WASHINGTON COURTS

ADMINISTRATIVE OFFICE OF THE COURTS

Proposed JISC Rules Revisions

June 28, 2024 JISC Meeting

C. Kevin Ammons, ISD Associate Director

JISCR 1
JUDICIAL INFORMATION SYSTEM

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.

[Adopted effective May 15, 1976.]

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JISCR 2
COMPOSITION

(a) Membership. The Judicial Information System Committee (JISC) shall be appointed by the Chief Justice. The Chief Justice will consider for appointment those individuals who have been suggested by representative groups and associations from within the judicial system but shall not be bound thereby. In addition, the Chief Justice shall consider for appointment only those individuals who have demonstrated an interest and commitment to judicial administration and to automation of judicial systems and functions. The committee shall be composed of four members from the appellate court level (Supreme Court and Court of Appeals), five members from the superior court level, two of whom shall be members of the Superior Court Judges' Association, and one of whom shall be a member of the Washington Association of Juvenile Court Administrators, five members from the courts of limited jurisdiction level, one of whom shall be a member of the Misdemeanant Corrections Association, and three at large members from outside the judiciary, one of whom will be a member of the Washington State Bar Association, one of whom will be a member of the Washington Association of Sheriffs and Police Chiefs, and one of whom will be a member of the Washington State Association of Prosecuting Attorneys.

(b) Terms of Office. The term of membership for those who are appointed to represent specific organizations shall be for a term of 3 years with the initial term as determined by lot, staggered so as to insure that an equal number of terms expire each year. Any vacancy in the membership of the committee shall be filled in the same manner in which the original appointment was made and the term of membership shall expire on the same date as the original appointment expiration date.

(c) Operation. The Supreme Court Justice shall be the chairperson. The members of the committee shall elect a vice-chairperson from among themselves. Meetings of the committee shall be called regularly and at a minimum of four times per year at the discretion of the chair. Any members with two unexcused absences from regularly scheduled JISC meetings during any calendar year shall be requested to resign and the respective association shall appoint a successor to fulfill the unexpired term. User advisory committees shall be established for each level of court and will be representative of the users at each level. Ad hoc committees shall also be established for the purpose of monitoring specific projects undertaken by the Judicial Information System.

[Adopted effective July 1, 1976; Amended effective July 1, 1987; June 4, 1996; December 29, 1998; February 11, 2010.]

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JISCR 3
STAFF

Staff for the Judicial Information System Committee will be provided by and be responsible to the Administrator for the Courts who will be charged with providing operational, statistical, and other information to legitimate and appropriate users of judicial information.

[Adopted effective May 15, 1976.]

No Changes Identified

JISCR 4
BUDGETS

The Administrator for the Courts, under the direction of the Judicial Information System Committee, and with the approval of the Supreme Court, shall prepare funding requests for personnel, hardware, and software as required for a phased implementation of the Judicial Information System. Any budget requests prepared by the Administrator for the Courts shall address the issues of control and dissemination of data from court files, developmental and operational priorities, a clear definition of operational expenses and security, and privacy of information and facilities within the system.

[Adopted effective May 15, 1976.]

JISCR 4
BUDGETS

The Administrator for the Courts, under the direction of the Judicial Information System Committee, and with the approval of the Supreme Court, shall prepare funding requests for personnel, hardware, and software as required for ~~a phased implementation~~ the maintenance and upgrade of the Judicial Information System. Any budget requests prepared by the Administrator for the Courts shall address the issues of control and dissemination of data from court files, developmental and operational priorities, a clear definition of operational expenses and security, and privacy of information and facilities within the system.

JISCR 8
RETENTION

The Administrator for the Courts shall establish retention periods for all computerized records based upon the recommendations of the Judicial Information System Committee and consistent with state law.

[Adopted effective May 15, 1976.]

JISCR 8
RETENTION

The ~~Administrator for the Courts~~ Administrative Office of the Courts shall establish retention periods for all ~~computerized~~ electronic records based upon the recommendations of the Judicial Information System Committee and consistent with state law.

