AOC Information Services Division

JIS IT Governance Overview

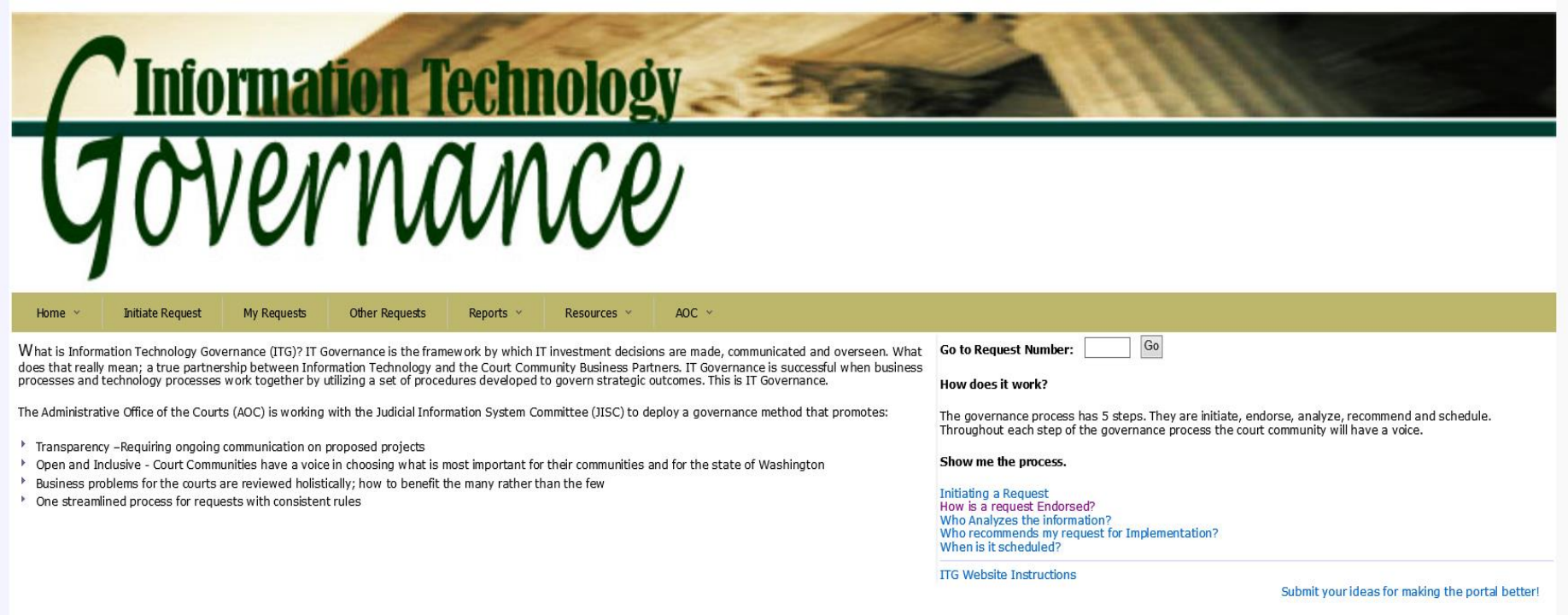
October 23, 2020

What is IT Governance?

- **IT Governance is a process for guiding information technology investment decisions.**
- **It puts decisions about IT spending priorities in the hands of the court stakeholders.**
- **It focuses on involving court users in the decision-making process from start to finish.**
- **It ensures that the process is open and inclusive.**

Where to Find Information

IT Governance Website



View Governance Requests

Reports

Home | Initiate Request | My Requests | Other Requests | Reports | Resources | AOC

Court Level User Group Reports

[Excel] [Word] [PDF]

