



WASHINGTON
COURTS

Judicial Information System Committee (JISC)

Friday, August 23, 2024 (10:00 a.m. – 12:05 p.m.)

[Register in advance for this meeting:](#)

[August 23rd JISC Meeting Registration Link](#)

Once registered, you will receive a confirmation email with details on how to join the meeting.

AGENDA

1.	Call to Order <ul style="list-style-type: none">a. Introductionsb. New and Re-Appointed JISC Members:<ul style="list-style-type: none">• Judge Valerie Bouffiou (DMCJA)• Mr. Donald Graham (WSBA)• Judge John Hart (DMCJA)• Chief Brad Moericke (WASPC)• Mr. Frankie Peters (DMCMA) – Newc. Approval of Minutes	Justice Barbara Madsen, Chair	10:00 – 10:10	Tab 1
2.	New ISD Applications & Operations Manager – Mr. Bijal Karia	Ms. Vonnie Diseth, ISD Director	10:10 – 10:15	
3.	JIS Budget Update <ul style="list-style-type: none">a. 23-25 Budget Updateb. Decision Point: 25-27 Budget IT Decision Packages	Mr. Chris Stanley, MSD Director	10:15 – 10:50	Tab 2
4.	Proposed JISC Rules Revisions – Part 2 <ul style="list-style-type: none">a. Review Proposed Revisions for:<ul style="list-style-type: none">• JISCR 6 - Reports• JISCR 7 Codes & Case Numbers• JISCR 14 – Control of Data Processing Equipment• JISCR 16 – Record & Dissemination Data Processing• JISCR 17 – Effective Date• JISCR 18 – Adding Records to the Judicial Information Systemb. Decision Point: Approval of Changes as Discussed	Mr. Kevin Ammons, ISD Associate Director	10:50 – 11:20	Tab 3
5.	JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS) <ul style="list-style-type: none">a. Project Updateb. QA Assessment Report	Mr. Garret Tanner, Project Manager Mr. Allen Mills, Bluecrane	11:20 – 11:40	Tab 4

6.	Update on Other Superior Court Projects	Mr. Robert Anteau, PMO/QA Manager	11:40 – 11:50	Tab 5
7.	Update: (ITG 27) Seattle Municipal Court Integration to EDR Go-Live	Ms. Vonnie Diseth, ISD Director	11:50 – 11:55	
8.	Committee Reports Data Dissemination Committee (DDC)	Judge John Hart, DDC Chair	11:55 – 12:05	Tab 6
9.	Meeting Wrap Up	Justice Barbara Madsen, Chair	12:05 – 12:10	
10.	Informational Materials a. Board for Judicial Administration (BJA) Meeting Minutes b. ITG Status Report			Tab 7
Persons with a disability, who require accommodation, should notify Anya Prozora at Anya.Prozora@courts.wa.gov to request or discuss accommodations. While notice 5 days prior to the event is preferred, every effort will be made to provide accommodations, as requested.				

Link to JISC Rules:

<https://www.courts.wa.gov/courtrules/judicialInformationSystemCommitteeRules.cfm>

Future Meetings:

2024 – Schedule

October 25, 2024

December 6, 2024

August 23rd Judicial Information System Committee (JISC) Meeting

- Please note that all audio has been muted; we ask that attendees only unmute when speaking.
- As a courtesy to our speakers and presenters, we ask that all JISC Members have their video feeds turned on for the duration of the meeting.
- Likewise, non-member presenters and speakers are asked to turn on their video only when speaking; please remember to turn off your video and mute yourself when finished speaking.
- Should you have a question, please utilize the 'raise hand' function in the 'Reactions' menu. Once finished, please remember to lower your hand.

JUDICIAL INFORMATION SYSTEM COMMITTEE

June 28, 2024
10:00 a.m. to 12:00 p.m.
Online Zoom Meeting

Minutes

Members Present:

Justice Barbara A. Madsen, Chair
Judge John Hart, Vice-Chair
Ms. Mindy Breiner
Judge Valerie Bouffiau
Mr. Joseph Brusic
Mr. Derek Byrne
Mr. Donald Graham
Ms. Stephanie Kraft
Mr. Frank Maiocco
Chief Brad Moericke
Judge Robert Olson
Ms. Heidi Percy
Ms. Dawn Marie Rubio
Ms. Margaret Yetter

Members Absent:

Judge David Mann
Ms. Paulette Revoir
Judge Allyson Zipp

AOC Staff Present:

Mr. Scott Ahlf
Mr. Kevin Ammons
Mr. Arsenio Escudero
Mr. Jamie Kambich
Mr. Mike Keeling
Ms. Aryn Nonamaker
Ms. Anya Prozora
Mr. Chris Stanley
Mr. Garret Tanner

Guests Present:

Mr. Allen Mills
Ms. Tammie Ownbey
Mr. Terry Price
Mr. Chris Shambro

Call to Order, Approval of Meeting Minutes & JISC Member Recognition

Judge John Hart called the Judicial Information System Committee (JISC) meeting to order at 10:05 a.m. This meeting was held virtually on Zoom.

Judge Hart asked if there were any changes or additions to be made to the April 26, 2024 meeting minutes. Hearing none, the meeting minutes were approved as written.

The Committee bid farewell to Ms. Margaret Yetter, the member representing the District and Municipal Courts Management Association (DMCMA), who will be stepping down from her position on the JISC at the end of July. Justice Barbara Madsen recognized Ms. Yetter and thanked her for all her work on the JISC over the last five years.

Retirement – Mike Keeling, ISD Applications & Operations Manager

Mr. Kevin Ammons recognized Mr. Mike Keeling, the ISD Applications & Operations manager at AOC, who will be retiring at the end of June. Justice Madsen thanked Mr. Keeling on behalf of the JISC for his many contributions to the judicial branch and the state of Washington throughout his thirteen years with AOC and 38 years of state service.

Mr. Ammons stated that AOC is in the process of hiring Mr. Keeling's successor, and will introduce them at the August JISC meeting.

JIS Budget Update

Mr. Chris Stanley gave a briefing on the JIS budget. Decision packages are due today; Mr. Stanley and his team will then begin the process of assembling the 25-27 biennial budget. Mr. Stanley reported that the State revenue has returned to normal, and we are no longer seeing the surge in revenue that was expected. As was shared in April, the Legislature was working with an approximately \$2.6 billion deficit. The June forecast has increased that deficit to over \$3 billion, meaning the revenue forecast has dropped by a half-billion dollars. This means available funding will be more limited, and resultantly, AOC's decisions will need to be more selective. Difficult choices will need to be made about what will be advanced to the Legislature both on the IT side and non-IT side.

