JUDICIAL INFORMATION SYSTEM COMMITTEE

June 23, 2023
10:00 a.m. to 12:00 p.m.
Online Zoom Meeting

Minutes

Members Present:
Judge Scott K. Ahlf
Mr. Derek Byrne
Mr. Donald Graham
Judge John Hart, Vice-Chair
Judge Kathryn Loring
Mr. Frank Maiocco
Judge David Mann
Ms. Barb Miner
Judge Robert Olson
Ms. Paulette Revoir
Ms. Dawn Marie Rubio
Ms. Margaret Yetter

Members Absent:
Justice Barbara A. Madsen, Chair
Ms. Mindy Breiner
Mr. Joseph Brusic
Chief Brad Moericke
Mr. Dave Reynolds

AOC Staff Present:
Mr. Kevin Ammons
Mr. Robert Anteau
Ms. Brittanie Collinsworth
Mr. Arsenio Escudero
Mr. Moustafa Ibrahim
Mr. Sriram Jayarama
Mr. Jamie Kambich
Mr. Mike Keeling
Mr. Combiz Khatiblou
Mr. Dirk Marler
Mr. Dexter Mejia
Ms. Aryn Nonamaker
Ms. Anya Prozora
Mr. Matt Rein
Mr. Chris Stanley
Mr. Garret Tanner
Ms. Natalia Veiga Zonatto

Guests Present:
Ms. Heather Dean
Ms. Laurie Garber
Mr. Enrique Kuttemplon
Mr. Allen Mills
Ms. Heidi Percy

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Call to Order, Approval of Meeting Minutes & Welcome of New JISC Member

Judge John Hart called the Judicial Information System Committee (JISC) meeting to order at 10:03 a.m. This meeting was held virtually on Zoom.

Judge Hart recognized Ms. Barb Miner, the longstanding representative for the Washington State Association of County Clerks (WSACC) on the JISC, for her many years of service on the Committee and as the King County Clerk. Ms. Miner will be retiring in late July 2023. Judge Hart thanked her on behalf of the Committee for her innumerable contributions to the JISC, King County, and to the judicial system of Washington.

Judge Hart asked if there were any changes or additions to be made to the April 28, 2023 meeting minutes. Hearing none, the meeting minutes were approved as written.

21-23 JIS Budget & 23-25 IT Decision Packages Update & 23-24 Supplemental Budget Process

Mr. Chris Stanley provided a brief 21-23 budget and JIS 23-25 decision packages update. Of the $45 million that was requested in IT decision packages, the Legislature funded $34 million. All but two of the decision packages received partial to full funding. The most successful of the decision packages

was the request to bail out the JIS account and fully fund Judicial Branch IT Infrastructure. $24 million per biennium was requested, and the Legislature funded $20 million per biennium. Mr. Stanley noted that while this crucial funding does not fully "solve the problem", it is a good start that AOC hopes to build on in the coming years. He added that this fiscal year, we are still projected to end approximately $4 million "in the hole".

Regarding the 2024 Supplemental Budget process, all proposed decision packages are due today. Mr. Stanley and his team will then begin the process of analyzing, editing, and putting together the best package requests possible. He reminded the Committee that the Supplemental Budget is for technical fixes and critical/emergency needs only.

Rule Changes Update: GR 15 & GR 31

Mr. Arsenio Escudero gave a brief update on the status of the proposed changes to General Rules 15 and 31, which the JISC had previously approved and submitted to the Supreme Court for approval. GR 15's suggested changes related to clarifying statutory protections for sealed juvenile court records contained within Washington's Judicial Information System (JIS). GR 31's suggested changes related to clarifying that AOC is not responsible for any errors in court documents published through the JIS. Both proposed rule amendments were passed through the Supreme Court Rules Committee. Their publication date is set for June 27, 2023; prior to publication, the order will be subject to review by the Reporter of Decisions.

23-25 AOC IT Work & Proposed 2024 IT Supplemental Budget Requests

Mr. Kevin Ammons gave an overview of AOC's biennial work for 2023-25, which begins July 1, 2023. This work includes six projects which received funding from the Legislature as decision packages or as passed legislation. The projects are: ITG 1340 – Develop Enterprise Integration Platform, Upgrade Business Intelligence Tool (BIT), ITG 1326 – Court Interpreter Scheduling Study, Hope Card Program (House Bill 1766), ITG 1308 – Superior Court eFiling, and Implementing Office 365 for Appellate Courts and AOC. Existing work that will be continued during the coming biennium includes: CLJ-CMS Project (decision package), SECTOR Replacement (WSP funded project), and three projects that will utilize existing AOC staff: Supreme Court Opinion Application, Blake Refund System, and CLJ Protection Order View for Judicial Officers.

Mr. Ammons also mentioned four proposed 2024 IT Supplemental Decision Packages that have been submitted. These include Person Management Study, Appellate CMS (ACORDS) Replacement Study, Cyber Security Staffing, and Supreme Court Staffing.

Person Records Supplemental Budget Request & Decision Point

Mr. Dexter Mejia gave a follow-up presentation on the state of person records, which provides further details on the initial overview given at the April JISC meeting.