ID	Title	Status	Status Comment	Last Update
Appellate Courts				
45	Appellate Courts ECMS	In Progress	RFP published.	03/03/2014
52	ACORDS Letter Modification	Completed	This enhancement was implemented on Apr 11, 2011.	04/12/2011
53	Modify ACORDS Table Download Job	Completed	This enhancement was implemented on Apr 11, 2011.	04/12/2011
92	Add email service field	Closed	Closed at the request of the initiator.	07/05/2011
93	Correspondence filing type	Closed	Closed at the request of the initiator.	09/26/2011
101	Washington State Bar Association / Supreme Court Exchange	Closed	Endorsement Confirmation declined by the Supreme Court.	02/01/2012
149	Appellate Web Information Enhancement	Completed	The enhancement was completed on 4/10/13.	06/20/2012
Courts of Limited Jurisdiction				
14	Remove Archiving Requirement for Certain CLJ Records	Closed	AOC combined requests 14, 15, 16, and 17 into request 41.	10/04/2010
15	Purge CLJ Probable Cause Hearings After 3 Years	Closed	AOC combined requests 14, 15, 16, and 17 into request 41.	10/04/2010
16	Purge CLJ Criminal Felony Records after 3 Years	Closed	AOC combined requests 14, 15, 16, and 17 into request 41.	10/04/2010
17	Purge Certain CLJ Traffic and Non-traffic Criminal Case Records after 10 Years	Closed	AOC combined requests 14, 15, 16, and 17 into request 41.	10/04/2010
23	For TPSC to make docket entry what the due date of payment is	Completed	This enhancement implemented on Mar 7, 2011.	03/08/2011
24	Case Review Report - Enhanced Selection Criteria	Closed	DMCMA elected to close this request and initiated a service request for a new BOKI report.	09/29/2010
26	Prioritize Restitution Recipients	Authorized	This request was authorized by the JISC on Feb 18, 2011. Pending scheduling.	03/03/2014
27	Expanded Seattle Municipal Court Case Data Transfer	Authorized	9/29/2015 - request is on hold until further notice.	03/03/2014
28	CLJ Parking Module Modernization	Completed	Feasibility Study Report delivered to customers on April 2, 2012.	05/15/2012
30	Show reason for DUI dismissal on DCH screen	Closed	The CLUG declined this request on the recommendation of the DMCJA Endorsing Group.	10/10/2011
31	Combine True Name and Aliases for timepay	Authorized	This request was authorized by the JISC on Feb 18, 2011. Pending scheduling.	03/03/2014
32	Batch enter attorney's to multiple cases	Authorized	Authorized by the ISD Director on February 3rd, 2011. Pending scheduling.	04/17/2013
33	Autofill date for BDK screen	Completed	This enhancement was implemented on Apr 4, 2011.	04/11/2011
35	Timepay Removal enhancement	Closed	Closed at the request of the DMCMA.	04/22/2011
36	A/P put on hold make docket entry	Closed	Closed at the request of the DMCMA.	04/22/2011
37	CLJ Warrant – Comment Line	Completed	This request has been combined with ITG's 79 and 58.	11/14/2011
38	Transfer code for judgment field	Closed	Closed at the request of the initiator.	08/28/2013
39	Prevent charges from being amended on CAR when FTA is Issued.	Completed	This enhancement was implemented on May 16, 2011.	05/16/2011
40	Case Review Report - Enhanced Selection Criteria and Reporting	Closed	DMCMA elected to close this request and initiated a service request for a new BOKI report.	10/07/2010
41	CLJ Revised Computer Records Retention and Destruction Process	Completed	05/12/2017 Work deemed complete by Michael Keeling.	03/03/2014
42	Joint & Severally Ordered Restitution	Closed	The DMCMA declined to confirm its endorsement of this request due to the size of the project.	08/16/2011
44	Code - Paid Bond/Bail Forfeiture	Closed		09/09/2013
46	CAR screen in JIS	Completed	AOC work completed on 12/21/2015.	12/17/2013
49	Reversing/Transfering recouped costs to jurisdiction	Completed	This request implemented on August 20, 2012.	08/20/2012
57	Batch removal of attorney from multiple cases	Closed	Closed at the request of the DMCMA.	04/22/2011
58	CLJ Warrant – Print Page	Completed	Project initiated.	11/14/2011
61	Pre-Trial Adult Risk Assessment Tool for Courts of Limited Jurisdiction	Awaiting Endorsement Confirmation		03/15/2011
63	Discrepency with leading zeros between JIS/JABS.	Closed	This request was based on a software bug discovered by JABS users. AOC is correcting this bug as an incident. The fix has been released.	01/06/2011
68	Allow Full Print on Docket Public View Rather than Screen Prints	Authorized	Authorized by the Administrator on April 12th, 2011. Pending scheduling.	05/19/2011
77	Allow FTAs to Issue When AR is Zero	Completed	Change was implemented on December 2, 2013.	10/01/2013
79	WRO screen change under BAIL options.	Completed	This request has been combined with ITG's 37 and 58.	08/30/2012
84	Remove hyphens from drivers license number displayed on DOL screen in JIS	Completed	This enhancement was implemented on Nov 7, 2011.	11/07/2011
86	Increase characters on CPFM Screen	Completed	The enhancement was implemented on 4/9/2013	01/10/2013
95	Spokane Municipal Court JustWare	Closed	Closed at the direction of Bill Cogswell.	07/06/2011
[illegible]	[illegible]	In Progress	06/17/2015 - ITG Request #174 with all associated documentation is now part of this request.	08/07/2014

