. | B | B | B |
| 35 | Case Identifier | CMS system-generated unique case identifier. | B | B | B |
| **Case** | | A case is the primary business item that is used to manage and track status for issues filed in a court. *NOTE:* All elements in this section also capture the details of juvenile referrals. | B | B | B |
| 38 | Case Identifier | CMS system-generated unique case/referral identifier. | B | B | B |
| **Case Status** | | Case status provides information on the different stages of a case through its lifecycle (e.g. resolution, completion, closure, etc.). | B | B | B |
| 46 | Case Identifier | CMS system-generated unique case identifier. | B | B | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| **Case Flag** | | A flag, notification, or other important data regarding the case that supports public safety or judicial decision. | B | B | B |
| 263 | Case Identifier | CMS system-generated unique case identifier. | B | B | B |
| **Charge** | | An allegation as to a violation of law. | B | B | B |
| 50 | Participant Identifier | The CMS system-generated unique identifier for the case participant for which the charge applies. | B | B | B |
| 51 | Case Identifier | CMS system-generated unique case identifier. | B | B | B |
| 53 | Charge Document Identifier | A unique, system-generated identifier for the document from which the charges are listed. | B | B | NA |
| 72 | Charge Sentence Judicial Official Identifier | The CMS system-generated identifier of the judicial officer who made the sentencing. | B | B | NA |
| 309 | Charge Finding Judicial Officer Identifier | The judicial officer who presided over the finding/judgment. | B | B | NA |
| **Citation** | | A document issued to a Person (or business) that contains the alleged violation of law.<br>**NOTE:** *Many elements of a Citation are captured in the Case and Charge sections. Elements unique to citation are listed in this section.* | NA | B | NA |
| 75 | Case Identifier | CMS system-generated unique case identifier. | NA | B | NA |
| **Condition** | | Stipulation, requirement, or sentence details listed within an order or judicial decision that must be satisfied to resolve the issues on a case. | B | B | B |
| 89 | Condition Identifier | A CMS System-generated identifier for the condition provided by the court. | NA | B | NA |
| 90 | Condition Document Identifier | A unique, system-generated identifier for the document from which the conditions are listed. | NA | B | NA |
| 91 | Case Identifier | CMS system-generated unique case identifier. | B | B | B |
| 92 | Participant Identifier | The CMS system-generated unique identifier for the case participant for whom the condition applies. | B | B | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 93 | Official Identifier | CMS system-generated identifier of an official. | B | B | B |
| *Charge Identifier* | | *This is the unique combination of the ChargeDocumentKey + ChargeCountNumber. It will link a specific Condition to a specific Charge.* | | | |
| 360 | Charge Document Key | The source system key of the Charge's parent document. | B | B | B |
| 368 | Charge Count Number | A sequentially assigned number, starting at one for each charge count. For Superior Courts, the sequence of numbers starts over with one as each new charging document is filed | B | B | B |
| **Detention Episode Population** | | Detention population tracks the status of a juvenile for each day they are considered part of a facility's population.<br>There is one record for each episode per juvenile per day. | NA | NA | B |
| 103 | Case Identifier | CMS system-generated unique case identifier. | NA | NA | B |
| 104 | Person Identifier | The statewide identifier for the person for which the episode applies. | NA | NA | B |
| **Detention Episode Summary** | | The Summary contains information for a juvenile who is placed in detention facility. There is one record for each episode as measured from intake to release. | NA | NA | B |
| 109 | Case Identifier | CMS system-generated unique case identifier. | NA | NA | B |
| 110 | Participant Identifier | The CMS system-generated identifier for the juvenile detainee for which the episode applies. | NA | NA | B |
| **Electronic Contact** | | Electronic Contact provides a record of electronic contact methods and locations for a person, official, or organization. | F | F | F |
| 123 | Electronic Contact Identifier | CMS system-generated Unique identifier for the Electronic Contact as provided by the court. | B | B | B |
| 124 | Person Identifier | The CMS system-generated identifier for the person, official or organization for which the electronic contact applies. | B | B | B |
| **Failure To Appear** | | Failure To Appear (FTA) provides a record for each failure to appear, pay, or respond. | NA | B | NA |
| 129 | FTA Identifier | CMS system-generated Unique identifier for the FTA as provided by the court. | NA | B | NA |
| 130 | Case Identifier | CMS system-generated unique case identifier. | NA | B | NA |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 131 | Participant Identifier | The CMS system-generated unique identifier for the case participant for whom the FTA applies. | NA | B | NA |
| **Official** | | Provides a record for each official that is used in other records provided, such as a Judge, Attorney or Law Enforcement Officer. | B | B | B |
| 135 | Official Identifier | CMS system-generated identifier of an official. | B | B | B |
| 137 | Organization Identifier | The unique identifier for the organization to which the official belongs (e.g. court, LEA, etc.). | B | B | B |