Incomplete, inaccurate, and improperly matched person records are on the rise and will continue to escalate unless we take steps toward creating better access to statewide person records by all court staff users, devise strategies to mitigate and prevent erroneous person records, and determine a future

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state plan that is inclusive of all person and case data source systems. Contributing factors to this issue include the use of different case management systems to create person records, over and under-matching of person records, lack of access to statewide person records by court staff entering person data, and diminished application of the JIS Person Business Rules. Person records include person information such as name, date of birth/death, address, personal identifiers (such as driver's license number), and physical characteristics (race, ethnicity, eye color, height, weight, etc.). Person information is necessary to ensure the Individual's data entered on a case can be identified and associated with other cases featuring that same person identifying information. Person records, in the context of JIS, serve as the gateway for building individual case histories.

Mr. Mejia outlined how person records are created and managed, reviewed average monthly volumes of person records in source systems (totaling 140,000 new and 1,545,000 updated records a month), discussed JIS Person Business Rules (PBR) and policy statements, and listed current challenges. AOC will be putting together a supplemental budget decision package to accomplish two objectives: to hire third party consultants to analyze and propose solution options to statewide person record issues, and two add staff at AOC to address person record issues submitted by the courts. AOC is asking the JISC to approve the establishment of a Person Business Rules Subcommittee to update the existing JISC Person Business Rules.

Following some brief clarifying discussion, Judge Hart then asked if there was a motion to approve this decision point.

Motion: Judge Scott Ahlf

I move that the JISC approve the establishment of a Person Business Rules Subcommittee to update the existing Person Business Rules.

Second: Ms. Margaret Yetter

Voting in Favor: Judge Scott Ahlf, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Judge Kathryn Loring, Mr. Frank Maiocco, Judge David Mann, Ms. Barb Miner, Judge Robert Olson, Ms. Paulette Revoir, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

Absent: Ms. Mindy Breiner, Mr. Joseph Brusic, Justice Barbara Madsen, Chief Brad Moericke, Mr. Dave Reynolds

The motion passed. AOC will now finalize the supplemental budget request and begin drafting the sub-committee charter and membership solicitation letters to be sent to the associations.

Blake Project Overview & Update (ITG 1348)

Mr. Moustafa Ibrahim gave an overview of the Blake Refund Application Project (ITG 1348). The Blake decision found the state's main drug possession statute unconstitutional; this impacted tens of thousands of individuals, requiring their convictions to be vacated by the court of record. Impacted individuals are entitled to request refunds of certain monies they paid related to the case. During the

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recently concluded legislative session, convictions related to certain cannabis and paraphernalia offenses were added to the list of crimes that must be vacated. AOC has established a Blake Refund Bureau that will facilitate the new refund process. Beginning July 15, 2023, AOC will directly pay refunds on cases that have been vacated. AOC will provide a web application that allows the public to search for their case online, confirm their identity and address, and apply for a refund through the website.

Mr. Ibrahim then outlined the functionality of the Blake Refund application and who will use it, discussed the Blake Portal components, and provided short demonstrations of the Clerk, AOC, and Public portals.

JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction – Case Management System (CLJ-CMS)

CLJ-CMS Project Update

Mr. Garret Tanner provided an update on the CLJ-CMS project; he provided an update on the Pilot go-live delay, and the project team's next steps going forward. The project team is working to complete legacy data exchanges with justice partners, resolving outstanding issues, and reviewing go-live tasks and assumptions to identify a new date for Pilot courts go-live. Tyler Technologies is scheduled to deliver the Enterprise Justice go-live candidate release today (June 23, 2023); Pilot User Acceptance Testing (UAT) will follow. If UAT goes well, the project will be able to lock in a go-live date and move towards end-user training. At this time, the project is targeting September 2023 as a potential go-live window, but this is a target only. A firm date for Pilot go-live will be provided at the August JISC meeting. Mr. Tanner then gave details on go-live readiness tasks, recent eFiling and CMS activities, project outreach, and other work in progress; he then highlighted updates to the project issues and risks.

Quality Assurance Assessment Report

Mr. Allen Mills, with the project's QA vendor Bluecrane, provided an overview of the May QA Assessment Report for the CLJ-CMS project. The full report can be found in the JISC meeting packet.

Superior Court CMS Upgrade Project Update (ITG 1352)

Mr. Combiz Khatiblou provided an update on the Superior Court CMS Upgrade project (ITG 1352). The project will upgrade the Superior Court CMS from the current Odyssey/Navigator 2018 to Enterprise Justice (EJ) 2023. This is a major system upgrade. EJ 2023 provides a path for implementing modernized features such as Integrated Judge and Clerk Edition. The project will be completed in two phases. Phase 1 will include EJ 2023 and CMS general functionality improvements, and will replace Microsoft Silverlight with Window Presentation Foundation (WPF), minimizing security risks imposed by Silverlight. QA and User Acceptance Testing is underway and will run through the end of October. Nine counties are participating in the UAT. This phase is estimated to be deployed on November 30, 2023. Phase 2 will include Integrated Judge Edition, Integrated Clerk Edition, and updates to text and email notifications. This phase is estimated to be developed in 2024. Mr. Khatiblou outlined current tasks and accomplishments, and reviewed project risks and next steps.

Data Dissemination Committee (DDC) Report

The Data Dissemination Committee did not meet this month, as there were no new agenda items.

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Meeting Wrap Up & Adjournment

Judge Kathryn Loring announced that this would be her last JISC meeting. Judge Hart thanked her for her work and valuable contributions to the Committee throughout her term.

Judge Hart then adjourned the meeting at 11:49 a.m.

Next Meeting

The next meeting will be August 25, 2023, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status

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