Mr. Ammons gave a brief overview of six preliminary IT budget packages that are currently being developed and are undergoing internal AOC review and revision. He stressed that these packages are still going through the budget process and are not final. Some of the packages may be combined, eliminated, or have their key components altered, or additional packages may be created. The draft funding requests that were highlighted concerned CLJ-CMS, Enterprise Integration Platform/Cloud-Based Services, Internal JIS Equipment Replacement, Data Quality Team, Business Intelligence Tool to the Cloud, and Enhance Court Data Reporting Capabilities.

Proposed JISC Rules Revisions – Part 1

Mr. Ammons presented the first tranche of proposed revisions to the JISC Rules. These proposed changes are the result of a recent review of the eighteen rules by AOC with the intention to refresh outdated areas to better fit the current state of the Judicial Information System. The proposed revisions in this first tranche are minor technical updates to the JISCR language to reconcile with organizational and technological terminology-related changes. Mr. Ammons gave a summary of the proposed changes for the following rules: JISCR1 – Judicial Information System; JISCR 2 – Composition; JISCR 4 – Budgets; JISCR 8 – Retention; JISCR 9 – Communications Link with Other Systems; JISCR 10 – Attorney Identification Numbers; and JISCR 11 – Security, Privacy, and Confidentiality.

Following a few clarifying questions from Committee members, Justice Madsen asked if there was a motion to approve these proposed revisions so that they may be sent to the Supreme Court Rules Committee for requested amendment.

Motion: Judge Robert Olson

I move to propose to the Supreme Court Rules Committee to amend the following JISCRs as edited during today's meeting: JISCR 1 – Judicial Information System, JISCR 2 – Composition, JISCR 4 – Budgets, JISCR 8 – Retention, JISCR 9 – Communications Link with Other Systems, JISCR 10 – Attorney Identification Numbers, and JISCR 11 – Security, Privacy, and Confidentiality.

Second: Ms. Margaret Yetter

Voting in Favor: Judge Valerie Bouffiou, Ms. Mindy Breiner, Mr. Joe Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Ms. Stephanie Kraft, Justice Barbara Madsen, Mr. Frank

Maiocco, Chief Brad Moericke, Judge Robert Olson, Ms. Heidi Percy, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

Absent: Judge David Mann, Ms. Paulette Revoir, Judge Allyson Zipp

The motion passed. Mr. Ammons will now begin working with the Rules Committee staff person at AOC to prepare the proposed amendments for submittal to the Supreme Court by the end of the year.

Additional tranches of proposed JISC rules amendments will be brought to the JISC for review and approval in the August and October meetings.

IT Governance Request Authorization & Prioritization

Mr. Ammons presented two ITG requests to the JISC for authorization and prioritization. The first request, ITG 1372, concerns exhibit management software. The request seeks to implement a statewide digital exhibit management system (a service not currently offered by AOC). This request would impact all court levels; it would be a very large effort and would require a vendor to conduct requirements gathering and an in-depth analysis of potential solutions.

Following some clarifying discussion, Justice Madsen asked if there was a motion to authorize this ITG request.

Motion: Mr. Derek Byrne

I move that ITG Request #1372 (Exhibit Management Software) be authorized.

Second: Ms. Heidi Percy

Voting in Favor: Judge Valerie Bouffiou, Ms. Mindy Breiner, Mr. Joe Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Ms. Stephanie Kraft, Justice Barbara Madsen, Mr. Frank Maiocco, Chief Brad Moericke, Judge Robert Olson, Ms. Heidi Percy, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

Absent: Judge David Mann, Ms. Paulette Revoir, Judge Allyson Zipp

The motion passed and ITG 1372 was authorized.

Mr. Ammons then move on to the second request, ITG 1373. This request seeks to replace the existing Juvenile and Corrections System (JCS) and include additional functionality, such as supervision, to better serve the courts. This request would impact juvenile/superior courts; it also would be a very large effort and would require a vendor to conduct requirements gathering and an in-depth analysis of potential solutions.

Justice Madsen asked if there was a motion to authorize this ITG request.

Motion: Mr. Frank Maiocco

I move that ITG Request #1373 (Replace JCS) be authorized.

Second: Judge Robert Olson

Voting in Favor: Judge Valerie Bouffiou, Ms. Mindy Breiner, Mr. Joe Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Ms. Stephanie Kraft, Justice Barbara Madsen, Mr. Frank Maiocco, Chief Brad Moericke, Judge Robert Olson, Ms. Heidi Percy, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

Absent: Judge David Mann, Ms. Paulette Revoir, Judge Allyson Zipp

The motion passed and ITG 1373 was authorized.

Mr. Ammons then conveyed AOC's proposed prioritization order, with ITG 1372 (Replace JCS) in the priority 6 position, ITG 1357 (Guardianship Monitoring and Tracking System) in the priority 7 position, and ITG 1373 (Exhibit Management Software) in the priority 8 position. The Committee discussed the proposed order and it was suggested that priority 7 and 8 be switched, placing ITG 1372 in the priority 7 position, and ITG 1357 in the priority 8 position.

Justice Madsen asked if there was a motion to approve this amended proposed prioritization order.

Motion: Mr. Frank Maiocco

I move that ITG Request #1373 be prioritized as JISC priority #6, ITG Request #1372 be prioritized as JISC priority #7, and ITG Request #1357 be reprioritized as JISC priority #8.

Second: Chief Brad Moericke

Voting in Favor: Judge Valerie Bouffiou, Ms. Mindy Breiner, Mr. Joe Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Ms. Stephanie Kraft, Justice Barbara Madsen, Mr. Frank Maiocco, Chief Brad Moericke, Judge Robert Olson, Ms. Heidi Percy, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

Absent: Judge David Mann, Ms. Paulette Revoir, Judge Allyson Zipp

The motion passed. The two newly authorized ITGs will be prioritized as approved.

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. The project team continues to work with the ten Early Adopter courts in preparation for their go-live on October 28, 2024. Recent activities have included super user training, consultations with the courts, preparations for Data Push 1, multiple outreach events in Marysville, Tukwila, and online, as well as ongoing support for the two implemented courts (Tacoma Municipal and Fircrest-Ruston Municipal). Mr. Tanner then gave details on 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.

Data Dissemination Committee (DDC) Report

Judge Hart reported that the Data Dissemination Committee did not meet this month.

Meeting Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 11:28 a.m.

Next Meeting

The next meeting will be August 23, 2024, via Zoom from 10:00 a.m. to 12:00 p.m.

Action Items

	Action Items	Owner	Status

Judicial Information System Committee Meeting

August 23, 2024

DECISION POINT – 2025-2027 Budget Request

MOTION:

I move that the JISC approve the 2025-2027 budget request as presented, with the understanding that the dollar amounts may vary slightly as final calculations are made and that the final amount per request will be transmitted to JISC members once finalized.