gov/index.cfm?fa=links.showLinkAddPage&cmd=Add Link

Initiate a Request

Initiate A Request

Home | Initiate Request | My Requests | Other Requests | Reports | Resources | AOC

Note: Please be advised that once this form has been submitted, it will be viewable on the Washington Courts Judicial Information System (JIS) public website.
Exceptions: Email addresses and phone numbers are not displayed.
Forms that have been saved but not yet submitted are not displayed.

Submitter Detail

Requestor Name:*
Dunn, Curtis R

Origination Date:*
04/02/2018

Requestor Email:*
(Additional email addresses may be added. Each must be separated by a semi-colon.)
curtis.dunn@courts.wa.gov

Requestor Phone:*

Request Impact

○ System problem / interruption preventing work?

Request Type:*
○ Change or Enhancement
Modify current system (e.g., A need due to business process.)
○ New System
Create new application or technology solution to support a business process or operation (e.g., A new case management tool.)
○ Mandated Change
(e.g, legislative change.)

Which Systems are affected?* (Select all that apply)
Click here for system descriptions.
- Appellate Court System (ACORDS)
- Judicial Information System (JIS)
- Superior Court Management Information System (SCOMIS)
- eCitation

Other affected Systems / Business Processes (optional)

Business Problem or Opportunity

Request Title:*
(Request description in 3 to 10 words.)

Business Area:*
--Select--

Describe your request in detail.*

Expected Benefit:*

Impact if not Resolved:*
--Select--

Impact Description: Optional

View the Status of a Request

Request Summary

Home | Initiate Request | My Requests | Other Requests | Reports | Resources | AOC

2 - Superior Courts Case Management System [History]

Request Status Summary

Request Status	In Progress
JISC Priority	1
Clarity Project ID:	PRJ-00011
Status Comment	RFP published.

Request Detail

Requestor Name:
Ammons, Kevin

Origination Date:
07/22/2010

Requestor Email:
kevin.ammons@courts.wa.gov

Requestor Phone:
360-704-4085

Recommended Endorser:
AOC (endorses for other communities)

Request Type:	New System
Which Systems are affected?	Judicial Information System (JIS)
Business Area:	Court Case Management
Communities Impacted:	Superior Court Judges Superior Court Administrators
Impact if not Resolved:	High

Request Attachments

SCJA Case Management System Request to JISC (17).pdf
Superior Courts IT Review - April 19 2010_Meeting Summary (5).pdf