JISCR 9
COMMUNICATIONS LINK WITH OTHER SYSTEMS

The Judicial Information System will serve as the communications link for the courts with all local, regional, statewide, and national noncourt systems. The Judicial Information System shall perform all functions relating to the transfer of computerized judicial data or information except as specifically approved by the Supreme Court upon the recommendations of the Judicial Information System Committee.

[Adopted effective May 15, 1976.]

JISCR 9
~~COMMUNICATIONS LINK~~ DATA EXCHANGES WITH OTHER SYSTEMS

The Judicial Information System will serve as the ~~communications link~~ data exchange source for the courts with all local, regional, statewide, and national ~~noncourt~~ governmental systems. The Judicial Information System shall perform all functions relating to the transfer of ~~computerized~~ electronic judicial data or information except as specifically approved by the Supreme Court upon the recommendations of the Judicial Information System Committee.

JISCR 10 ATTORNEY IDENTIFICATION NUMBERS

The Office of the Administrator for the Courts will assign and maintain a uniform attorney identification number consistent with the number currently utilized by the Washington State Bar Association. The use of such code numbers will be subject to rules promulgated by the Supreme Court upon recommendations by the Judicial Information System Committee and the Board of Governors of the Washington State Bar Association.

[Adopted effective May 15, 1976.]

JISCR 10
ATTORNEY
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The ~~Office of the Administrator for the Courts~~ Administrative Office of the Courts will assign and maintain a uniform attorney identification number consistent with the number currently ~~utilized~~ used by the Washington State Bar Association. The use of such code numbers will be subject to rules promulgated by the Supreme Court upon recommendations by the Judicial Information System Committee and the Board of Governors of the Washington State Bar Association.

JISCR 11
SECURITY, PRIVACY, AND CONFIDENTIALITY

All court record systems must conform to the privacy and confidentiality rules as promulgated by the Supreme Court upon the recommendation of the Judicial Information System Committee, which rules shall be consistent with all applicable law relating to public records. Any modifications, additions, or deletions from the established rules must be reviewed by the Judicial Information System Committee and approved by the Supreme Court. Additionally:

(a) Courts obtaining information from computerized files subject to special security and privacy administrative rules or legislative direction must insure that all such rules or legislative enactments are followed in the handling of such information.

(b) In all automated systems, duplicate records must be prepared regularly and stored separately and a transaction log kept of all record changes covering the entire time period since the preparation of the last duplicate set of records.

(c) The Office of the Administrator for the Courts will maintain a library of court system documentation for the state. All automated information systems which have received approval from the Supreme Court to collect, store, and/or disseminate computerized judicial information must submit to the Office of the Administrator for the Courts and maintain on file a copy of all system documentation related to the collection, storage, and dissemination of such information.

[Adopted effective May 15, 1976.]

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All court record systems must conform to the privacy and confidentiality rules as promulgated by the Supreme Court upon the recommendation of the Judicial Information System Committee, which rules shall be consistent with all applicable law relating to public records. Any modifications, additions, or deletions from the established rules must be reviewed by the Judicial Information System Committee and approved by the Supreme Court. Additionally:

(a) Courts obtaining information from ~~computerized~~ electronic files subject to special security and privacy administrative rules or legislative direction must ~~insure~~ ensure that all such rules or legislative enactments are followed in the handling of such information.

(b) In all automated systems, ~~duplicate records~~ electronic data backups must be prepared regularly and stored separately and a transaction log kept of all record changes covering the entire time period since the preparation of the last ~~duplicate set of records~~ electronic data backups.

(c) The ~~Office of the Administrator for the Courts~~ Administrative Office of the Courts will maintain a library of court system documentation for the state. All automated information systems which have received approval from the Supreme Court to collect, store, and/or disseminate ~~computerized~~ electronic judicial information must submit to the ~~Office of the Administrator for the Courts~~ Administrative Office of the Courts and maintain on file a copy of all system documentation related to the collection, storage, and dissemination of such information.