| **Organization** | | Provides a record for each organization (e.g. Court, LEA, School District, etc.) that is used in other records provided. | B | B | B |
| 144 | Organization Identifier | A CMS System-generated unique identifier for the organization. | B | B | B |
| **Participant** | | Participant provides a record of each person, organization and official related to a case. | B | B | B |
| 151 | Participant Identifier | The CMS system-generated unique identifier for the case participant for which the charge applies. | B | B | B |
| 152 | Case Identifier | CMS system-generated unique case identifier. | B | B | B |
| 153 | Person Identifier | The CMS system-generated identifier for the person for which the participant applies. | B | B | B |
| **Participant Association** | | Participant Association provides link between participants on a case, when applicable. (e.g. Defendant and attorney, case-based family relationships) | B | B | B |
| 159 | Participant Association Identifier | A CMS system-generated identifier in each record used to associate participants. | B | B | B |
| 161 | Case Identifier | CMS system-generated unique case identifier. | B | B | B |
| 162 | Participant Identifier | The CMS system-generated unique identifier for the participant on a case. A minimum of two Identifiers is required in order to create an association. | 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. This includes humans and businesses (e.g. corporations, partnerships, collection agencies, etc.). | B | B | B |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 166 | Person Identifier | The CMS system-generated identifier for the person. | B | B | B |
| **Person Association** | | Person Association provide a linkage of one person record to another. These associations can be other records: True name, alias, also known as, doing business as, etc. | B | B | B |
| 188 | Person Association Identifier | A CMS system-generated identifier in each record used to associate persons. | B | B | B |
| 190 | Person Identifier | The CMS system-generated identifier for the person(s) for whom the person association applies. A minimum of two Identifiers is required in order to create an association. | B | B | B |
| **Person Flag** | | A flag, notification, or other important data regarding the person (or business) that supports public safety or judicial decision-making. | F | F | B |
| 259 | Person Identifier | CMS system-generated unique person identifier. | B | B | B |
| **Phone** | | Phone provides a record of phone number contacts for a person, organization, or official. | B | B | B |
| 194 | Person Identifier | The CMS system-generated identifier for the person, official or organization for which the address applies. | B | B | B |
| **Proceeding** | | Documents a hearing for a case. | B | B | NA |
| 199 | Proceeding Identifier | A CMS system-generated unique identifier provided by the court for the proceeding. | B | B | NA |
| 200 | Case Identifier | CMS system-generated unique case identifier. | B | B | NA |
| 204 | Proceeding Schedule Official Identifier | The CMS system-generated identifier of the official scheduled to hear the proceeding. | B | B | NA |
| 206 | Proceeding Actual Official Identifier | The CMS system-generated identifier for the official that heard the proceeding. | B | B | NA |
| **Process Control Number** | | Process Control Number (PCN) is a number assigned by Washington State Patrol (WSP) for each fingerprint record.<br><br>A participant record may have multiple PCN numbers within a case. | B | B | NA |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 210 | Case Identifier | CMS system-generated unique case identifier. | B | B | NA |
| 211 | Participant Identifier | The CMS system-generated identifier for the participant for whom the PCN applies. | B | B | NA |
| **Court Docket** | | Includes all data stored through docket codes and free-form text which represent the details within the life cycle of a case. | B | B | NA |
| 322 | Case Identifier | CMS system-generated unique case identifier. | B | B | NA |
| 355 | Docket Identifier | The CMS system-generated identifier for each docket entry. | B | B | NA |
| **Protection & No Contact Orders** | | This data refers to the details contained within the documents. It does not store document images. | B | B | NA |
| 323 | Order (Document) Identifier | A CMS system-generated unique identifier for the order assigned by the court. | NA | NA | NA |
| 324 | Case Identifier | CMS system-generated unique case identifier. | B | B | NA |
| 325 | Participant(s) Identifier | The CMS system-generated identifier for each participant for whom the Protection Order applies. | B | B | NA |
| 326 | Decision Official Identifier | The CMS system-generated identifier of the judicial officer who ruled on the order. | B | B | NA |
| **Judgments** | | This includes all monetary and property amounts awarded by the court according to a judicial decision made on a case. | B | B | NA |
| 338 | Case Identifier | CMS system-generated unique case identifier. | B | B | NA |
| 339 | Participant(s) Identifier(s) | The CMS system-generated unique identifier for the participant(s) on the case for which the judgment applies. | F | B | NA |
| 340 | Official Identifier | The judicial officer who signed the judgment. | B | B | NA |
| 354 | Judgment Document Identifier | A CMS system-generated unique identifier for the judgment order assigned by the court. | NA | NA | NA |
| **Warrant** | | Document issued by the court authorizing a government official to carry out an action. (e.g. search, arrest) | B | B | NA |
| 254 | Warrant Identifier | CMS system-generated unique warrant identifier. | B | B | NA |