What is the Business Problem or Opportunity

Important Note This request was originally submitted as part of a pilot of the IT Governance process. The processing of this request took place before the IT Governance Portal was developed. As such, the information related to this request is being included in the portal for completeness. The history entries in this record are not indicative of either the actual processing dates or the bodies that performed the various steps of the governance process. ***The original request follows*** The Superior Courts (courts) of the State of Washington need the ability to adequately support case management, calendaring and judicial decision making activities. Case Management: Courts lack the ability to: direct the progress of cases through the court process based upon business rules that establish case events and deadlines; monitor compliance with the business rules; and, enforce the business rules. Case events and deadlines represent requests for hearings to be held, the conduct of hearings before the court, activities that occur outside the direct purview of the court (i.e., mediation, settlement offers or efforts), exchange of information between parties and the filing of certain documents. Further, courts lack the ability to create reports or view screen based information to assist in managing individual cases and groups of cases at the caseload level by case type. Courts do not have the ability to generate reports, letters, forms, and other documents necessary to communicate approaching or missed deadlines (compliance and enforcement). Court business rules vary by type of case, and sub-type of case. Calendaring: Courts lack the ability to schedule cases for hearings, coordinating case actors (judges, attorneys, litigants, interpreters, etc.) and physical resources (court rooms, AV equipment, etc.) based on a set of conditions that include case type, hearing type, required actors, and required physical resources. For example, a request for a motion hearing in a domestic case before Judge A (conditions) would result in the hearing being set on the next future date that Judge A is scheduled to hear domestic case motions). Courts lack the ability to automatically select dates for hearings based on a set of rules. Courts lack the ability to produce reports or view screen based information that details all of the scheduled hearings and hearing outcomes for a particular case. Courts lack the ability to establish, print, and distribute case schedules for individual cases.

Expected Benefit:

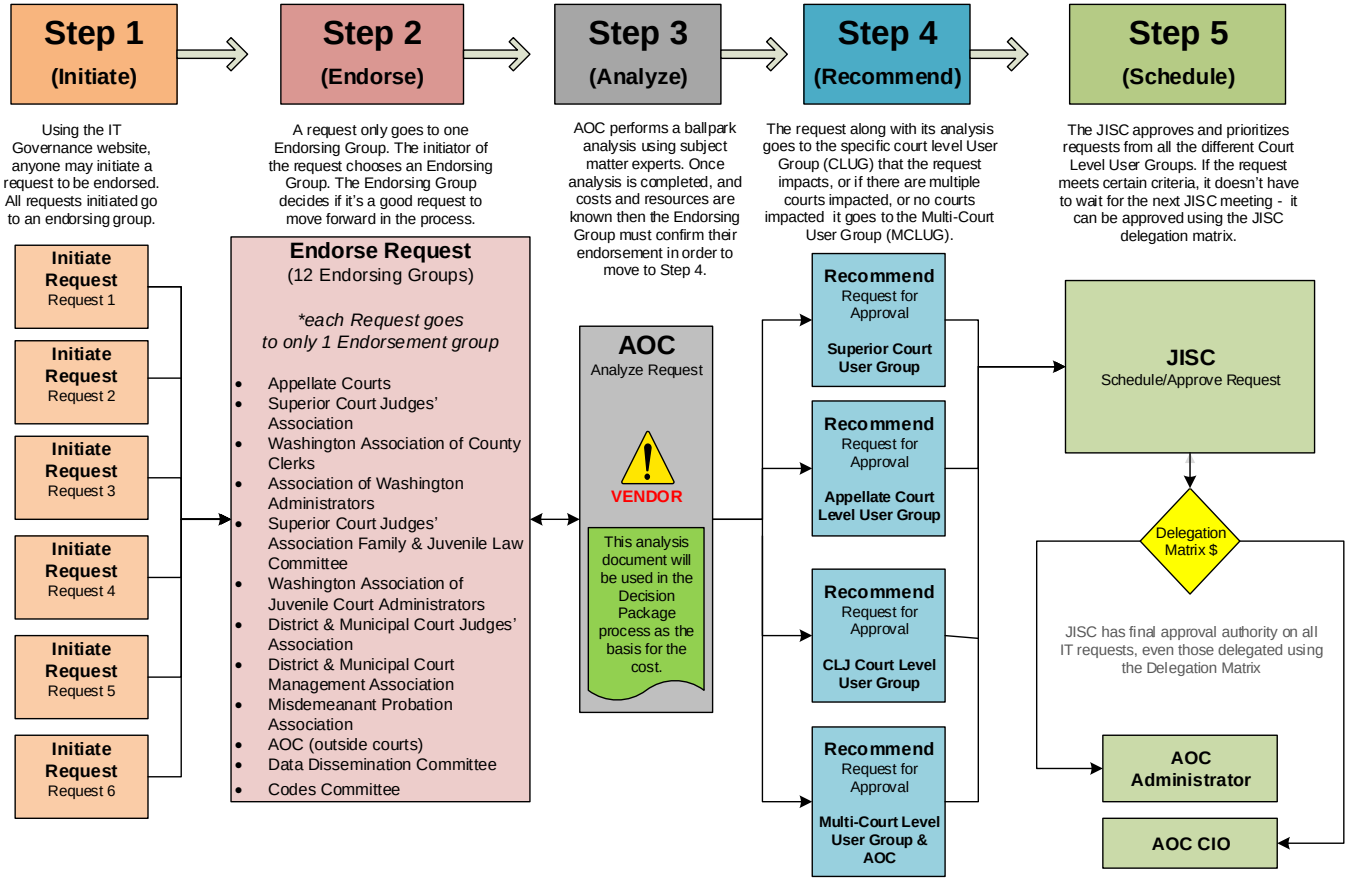
Provision of a caseflow management and caledaring system at all Superior Courts in Washington State will increase the efficiency and effectivness of these courts by automating many business processes that are currently accomplished manually.