I. BACKGROUND

RCW 2.68.010 provides that the JISC “shall determine all matters pertaining to the delivery of services available from the judicial information system.” RCW 2.68.020 provides that the Administrative Office of the Courts (AOC) shall maintain and administer the Judicial Information System (JIS) account. JISC Rule 1 requires the Administrator for the Courts to operate the JIS, under the direction of the JISC and with the approval of the Supreme Court. JISC Rule 4 requires the Administrator for the Courts to prepare funding requests, under the direction of the JISC and with the approval of the Supreme Court.

II. DISCUSSION

The proposed 2025-2027 summary identifies those items, activities or projects that will most likely need ongoing, additional or new funding during the ensuing biennium. All projects have previously been approved by the JISC, and the funding request for equipment replacement is consistent with JIS General Policy 1.1 through 1.7.

III. PROPOSAL

AOC recommends that the JISC approve the 2025-2027 budget request items as submitted with the understanding that the amounts per request will change.

IV. OUTCOME IF NOT PASSED

If not passed, the budget submittal could be delayed reducing the time available to propose the requests to the legislature. Delay could jeopardize the availability of funding.



Proposed Judicial Information System Committee Rules (JISCR) Revisions – Part 2

C. KEVIN AMMONS, ISD ASSOCIATE DIRECTOR
August 23, 2024

JISCRs Agenda

- JISCR 6 – Reports
- JISCR 7 – Codes and Case Numbers
- JISCR 14 – Control of Data Processing Equipment
- JISCR 16 – Record and Dissemination Data Processing
- JISCR 17 – Effective Date
- JISCR 18 – Adding Records to the Judicial Information System

JISCR 6 Summary of Proposed Revisions

- Last updated on May 15, 1976
- Updated responsibility for furnishing the reports to the agency rather than the State Court Administrator
- Updated language to replace “computerized” with “electronic” for consistency across rules

JISCR 6 – REPORTS

The ~~Administrator for~~ Administrative Office of the Courts shall furnish to the courts and clerks of the state standard report formats as recommended and approved by the Judicial Information System Committee. Records and reports either in ~~computerized~~ electronic or manual formats shall be in accordance with the standard court data elements established by the Judicial Information System Committee and consistent with the definitions contained therein.

JISCR 7 Summary of Proposed Revisions

- Last updated on May 15, 1976
- Eliminated “Case Numbering Systems” as AOC does not establish case numbering systems for all court levels or for all court case management systems

JISCR 7 – CODES ~~AND CASE NUMBERS~~

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.

JISCR 14 Summary of Proposed Revisions

- Last updated on May 15, 1976
- Updated to focus on control of computer equipment utilized for data entry
- Corrected grammar

JISCR 14 – CONTROL OF COURT DATA ENTRY ~~PROCESSING EQUIPMENT~~

Entry of court ~~D~~data ~~processing for courts~~ shall be ~~processed~~ accomplished on computer equipment managed and controlled by the courts. In exceptional instances where extreme care has been taken to ~~insure~~ ensure the integrity of the internal function of the courts, explicit approval may be obtained from the Supreme Court upon the recommendation of the Administrator for the Courts and the Judicial Information System Committee to utilize ~~facilities~~ computer equipment not totally managed and controlled by the courts.

JISCR 16 Summary of Proposed Revisions

- Last updated on January 3, 2006
- Revised to clarify that the rule is not talking about judicial decisions/opinions broadly, but rather actions taken by the Supreme Court and JISC regarding the Judicial Information System

JISCR 16 – RECORDING AND DISSEMINATION OF JUDICIAL INFORMATION SYSTEM POLICY ~~DATA PROCESSING~~

The Administrative Office of the Courts shall be responsible for the recording and dissemination of ~~decisions concerning~~ the policies and guidance of the Supreme Court and the Judicial Information System Committee ~~in~~ relating to the ~~area of~~ management, operation, and use of the Judicial Information System, ~~except for such policies as relate to the preparation of appellate court opinions and their publication in the official law reports which are the responsibility of the Washington Court Reports Commission.~~

JISCR 17 Summary of Proposed Revisions

- Last updated on January 3, 2006
- Added language about effective dates of rules adopted or amended since 1976

JISCR 17 – EFFECTIVE DATE

These rules, with the exception of rule 2, shall take effect on May 15, 1976. Rule 2 shall take effect on July 1, 1976, and until such time, the Superior Courts Management Information System (SCOMIS) Committee formed on February 21, 1974, shall continue to function as directed by this court. All other rules that are adopted or amended shall take effect in accordance with Supreme Court rule making authority.

JISCR 18 Summary of Proposed Revisions

- Last updated on July 22, 2001
- Updated compound word to contemporary form

JISCR 18 – ADDING RECORDS TO THE JUDICIAL INFORMATION SYSTEM

In all courts adding records to the Judicial Information System, for all persons on whom a juvenile or adult criminal offense, infraction, or a juvenile non-offender case is filed, a record will be created in the person ~~data-based~~database according to rules and procedures adopted by the Judicial Information System Committee. Provided, truancy records associated with a juvenile who has no other case history, and records of a juvenile's parents who have no other case history, shall be removed from the Judicial Information System when the juvenile is no longer subject to the compulsory attendance laws under Chapter 28A.225 RCW.

Decision Point

Judicial Information System Committee Meeting

August 23, 2024

DECISION POINT – Amend Judicial Information System Committee Rules (JISCR)

MOTION:

I move to propose to the Supreme Court Rules Committee to amend the following JISCRs as edited during today's meeting:

- JISCR 6 – Reports
- JISCR 7 – Codes & Case Numbers
- JISCR 14 – Control of Data Processing Equipment
- JISCR 16 – Record & Dissemination Data Processing
- JISCR 17 – Effective Date
- JISCR 18 – Adding Records to the Judicial Information System

I. BACKGROUND

The Judicial Information Systems Committee (JISC) was established in 1976 and many of the rules which govern this committee have not been updated since its inception. Revisions in technology, policy, and other pertinent areas that impact court operations, have not been incorporated into the JISCRs. To modernize the language in these rules, amendments are necessary to align the JISCRs with current terminology.

II. DISCUSSION

The Administrative Office of the Courts has conducted a thorough review of all JISCRs and has identified several rules proposed for amendments. These amendments would be technical and clarifying updates to the JISCR language to reconcile with organizational and technological terminology related changes.

III. OUTCOME IF NOT PASSED –

The JISCRs would not have language that corresponds with developments that have taken place since the founding of the JISC.



