WASHINGTON COURTS
ADMINISTRATIVE OFFICE OF THE COURTS

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April 9, 2024

TO: Vonnie Diseth, Information Services Division Director/CIO
FROM: Christine Winslow, Infrastructure Manager
RE: 2024 Certification of the Disaster Recovery Plan

The "*JIS Information Technology Disaster Recovery and Business Resumption Planning Policy*," approved by the Judicial Information Systems Committee (JISC) in 2003, directs the Administrative Office of the Courts (AOC) to:

1. Develop disaster recovery/business resumption plan.
2. Maintain and update disaster recovery/business resumption plan annually.
3. Test disaster recovery/business resumption plan annually.
4. Train its employees to execute the recovery plan.
5. Annually certify the updating and testing of the disaster recovery/business resumption plan.
6. Have periodic audits of the disaster recovery/business resumption plan.

The purpose of this memo is to report to the Judicial Information System Committee (JISC) that all of the above directives have been met.

<u>Certification</u>

During the March 2024 Disaster Recovery test, JIS Systems included in this test: ACORDS, SCOMIS, DISCIS, Odyssey, OnBase, and Biztalk, were successfully restored. This exercise was one of the most successful tests ever because we recovered DB2 within 12 hours and the JIS applications within 24 hours. That is the fastest recovery time since our first test in March of 2006. During this test we also successful rebuilt our network and confirmed connectivity to the court community at large to our recovered systems at the Data Recovery Center. The reduced recovery times and overall success of this test is due to perfecting staff skills, refining procedures, and demanding the highest productivity from our hardware.

During all test exercises AOC staff follow the documented Disaster Recovery procedure manual which details recovery of production JIS systems to operational readiness. It is noteworthy that the documentation used to recover our systems during a test is the exact same documentation that will be used in the event of an actual disaster. As a continuing practice staff are rotated through the lead position for each recovery discipline: network, server, and database, resulting

in a culture of knowledge sharing and documentation that improves organically and methodically over the years.

The AOC takes its JIS Disaster Recovery responsibilities very seriously, and we continue to be extremely satisfied with the trajectory of the Disaster Recovery efforts. Each test is an important learning opportunity that raises confidence that our Disaster Recovery processes will allow courts to access JIS systems in the event of a disaster.

Sincerely,

Christine RC Winslow

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