Any Additional Information:

This request was originated on 26 Feb, 2010 by the SCJA

How Does It Work?

IT Governance Process Flow



Updated on
April 3, 2018

Who Makes the Decisions?

Project Classifications								
Project Classification Description	**Not-to-Exceed Cost**	**Community of Interest**	**Discipline/ Association**	**AOC**	**Court Level User Group**	**AOC CIO**	**AOC Administrator**	**JISC & JISC Exec Committee**
		Ongoing			**Quarterly**	**Weekly**	**Bi-Weekly**	**Bi-Monthly**
Enhancement - existing applications that are to be changed in a limited manner that do not require extensive planning and Communication	$25,000	**Initiate**	**Endorse** (may engage with Staff)	**Analyze**	**Recommend**	**Schedule**		
	$50,000					**Recommend**	**Schedule**	
	Beyond						**Recommend**	**Schedule**
New - applications or functions not currently provided	$50,000					**Schedule**		
	$100,000					**Recommend**	**Schedule**	
	Beyond						**Recommend**	**Schedule**
Replacement - removing applications or functions currently provided that are to be materially changed or retired, requiring extensive planning and communication	$100,000					**Schedule**		
	$250,000					**Recommend**	**Schedule**	
	Beyond						**Recommend**	**Schedule**

Notes:
(1) Preplanned operational activity occurs outside of the matrix.
(2) Not-to-Exceed costs include AOC hours.

Who Makes the Decisions?

IT Governance

12 ENDORSING GROUPS (2nd Stage "Endorse")

Superior Court Judges' Association

Judge Jeanette Dalton – Kitsap Co.
Judge Harold Clarke – Spokane Co.

Appellate Courts

Chief Justice Debra Stephens
Justice Barbara Madsen
Michael Johnston, Commissioner
Susan Carlson, Clerk

Presiding Chief Judge Michael Spearman
Rich Johnson, Admin/Clerk – Div I
Derek Byrne, Admin/Clerk – Div II
Renee Townsley, Admin/Clerk – Div III

Superior Court Judges' Association Family & Juvenile Law Committee

Judge Chuck Snyder – Whatcom Co.
Mark Gelman, Commissioner – Pierce Co
Judge Kathryn Loring – San Juan Co

Association of Washington Superior Court Administrators

Frank Malocco – Kitsap Co.
Paul Sherfey – King Co.

Washington State Association of County Clerks

Barbara Miner – King Co.
Alison Sonntag - Kitsap Co.
Kim Morrison – Chelan Co.

AOC
(Outside requests that affect JIS)

Dirk Marler, Director, CSD
Vonnie Diseth, Director, ISD
Ramsey Radwan, Director, MSD

Misdemeanant Probation Association

Mindy Breiner – Tukwila Probation
Janene Johnstone – Kent Probation
Vacant - MPA
Lisa Biffle – Program Manager, Clark County
Melanie Vanek – City of Issaquah

Washington Association of Juvenile Court Administrators

Brooke Powell, President – Snohomish Co.
Darryl L. Banks – Benton Co.
Dave Reynolds – Whatcom Co.