**Appendix A** – Shared Data Elements

| Shared Data/ Element Number | JIS Standard Data Element Name | Definition | Standards Requirement | | |
|---|---|---|---|---|---|
| | | | Sup | CLJ | Juv |
| 227 | Case Identifier | CMS system-generated unique case identifier. | B | B | NA |
| 228 | Participant Identifier | The CMS system-generated identifier for the participant for which the warrant applies. | B | B | NA |

The table below details data elements that have been removed from previous versions of the standard for any reason. The following is a description of each column:

**Shared Data** – The Name of the Shared Data group for the deleted data element. 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.

**Reason Removed** – The rationale for removing the deleted data element from the standard.

| Shared Data/ Element Number | Element Name | Definition | Reason Removed |
|---|---|---|---|
| **Accounting Summary** | | Accounting Summary provides the total debit and credit amounts for a given court and jurisdiction and calendar month. | |
| 3 | Case Classification Code | Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil, sexual assault protection, etc.), case type, and cause code | Case detail data is not needed in the Acct Summary, as it is meant to capture the total debits and credits of an entire court. |
| 310 | Remit Group Sub Account | Revenue paid to a court that must be remitted to state or local government entities. Examples: Current Expense (Local City or County Funds), Crime Victims Fund, Law Library Fund, State General Fund, School Zone Safety Account, Prostitution Prevention and Intervention Account). These remit group accounts are associated to BARS (Budgeting Accounting and Reporting System) account numbers. | This data will be stored through Accounting Detail and is not needed for Accounting Summary. |
| 311 | Remit Group Type | Category identifying whether remitted revenue sub-account is Local or State monies | This data will be stored through Accounting Detail and is not needed for Accounting Summary |
| **Accounting Detail** | | Accounting Detail provides the most granular level of financial information. It contains the information for accounts | |

| Shared Data/ Element Number | Element Name | Definition | Reason Removed |
|---|---|---|---|
| | | receivable, adjustments, receipts, distributions, and other transactions case and non-case related accounting. Local details, such as non-participant "payee" data, is not needed for statewide sharing and will not be captured here. | |
| 12 | Case Classification Code | Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil, sexual assault protection, etc.), case type, and cause code | Case detail data is not needed in the Acct Case detail section because the case details can be accessed through the Case Identifier element (#9). |
| 313 | BARS Account Effective Date | The date on which a BARS account is valid. | This data will be maintained by the AOC through a data validation process and does not need to be sent by the court. |
| 316 | Cost Fee Code Effective Date | The date on which a Cost Fee Code is valid. | This data will be maintained by the AOC through a data validation process and does not need to be sent by the court. |
| **Charge** | | An allegation as to a violation of law. | |
| 52 | Charge Identifier | A CMS system-generated identifier for the charge provided by the court. | This element is no longer needed with the new EDR simplification model. Amended charges are tracked with elements #350 and #351. |
| 58 | Charge Primary Standard Law Number | Statewide equivalent (if any) for the charge primary local law number. | This data will be collected as reference data. |
| 242 | Amending Charge Identifier | The Charge identifier for any charges that are amended during the lifecycle of the case. If the charge is an original charge on the case, then this field is blank. | This element is no longer needed with the new EDR simplification |

| Shared Data/ Element Number | Element Name | Definition | Reason Removed |
|---|---|---|---|
| | | | model. Amended charges are tracked with elements #350 and #351. |
| **Citation** | | A document issued to a Person (or business) that contains the alleged violation of law. | |
| 76 | Citation Date | The date the citation date was issued. | Local data only. Not useful statewide. |
| 77 | Origination Agency Code | A code assigned to designate the "originating agency," developed by the National Crime Information Center (NCIC)*. This identifies the agency that originated the citation/criminal complaint. The ORI (Originating Agency) number for an LEA (Law Enforcement Agency) or court is listed on the Official/Organization (OFO) screen in the **ORG DOL CODE** field.<br><br>The Washington State Patrol (WSP) maintains a current list of ORI numbers online at http://www.wsp.wa.gov/_secured/access/mamanuals.htm on the ACCESS--Manuals & Documents page. | This data will be linked to the Court Code standard reference data. It can be maintained by the AOC without the courts having to send it. |
| 81 | Citation Speed Zone Count | A number that specifies the speed limit at the location of the citation. | Local data only. JIS uses to determine primary law number related to charge, but this is CMS specific. |
| 82 | Citation Vehicle Speed Count | A number that specifies the vehicle speed as written on the citation | Local data only. JIS uses to determine primary law number related to charge, but this is CMS specific. |
| **Case Participant Flag** | | A flag, notification, or other important data regarding the case participant that supports public safety or judicial decision. This includes items such as: HD1 (e.g. Electronic Home Monitoring/Detention Non-Tech Violation), HD2 (e.g. Electronic Home Monitoring/Detention Tech Violation. | These flags were moved to the Person level so the information is not limited to one case. |