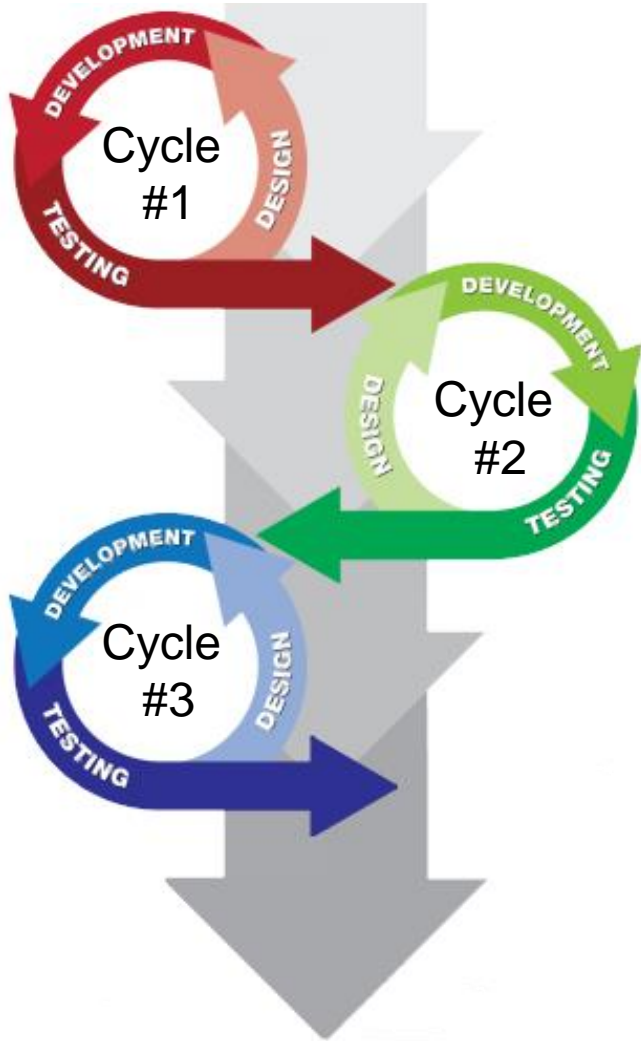
Courts of Limited Jurisdiction Case Management System (CLJ-CMS)

GARRET TANNER, PROJECT MANAGER
August 23, 2024

Project Scope

- Three Components
 - eFile & Serve
 - Enterprise Justice
 - Enterprise Supervision

Updated Project Approach



Priority 1: Onboard as many courts as possible

Priority 2: Extend implementation to include

- A District Court (civil case types)
- A formal Probation Department

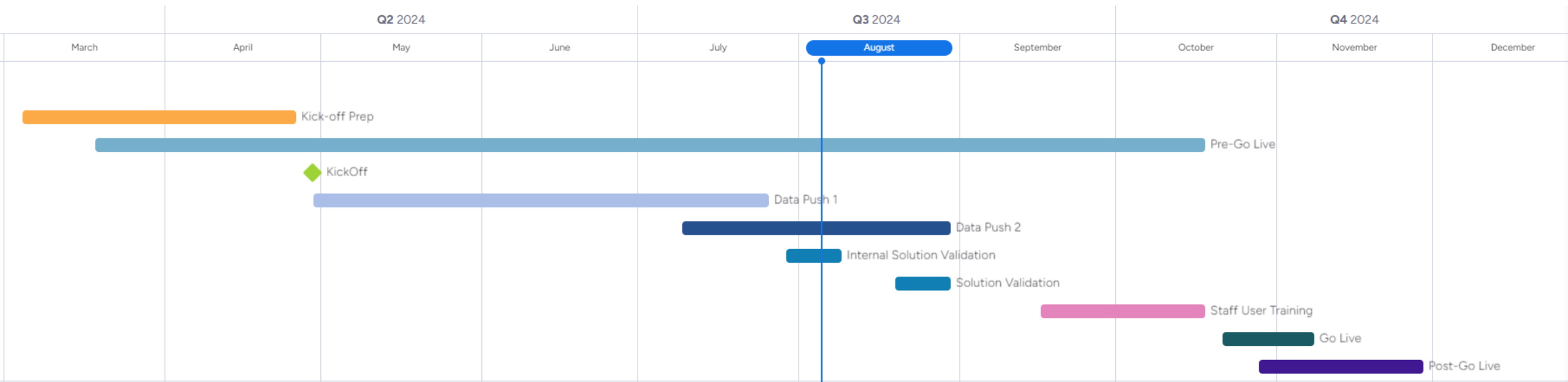
Priority 3: Plan for future deployment of

- Enterprise Justice 2024
- GR 15 functionality

Cycle #1: Early Adopter

- Asotin District Court
- Cheney Municipal Court
- Colfax Municipal Court
- Columbia District Court
- Franklin District Court
- Garfield District Court
- ~~Grays Harbor District Court (2 Locations)~~
- Whitman District Court (2 Locations)

Cycle #1: Early Adopter



Project Outreach

Statewide Outreach Sessions

- ✓ March 26, Spokane
- ✓ March 28, Walla Walla
- ✓ May 7, Chelan
- ✓ May 14, Marysville
- ✓ May 16, Tukwila
- ✓ August 7, Olympia
- November 13, Vancouver
- November 20, Yakima