District & Municipal Court Judges' Association

Judge Michelle K. Gehlsen, President – Bothell Muni Crt
Judge Samuel G. Meyer – Thurston District Crt
Judge Anita Crawford-Willis – Seattle Municipal Crt
Judge Thomas W. Cox – Garfield Co District Crt
Judge Tyson R. Hill – Grant Co District Crt
Judge Robert W. Grim – Okanogan Co. District Crt
Judge Drew Ann Henke – Tacoma Municipal Crt
Judge Charles D. Short – Okanogan Co. District Crt
Judge Kevin G. Ringus – Fife Municipal Crt
Judge Aimee Maurer – Spokane Co. District Crt
Judge Laura Van Slyck – Everett Municipal Crt
Judge Jeffrey R. Smith – Spokane County District Crt
Commissioner Rick Leo – Snohomish Co. District Crt
Commissioner Paul Wohl – Thurston Co District Crt

Codes Committee

Kathy Martin, Chair – Clerk, Walla Walla Co. (WSACC)
Kim Morrison – Clerk, Chelan Co. (WSACC)
Tiffany Deaton – Benton/Franklin Superior Ct (AWSCA)
Jane M. Severin – Sup Crt Admin, San Juan Co. (AWSCA)
Valerie Marino – Tukwila Municipal Crt (DMCMA)
Kathy Seymour – Bonney Lake Muni Crt (DMCMA)
Deannie Nelson – Skagit Co Dist Crt (DMCMA)
Angela Hollis - Probation Officer, Skamania Co. Juv Crt (JCS)
Carol Vance - Legal Process Supv, Benton Co. Juv Crt (JCS)
Patsy Robinson – Mason Co. Dist Crt (DMCMA)
Tristen Worthen - Superior Court Clerk. – Douglas Co. (WSACC)

District & Municipal Court Management Association

Paulette Revoir - Admin Lynnwood Muni
Uneek Maylor – Edmonds Municipal Ct.
Kris Thompson – Case Mgr Whitman Co. Dist
Kathy Seymour – Admin Bonney Lake Municipal
Ann Dahlgren – King Co. Dist Ct.

Data Dissemination Committee

Judge J. Robert Leach, Chair – COA I
Judge Kathryn Loring – San Juan Co. Superior Crt.
Dave Reynolds – Whatcom Co. Superior Crt
Judge John Hart - Whitman Co. Municipal Crt
Judge Scott K Ahlf – Olympia Municipal Crt
Judge Robert Olson – Whatcom Co. Superior Crt
Barbara Miner - Clerk – King Co.
Paulette Revoir – Lynnwood Municipal Crt

* Blue Text indicates that person is member of the JISC
Note that the people listed are the main "contacts" for the endorsing group. The entire board or association or a sub-committee may weigh in on whether to endorse or not endorse a request as each endorsing group handles request differently.

Last Updated 09/28/2020

Who Makes the Decisions?

IT Governance

Judicial Information System Committee (JISC)
5th Stage "Schedule" (approve)

- **Justice Barbara Madsen** – CHAIR (Supreme Crt)
- **Judge J. Robert Leach** – VICE -CHAIR, COA Div I (COA)
- **Mindy Breiner** – Probation Officer, Tukwilla Municipal Crt (MPA)
- **Judge Robert Olson** – Whatcom Co Sup Crt (SCJA)
- **Dawn MarieRubio** – State Court Administrator (AOC)
- **Frank Malocco** – Kitsap Co. Administrator (AWSCA)
- **Chief, Brad Moericke** – Sumner Police Department (WASPC)
- **Judge Kathryn Loring** – San Juan Co. Sup Crt. (SCJA)
- **Rich Johnson** – COA Admin/Clerk Div 1 (COA)
- **Judge John Hart** – Whitman Co. Municipal Crt (DMCJA)
- **Barbara Miner** – King Co. Clerk (WSACC)
- **Dave Reynolds** – Whatcom Co. Juvenile Crt (WAJCA)
- **Judge Scott Ahlf** – Olympia Municipal. Crt (DMCJA)
- **Robert Taylor** – Attorney at Law (WSBA)
- **Joe Brusic** – Yakima Co Prosecutor (WAPA)
- **Paulette Revoir** – Lynnwood Muni Crt (DMCMA)
- **Margaret Yetter** – Kent Muni Crt (DMCMA)