| Shared Data/ Element Number | Element Name | Definition | Reason Removed |
|---|---|---|---|
| 267 | Case Participant Identifier | CMS system-generated unique participant identifier. | See note above. |
| 268 | Case Participant Flag Type Code | A code that identifies the type of flag. | See note above. |
| 269 | Case Participant Flag Begin Date | The case participant flag begin effective date. | See note above. |
| 270 | Case Participant Flag End Date | The case participant flag end effective date | See note above. |
| **Official** | | Provides a record for each official that is used in other records provided, such as a Judge, Attorney or Law Enforcement Officer. | |
| 245 | Official Classification Code | A code that identifies the type of official (e.g. judge, attorney, law enforcement, etc.) | Reinstated elements #139 & #140 for new EDR model |
| **Protection & No Contact Orders** | | The data refers to the details contained within the documents. It does not store document images. | |
| 328 | Order Sub type | The detailed order type (e.g. Temporary Anti-Harassment, Full Sexual Assault, Vulnerable Adult, etc.) | The need for both a Type and Sub-type code was unnecessary so the 2 were combined into one element (#327) |
| **Organization** | | Organization provides a record for each organization that is used in other records provided | |
| 246 | Organization Classification Code | A codes that identifies the type of organization (e.g. court, law enforcement agency, jurisdiction | Reinstated elements #146 & #147 for new EDR model |
| **Participant** | | Participant provides a record of each person, organization and official related to a case. | |

| Shared Data/ Element Number | Element Name | Definition | Reason Removed |
|---|---|---|---|
| 247 | Participant Classification Code | A code for the role of the person participant on the case (e.g. defendant, petitioner, etc.). | Reinstated element #154 for new EDR model |
| **Proceeding** | | Documents a hearing for a case | |
| 208 | Proceeding Status Code | A code that identifies the status (scheduled, held, etc.). | Not needed, as all reportable statuses captured in other proceeding elements. |
| **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 includes, but is not limited to… | The entire Sig Doc section was deleted and broken down into Court Docket, Protection & No Contact Orders and Judgment sections. |
| 214 | Case Identifier | CMS system-generated unique case identifier. | See above. |
| 215 | Document Identifier | A CMS system-generated unique identifier assigned by the court. | See above. |
| 216 | Document Classification Code | The document type and sub type (judgment and sentence, order, hearing, civil complaint, review hearing etc.). This is also used to store a domestic violence order, anti-harassment subtype. | See above. |
| 250 | Document Classification Text | Docket text and other entries that contain data needed by courts statewide. | See above. |
| 217 | Document File Date | The date the document is filed. | See above. |
| 218 | Document Decision Code | A code that identifies the type of decision when applicable. (i.e. committed, not guilty, guilty, dismissal, granted, denied, etc.). | See above. |

| Shared Data/ Element Number | Element Name | Definition | Reason Removed |
|---|---|---|---|
| 219 | Document Decision Date | The document decision date. | See above. |
| 251 | Document Decision Time | The document decision time. | See above. |
| 220 | Document Expiration Date | The document expiration date. | See above. |
| 221 | Document Termination Date | The document decision termination date (used for domestic violence or other applicable orders). | See above. |
| 222 | Document Authorizing Official Identifier | The CMS system-generated identifier of the official that authorized the document. | See above. |
| 252 | Document Security Status Code | Security status (sealed, open, etc.) for documents such as Name Change Orders, Protection Orders, documents involving minors, etc. | See above. |
| 253 | Document Decision Reason Code | The reason for which the decision was made on the document. For example, a protection order is denied for failure to appear, or no cause. | See above. |
| **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. | The entire Sig Doc Party section was deleted and broken down into Court Docket, Protection & No Contact Orders and Judgment sections. |
| 223 | Case Identifier | CMS system-generated unique case identifier. | See above. |
| 224 | Document Identifier | A CMS system-generated unique identifier assigned by the court. | See above. |
| 225 | Document Participant Identifier | The CMS system-generated identifier for the person for whom the document applies. (This is the same identifier as the Participant Identifier.) | See above. |

| Shared Data/ Element Number | Element Name | Definition | Reason Removed |
|---|---|---|---|
| 226 | Document Participant Decision Code | A code that specifies the role of the participant (protects, restrains, etc.) | See above. |