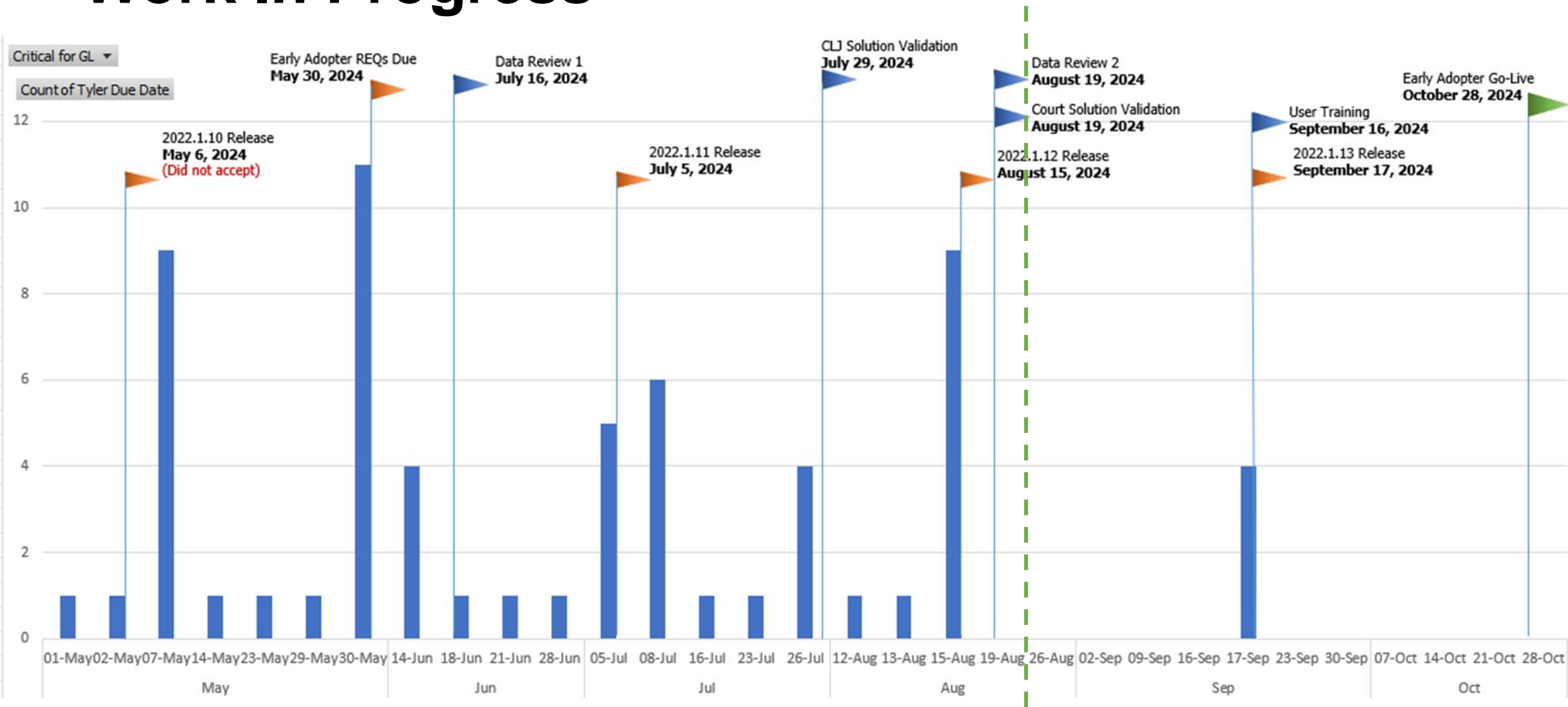
Online System Demonstrations

- ✓ April 24
- ✓ April 25
- ✓ May 7
- ✓ May 14
- ✓ May 16
- ✓ July 17
- ✓ July 18

Work in Progress

- Tacoma Municipal Support (ongoing)
- Fircrest-Ruston Support (ongoing)
- Early Adopter Implementation
 - Super User Training June 2024 - Complete
 - Data Load 1 July 2024 - Complete
 - Data Load 2 August 2024 - Complete
 - User Training September 2024
- Enhancements & Bug Fixes
 - Enhancements delivered May 30, June 28, June 30, and July 31
 - Fixes continuously delivered through August 15
 - Final set of fixes expected September 17

Work In Progress



Project Issues – August 2024

Active Issues	
Issue	Mitigation
Pilot Go-Live — Delaying Pilot Go-Live will impact future Phases.	(August 6, 2024) Delaying pilot forced CLJ-CMS to reconsider the rollout strategy. A new draft rollout strategy is being considered.
Local Rule – In order for eFiling to be mandatory, courts need to enact the rule or make eFiling mandatory.	(April 5, 2022) DMCJA is championing a Statewide rule for mandatory eFiling. Courts will need to enact a local rule in the meantime.

Project Issues – August 2024

Active Issues

Issue	Mitigation
Staffing / Hiring – CLJ-CMS has been unable to fill several key positions. As of December 2023, CLJ-CMS has 9 project positions open. If these positions are not filled there may be impacts to the schedule.	(July 26, 2024) There are currently 7 vacant CLJ-CMS positions.
Enterprise Supervision for MPA – MPA has requested that AOC make Enterprise Supervision available to probation departments independently and ahead of their court's implementation of Enterprise Justice.	(July 31, 2024) Pierce County, Skagit, Lynnwood, and Klickitat probation offices will be implementing Enterprise Supervision in 2024. An ITG will be required if MPA wants to pursue their request further.

Project Issues – August 2024

Active Issues	
Issue	Mitigation
WSP Law Table Updates – WSP needs to update their law tables to accept two versions (one for JIS Courts and one for Enterprise Justice Courts).	(August 15, 2024) Bugs found in June’s delivery of “SECTOR Plan B” delivery were fixed in August. Testing is underway.
Third Party Integrations—Some courts have local systems that they would like integrated with Enterprise Justice.	(July 31, 2024) AOC’s Enterprise Integration Platform Project is underway.
Enterprise Justice version to be used (Phase 1)—In November 2021, Tyler determined that Enterprise Justice 2019 would not be compatible with some of the mandatory requirements.	(July 17, 2024) Enterprise Justice version 2022 will be used for the Early Adopter event in Fall 2024.

Project Risks – August 2024

Total Project Risks			
Low Probability	Moderate Probability	High Probability	Closed
1	3	1	20
High Risk Status			
Risk	Probability / Impact	Mitigation	
Equipment Funding — Additional funds may be needed to assist some courts with the local equipment purchases.	Moderate / Moderate	(July 31, 2024) CLJ-CMS does not require special or dedicated equipment. Local courts that want to upgrade or update their equipment will need to do so using local funds.	

Project Risks – August 2024

High Risk Status		
Risk	Probability / Impact	Mitigation
Court Learning Curve – It is expected that some users will experience short-term reduced efficiencies when compared against more established legacy systems.	Moderate / Moderate	(July 26, 2024) Super User Training was more robust for Early Adopter courts. Super Users are better suited to supporting their staff during User Training and during Go-Live. User Training will be scenario based to expose court staff to more realistic scenarios.

Project Risks – August 2024

High Risk Status		
Risk	Probability / Impact	Mitigation
Performance Issues – System performance must meet user expectations. The legacy systems are well established and very fast and the new systems must be performant.	Moderate / Moderate	(August 5, 2024) 294 issues & enhancements have been delivered from the vendor since the Tacoma Municipal Court Go-Live in October 2023. System performance will continue to be monitored closely.
OCourt Pilot Integration – AOC's Enterprise Integration Platform project is underway. It is possible that the OCourt pilot integration will not fulfill requirements or expectations. This puts current OCourt dependent courts at risk.	Low / High	(June 26, 2024) There are no indications at this point that OCourt will not be able to deliver on their part of the integration.

Project Risks – August 2024

High Risk Status		
Risk	Probability / Impact	Mitigation
Enterprise Justice Upgrade – CLJ- CMS will need to plan to take a system upgrade some time in 2024.	High / High	July 31, 2024 – Early Adopter courts will go live on Enterprise Justice version 2023. GR15 requires version 2024. Timing of effort for the version 2024 upgrade are not yet known.