COURT LEVEL USER GROUPS (4th Stage "Recommend")

Appellate Level User Group
4th Stage "Recommend"

Appointed by Chief of the Supreme Court and COA Presiding Chief Judge

- **Justice Debra Stephens** – Supreme Court
- **Judge J. Robert Leach** – COA Div I
- **Michael Johnston**, Commissioner – Sup Crt
- **Susan Carlson**, Clerk – Supreme Court
- **Rich Johnson**, Admin/Clerk – COA I
- **Derek Byrne**, Admin/Clerk – Div II
- **Renee Townsley**, Admin/Clerk – Div III

Members

Superior Court Level User Group
4th Stage "Recommend"

At least 1 member from each group below:
Superior Court Judges' Association (SJCA)
Assoc. of WA Superior Court Administrators (AWSCA)
WA Assoc. of County Clerks
Superior Court Family & Juvenile Law Committee (FJLC)
WA Assoc. of Juvenile Court Admin (WAJCA)

- **Judge Jeanette Dalton (Chair)** – Kitsap Co. Superior Crt
- **Judge Gretchen Leanderson** – Pierce Co
- **Paul Sherfey**, Admin – King Co.
- **Linda Myhre Enlow**, Clerk – Thurston Co.
- **Brooke Powell**, Asst Admin – Snohomish Co. Juvenile Crt
- **Frank Malocco**, Admin – Kitsap Co. Superior Crt

Members

Courts of Limited Jurisdiction User Group
4th Stage "Recommend"

At least 1 member from each group below:
District & Municipal Court Judges' Association
District & Municipal Court Management Association
Misdemeanant Probation Association

- **Judge Tracy Staab** – Spokane Muni Crt, DMCJA
- **Judge Lizanne Padula** – Pierce Co Dist Crt, DMCJA
- **Suzanne Elsner** – Marysville Muni Crt, DMCMA
- **Melanie Vanek** – Issaquah Muni Crt, MPA
- **Vacant - MPA**
- **Paulette Revoir** – Admin Lynnwood Muni Crt, DMCMA
- **Margaret Yetter**, - Kent Muni Crt

Members

Multi-Court Level User Group
4th Stage "Recommend"

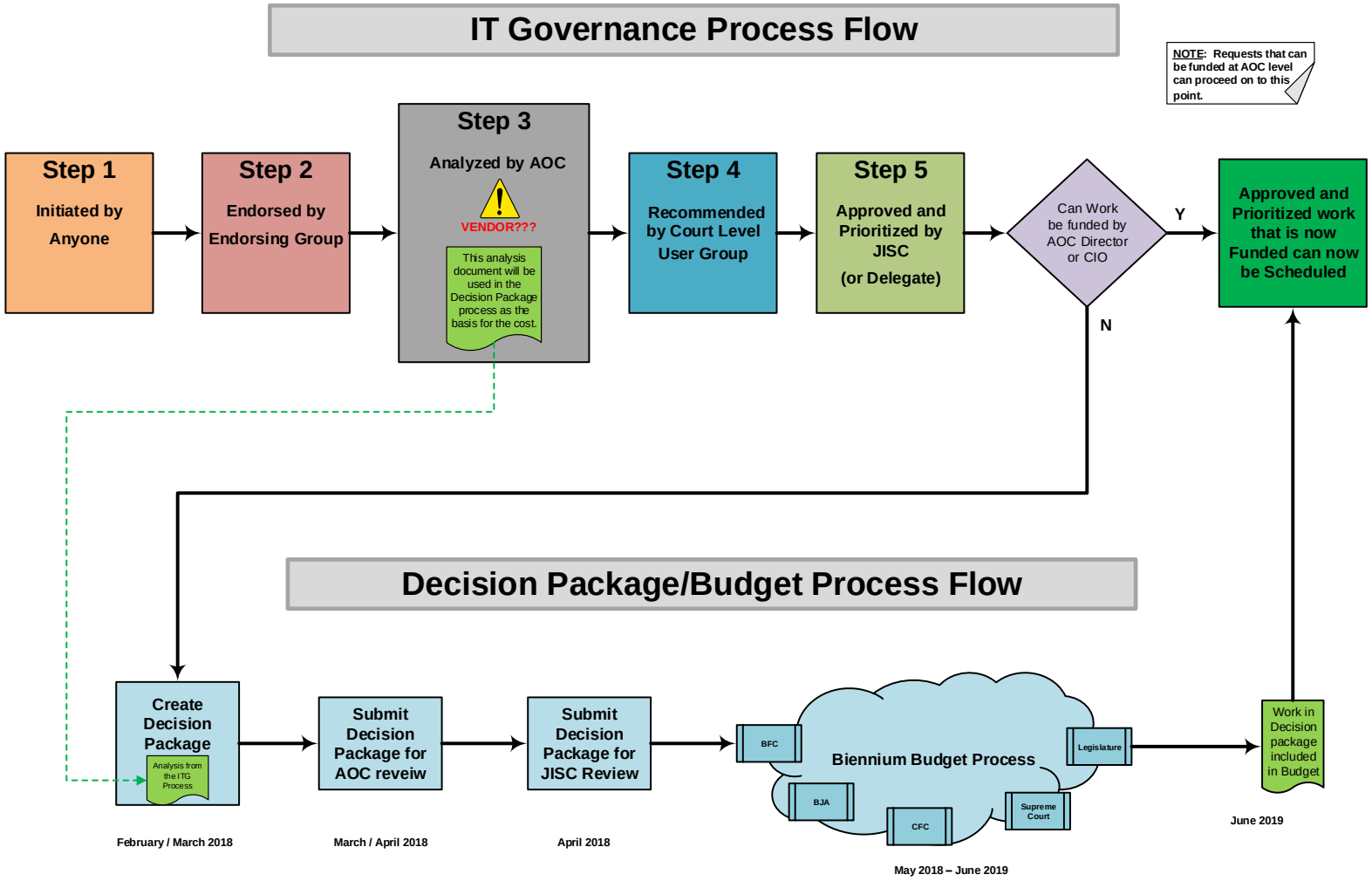
At least 1 member from each group below, sub-comm mbrs represent their court role
Appellate Court (judge or admin)
Superior Court Judge
Superior Court Administrator
Juvenile Court Administrator
County Clerk
MPA
2 CLJ Members (DMCMA, DMCJA)
AOC Judicial Services Director
*Chairs of 2 JISC Sub-Committees: Data Dissemination Committee, Codes Committee

- **Judge J. Robert Leach** – COA I & Data Dissemination Committee Chair*
- **Judge Gary Bashor** - Cowlitz Co Superior Crt
- **Judge Patricia Connolly Walker** – Spokane County District Crt, DMCJA
- **Rich Johnson** - Appellate Court Div 1
- **Vrooke Powell** - Asst Admin, Snohomish Co. Juvenile Crt
- **Kathy Martin** – Clerk, Walla Walla Co. & Codes Committee Chair*
- **Paulette Revoir** - Lynnwood Muni Crt
- **Dirk Marler** - Judicial Services Director, AOC
- **Melanie Vanek** – Issaquah Muni Crt, MPA
- **Frank Malocco** – Admin, Kitsap Co.Sup Crt

Members

* Blue Text indicates that person is member of JISC
Updated 01/07/2020

How It Fits in the Budget Process



Updated on
March 26, 2018

JISC ITG Strategic Priorities

JISC Priorities				
Priority	**ITG#**	**Request Name**	**Status**	**Requesting CLUG**
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	CLJ
2	252	Appellate Electronic Court Records	In Progress	Appellate
3	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	CLJ

Authorized In Progress Completed Withdrawn or Closed

Decision Point: ITG 270