Next Steps

Milestone	Date
Early Adopter User Training	September 2024
Early Adopter Go-Live	October 2024
Phase 2 Kick-Off	TBD

Independent Quality Assurance Update



ALLEN MILLS, BLUECRANE, INC.



bluecrane
Management Consulting
for
State and Local
Governments

Quality Assurance

Executive Advisement

Project Oversight

Project Management

Independent Verification and
Validation (IV&V)

Risk Reduction

**Quality Assurance
Assessment**
for the
State of Washington

**Administrative Office
of the Courts (AOC)**

CLJ-CMS Project

July 2024

Prepared by
Bluecrane, Inc.





Corporate Headquarters
46 Peninsula Ctr. Dr., Ste. E, PMB 517
Rolling Hills Estates, CA 90274
www.bluecranesolutions.com
310-200-8535

July 31, 2024

Honorable Barbara Madsen, Justice
Washington Supreme Court

Ms. Dawn Marie Rubio
Administrator, Administrative Office of the Courts

Dear Justice Madsen and Ms. Rubio:

bluecrane has completed its Quality Assurance Assessment of the CLJ-CMS Project for the month of July 2024.

This document is structured as follows:

1. Executive Summary and Assessment Dashboard
2. A detailed report of our CLJ-CMS assessment for the current reporting period
3. An explanation of our approach for those readers who have not seen one of our assessments previously

Please contact me with any questions or comments.

Sincerely,

Allen Mills



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Introductory Note on Project Structure

The Courts of Limited Jurisdiction – Case Management System (CLJ-CMS) Project consists of three primary areas of activity, namely:

- eFiling
- Case Management
- Supervision

These three high-level “workstreams” or “sub-projects” ultimately combine to deliver an integrated solution for participating district and municipal courts (and some other entities such as violations bureaus). However, work on each sub-project is being planned and conducted as a separate activity with a keen awareness of interdependencies and the interrelationships that will eventually come into play. For these reasons, much of our risk analysis will assess the three sub-projects individually. For consistency in terminology, we will reserve the term “CLJ-CMS” to refer to the three combined sub-projects and use the terms “eFiling,” “Supervision,” and “Case Management” to refer to the individual efforts.



1. Executive Summary

1.1 Executive Overview

This report provides the July 2024 Quality Assurance (QA) assessment by Bluecrane, Inc. (“*bluecrane*”) for the Washington State Administrative Office of the Courts (AOC) Courts of Limited Jurisdiction – Case Management System (CLJ-CMS) Project.

In July, the CLJ-CMS Project continued their “heads-down” focus on the Early Adopter Go-Live that is scheduled for late October 2024 while continuing to resolve defects affecting the two Pilot Courts that are in production. As we have noted in previous reports, it is extremely important that the production support issues be resolved as quickly as is prudently possible. If the production issues remain unresolved, they will become impediments to further implementations, the first instance being the Early Adopter courts. *We view this risk as the single most critical risk as the project moves closer to Early Adopter implementation.*

The main areas of focus for the project team continue to be:

- Vendor management
- Issue management
- High-level planning for the remaining phases of the project
- Keeping the Early Adopters implementation on-schedule, within approved scope, and within budget

In July, there was important progress on contracting with Tyler Technologies. First, a new approach for AOC development needs has been established so that a request that has been vetted and approved internally at AOC can be forwarded to Tyler with no need for contractual modifications (almost like a “work order” approach). This will enable AOC to “feed” requests to Tyler on a more continual basis rather than “batching” requests for a period of time and then seeking a contractual modification to address the collective requests. This improved process has the potential to reduce future “backlogs” of support issues like the ones noted above in this report. If issues can be addressed on a more “flow” basis, that will help eliminate large batches of work in the critical paths leading to the phased implementations.

Second, contract provisions for more Enterprise Supervision (ES) and Alliance environments from Tyler have been put in place. AOC is now waiting for Tyler’s plan to provide those environments which are needed to better separate differing activities (e.g., configuration testing, User Acceptance Testing [UAT], and pre-implementation environments for training, data preparation, and other activities).

In a similar vein, the CLJ-CMS Project needs more Enterprise Justice (EJ) environments, which are provided by AOC’s internal infrastructure operations. It is our understanding that the AOC internal team is working diligently to provide additional EJ environments, but work is being delayed due to issues with a vendor who provides infrastructure hardware and software to AOC. While we need to understand more about the details of this potential risk, we encourage AOC to investigate the risk and determine



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what mitigation steps might be appropriate. From our independent external perspective, this is work that should be done and “out of the way” as soon as practical in order to facilitate the project’s work with more separation of competing tasks and interests within a single environment. ***If progress is not realized soon on these environments to be provided by AOC, we will be raising the level of this risk.***

Also of note in July, 372 “envelopes” needing eFile refunds (for charges that should never have been incurred considering that the legislature has approved General Funds to cover eFiling costs) have been reported as being complete. This work was completed well ahead of the 31-day deadline that was established to remedy the problem. At the time of the writing of this report, the Project Team is working to verify that the refunds were completed.

Work is progressing with the Project Team, the Project Steering Committee (PSC), and Tyler to develop a revised rollout plan for phased statewide implementation. For the past couple of monthly QA reports, we have assessed the risks to the schedule for deployment as “Being Addressed.” We are pleased to report that progress in July was positive. While the plan is not yet finalized, it is taking shape with input from all interested parties.

Lastly—and far from least—we are enthusiastically pleased to report that the CLJ-CMS Project has made significant progress in staffing. The Project has five vacant positions with two open recruitments. The business “subteam” is fully staffed. Two of three educator positions have been filled. While most people view the Pandemic as something in the past, the cascading effects of staffing issues that began during the Pandemic and continue afterwards have had impacts on the abilities of projects like CLJ-CMS (which is far from alone in this circumstance) to achieve their timelines as planned prior to the Pandemic (and, in many cases, since the Pandemic). Congratulations to the Project Team and to AOC for getting staffing to this point. It may not be possible to “make up for lost time,” but an almost-fully-staffed project bodes well for achieving future deployment plans on time.



1.2 Executive “At-a-Glance” QA Dashboard

The following table provides a summary of our risk assessment ratings for this month and the previous two months. Detailed findings, risk explanations, and recommendations for risk response are provided in Section 2 of this report. As a reminder to the reader, “blue” items indicate areas of ongoing risk; however, the mitigation and other response activities of the Program for blue items are assessed as adequate for the current review period.

Table 1. Summary Dashboard of QA Assessment Results

Project Management and Sponsorship			
Assessment Area	July 2024	June 2024	May 2024
Schedule: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Schedule: Supervision	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Schedule: eFiling	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Scope: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Scope: Supervision	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Scope: eFiling	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Project Staffing	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Governance	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Budget: Funding	No Risk Identified	No Risk Identified	No Risk Identified
Budget: Management of Spending	No Risk Identified	No Risk Identified	No Risk Identified
Contracts and Deliverables Management	No Risk Identified	No Risk Identified	No Risk Identified



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Project Management and Sponsorship

Assessment Area	July 2024	June 2024	May 2024
PMO Processes	No Risk Identified	No Risk Identified	No Risk Identified

People

Assessment Area	July 2024	June 2024	May 2024
Stakeholder Engagement	No Risk Identified	No Risk Identified	No Risk Identified
OCM: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
OCM: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
OCM: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Communications	No Risk Identified	No Risk Identified	No Risk Identified
Court Preparation and Training	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Solution

Assessment Area	July 2024	June 2024	May 2024
Business Process: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Business Process: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Business Process: eFiling	No Risk Identified	No Risk Identified	No Risk Identified



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Solution			
Assessment Area	July 2024	June 2024	May 2024
Requirements, Design, and Configuration: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Integrations: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Integrations: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Reports: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Reports: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Testing: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Testing: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Testing: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Deployment: Case Management	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Deployment: Supervision	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Deployment: eFiling	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed



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Data			
Assessment Area	July 2024	June 2024	May 2024
Data Preparation: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Data Conversion: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Data Conversion: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Data Security	No Risk Identified	No Risk Identified	No Risk Identified

Infrastructure			
Assessment Area	July 2024	June 2024	May 2024
Infrastructure for Remote Work	No Risk Identified	No Risk Identified	No Risk Identified
Statewide Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Local Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Security Functionality	No Risk Identified	No Risk Identified	No Risk Identified
Access	No Risk Identified	No Risk Identified	No Risk Identified
Environments	No Risk Identified	No Risk Identified	No Risk Identified
Post-Implementation Support	No Risk Identified	No Risk Identified	No Risk Identified

2. Detailed Assessment Report

2.1 Project Management and Sponsorship

2.1.1 Schedule: Case Management

Project Management and Sponsorship			
Schedule: Case Management	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

The AOC and CLJ-CMS Project have identified 10 Early Adopter Courts who have committed to being participants in a fall 2024 deployment. In June, the CLJ-CMS Project continued to make progress toward the Early Adopter Go-Live that is being planned for late October 2024 while continuing to resolve defects affecting the two Pilot Courts that are in production. It is extremely important that the production support issues be resolved as quickly as is prudently possible. If the production issues remain unresolved, they will become impediments to further implementations, the first instance being the Early Adopter courts. *We view this risk as the single most critical risk as the project moves closer to Early Adopter implementation.*

Risks and Issues

Risk 1: The speed of resolution of the production support issues from the Pilot Courts is emerging as a risk to the success of the Early Adopter deployment in the fall of 2024. AOC and Tyler continue to focus on addressing production defects with increased urgency. Tyler has added a “Go-Live Critical” column to their defect tracker tool in order to better prioritize bug fixes. As of July 11, there were 28 “Go-Live Critical” defects. The Project Manager is pressing Tyler to provide expected dates for each fix.

Risk 2: We continue to recognize risks to the deployment timeline since groupings of courts for deployment after the Early Adopter Courts have yet to be determined. However, work is progressing with the Project Team, the Project Steering Committee (PSC), and Tyler to develop a revised rollout plan for phased statewide implementation. While the plan is not yet finalized, it is taking shape with input from all interested parties.

2.1.2 Schedule: Supervision

Project Management and Sponsorship			
Schedule: Supervision	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

Findings related to the schedule for Case Management are identical to those described above under 2.1.1 Schedule: Case Management.

Risks and Issues

Risk 1: The speed of resolution of the production support issues from the Pilot Courts is emerging as a risk to the success of the Early Adopter deployment in the fall of 2024. AOC and Tyler continue to focus on addressing production defects with increased urgency.

Risk 2: We continue to recognize risks to the deployment timeline since groupings of courts for deployment after the Early Adopter Courts have yet to be determined. However, work is progressing with the Project Team, the Project Steering Committee (PSC), and Tyler to develop a revised rollout plan for phased statewide implementation. While the plan is not yet finalized, it is taking shape with input from all interested parties.

2.1.3 Schedule: eFiling

Project Management and Sponsorship			
Schedule: eFiling	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

Findings related to the schedule for eFiling are identical to those described above under 2.1.1 Schedule: Case Management.

Risks and Issues

Risk 1: The speed of resolution of the production support issues from the Pilot Courts is emerging as a risk to the success of the Early Adopter deployment in the fall of 2024. AOC and Tyler continue to focus on addressing production defects with increased urgency.

Risk 2: We continue to recognize risks to the deployment timeline since groupings of courts for deployment after the Early Adopter Courts have yet to be determined. However, work is progressing with the Project Team, the Project Steering Committee (PSC), and Tyler to develop a revised rollout plan for phased statewide implementation. While the plan is not yet finalized, it is taking shape with input from all interested parties.

2.1.4 Scope: Case Management

Project Management and Sponsorship			
Scope: Case Management	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

The scope of the CLJ-CMS Project is defined by the deliverables delineated in the SOW in the Tyler contract and the already-planned and approved AOC work to manage and support the project. The scope is further “decomposed” by the detailed requirements that AOC, the Court User Work Group (CUWG), and Tyler continue to validate. Scope is being managed through a Requirements Traceability Matrix (RTM), system vendor contract deliverables, and the Project Change Management process.

The development of an integrations platform is being managed internally by AOC as an infrastructure project, separate and apart from (although related to) the CLJ-CMS Project.

2.1.5 Scope: Supervision

Project Management and Sponsorship			
Scope: Supervision	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

The scope of the Supervision effort is defined in the Tyler SOW and the already-planned and approved AOC work to manage and support the project. A fit-gap analysis was conducted in early January 2021 by AOC, the CUWG, and Tyler to validate requirements and identify any requirements that require custom development by Tyler. Scope is being managed through the RTM, system vendor contract deliverables, and the Project Change Management process.

The development of an integrations platform is being managed internally by AOC as an infrastructure project, separate and apart from (although related to) the CLJ-CMS Project.

In addition, AOC continues to work with Tyler Technologies (Tyler) to assess the viability of implementing Enterprise Supervision (i.e., the probation solution) as a “stand-alone” system to address the urgent end-of-life issues with the Probatum courts and the withdrawal of Pierce County District Court as a CLJ-CMS pilot. The AOC and Tyler have discussed using a shared tenant model with the CLJ-CMS Project during which implementation will be performed entirely by Tyler for the Probatum Courts and Pierce County District Court because AOC does not have the capacity to do so while keeping the CLJ-CMS Project (as a whole) on track. The AOC and Tyler are continuing to flesh out the details of the plan.

As noted in previous QA reports, the potential for a separate statewide implementation of eSupervision has also been raised at CLJ-CMS Steering Committee meetings and requested by an MPA memo dated February 15, 2024. However, this approach was not contemplated by the procurement, the contract, or the project workplan which identifies an integrated statewide system of eFiling, Enterprise Justice, and eSupervision. Additionally, the legislative funding decision packages and appropriations reflect an integrated solution. There is no mention of a standalone system for eSupervision. Discussions regarding a potential separate effort continue between AOC and Tyler.

2.1.6 Scope: eFiling

Project Management and Sponsorship			
Scope: eFiling	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

Pilot Courts have posted local rules for eFiling. Meanwhile, DMCJA is championing a statewide rule for mandatory eFiling.

The development of an integrations platform is being managed internally by AOC as an infrastructure project, separate and apart from (although related to) the CLJ-CMS Project. A procurement for a development vendor recently concluded.

2.1.7 Project Staffing

Project Management and Sponsorship			
Project Staffing	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

We are enthusiastically pleased to report that the CLJ-CMS Project has made significant progress in staffing. The Project has five vacant positions with two open recruitments. The business “subteam” is fully staffed. Two of three educator positions have been filled. While most people view the Pandemic as something in the past, the cascading effects of staffing issues that began during the Pandemic and continue afterward have had impacts on the abilities of projects like CLJ-CMS (which is far from alone in this circumstance) to achieve their timelines as planned prior to the Pandemic (and, in many cases, since the Pandemic). Congratulations to the Project Team and to AOC for getting staffing to this point. It may not be possible to “make up for lost time,” but an almost-fully-staffed project bodes well for achieving future deployment plans on time.

2.1.8 Governance

Project Management and Sponsorship			
Governance	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

The development of an integrations platform is being managed internally by AOC as an infrastructure project, separate and apart from (although related to) the CLJ-CMS Project. A procurement for a development vendor recently concluded.

2.1.9 Budget: Funding

Project Management and Sponsorship			
Budget: Funding	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Funding allocated to the project is consistent with the approved plan.

In addition, the approved state biennial budget for 2023 – 2025 continues funding for the CLJ-CMS Project and funds eFiling on an ongoing basis, eliminating the need to charge user fees.

2.1.10 Budget: Management of Spending

Project Management and Sponsorship			
Budget: Management of Spending	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The project is being managed within the approved budget.

2.1.11 Contracts and Deliverables Management

Project Management and Sponsorship			
Contracts and Deliverables Management	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The “process” of deliverables management by the AOC contracts staff is appropriate and sufficient. The AOC staff are doing a diligent job of managing the Tyler contract. In addition, the project team is reviewing the contents of deliverables for compliance and quality.

2.1.12 PMO Processes

Project Management and Sponsorship			
PMO Processes	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The project team is establishing processes, consistent with industry “best practices,” to manage and track the project. Project communications occur at regularly-scheduled project team, sponsor, and steering committee meetings.

2.2 People

2.2.1 Stakeholder Engagement

People			
Stakeholder Engagement	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

In parallel with Early Adopter Go-Live efforts and production defects resolution work, the Associate Director of CSD and members of the CLJ Project Team have been conducting demonstrations of the new solution to CLJ courts around the state. The demonstrations have been very well received by the participating courts.

2.2.2 OCM: Case Management

People			
OCM: Case Management	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The solution demonstrations noted above under Stakeholder Engagement are important elements of Organizational Change Management (OCM) as they create improved awareness and knowledge of what the new CLJ solution entails. The demonstrations are also contributing to increased eagerness on the part of court stakeholders to implement the new solution in their courts. A number of CLJ courts have taken the time to formally thank the team providing the demonstrations and to express their appreciation for the information shared with the courts. We concur with those “kudos” and add our congratulations for a job well done. The next challenge in this area will be to maintain the enthusiasm that has been generated among the participating courts.

Beginning in July and continuing into August for a total of three weeks, the Associate Director of CSD and members of the CLJ Project Team are planning to spend time meeting in-person with Early Adopter courts to continue to prepare them for implementation and to continue the momentum toward the late October go-live.

2.2.3 OCM: Supervision

People			
OCM: Supervision	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The solution demonstrations described under OCM: Case Management include demonstrations of Enterprise Supervision.

2.2.4 OCM: eFiling

People			
OCM: eFiling	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The solution demonstrations described under OCM: Case Management are generating excitement among participating courts to implement the new solution.

2.2.5 Communications

People			
Communications	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The OCM and Communications Lead for the CLJ-CMS Project, the Associate Director of CSD, and AOC leadership team are doing an admirable and diligent job of reaching out to and engaging with the diverse CLJ stakeholder community.

2.2.6 Court Preparation and Training

People			
Court Preparation and Training	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

Some of the concerns voiced by Pierce County District Court before their withdrawal as a “pilot” court were related to the training of system users in the courts and ensuring that the training combines an understanding not only of how to use the new Tyler technology solutions but how to apply those solutions within the context of the court’s business processes. Given these concerns, AOC is working to ensure more effective training for Early Adopters and other courts going forward.

Risks and Issues

Issue: Training for Pilot Courts did not include enough information about using the Tyler solution in the context of Washington CLJs. The CLJ Project team is working to ensure a more effective training approach for the Early Adopter courts.

2.3 Solution

2.3.1 Business Process: Case Management

Solution			
Business Process: Case Management	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The business processes for case management are documented. The project is making any changes that are needed as a result of the CUWG’s ongoing review of requirements.

2.3.2 Business Process: Supervision

Solution			
Business Process: Supervision	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The business processes for supervision are documented. The project is making any changes that are needed as a result of the CUWG’s ongoing review of requirements.

2.3.3 Business Process: eFiling

Solution			
Business Process: eFiling	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The business processes for eFiling are minimal and relatively procedural in nature.

2.3.4 Requirements, Design, and Configuration: Case Management

Solution			
Requirements, Design, and Configuration: Case Management	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

At this time, the project is making any changes that are needed as a result of the CUWG's ongoing review of requirements.

2.3.5 Requirements, Design, and Configuration: Supervision

Solution			
Requirements, Design, and Configuration: Supervision	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Supervision requirements are included in the requirements reviews being conducted over time by the CUWG.

At the present time, configuration changes to Enterprise Supervision must be made by Tyler. The Enterprise Supervision solution is "in the 'cloud,'" unlike Enterprise Justice which is hosted at and configurable by AOC. We are not identifying a risk with this arrangement at this time, but we are raising awareness of the potential for a "bottleneck" as the CLJ-CMS solution moves into production.

We continue to encourage AOC and Tyler to work to ensure the process is streamlined and that there is no “single-point-of-failure” for what will be ongoing Enterprise Supervision configuration needs.

2.3.6 Requirements, Design, and Configuration: eFiling

Solution			
Requirements, Design, and Configuration: eFiling	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Requirements for eFiling are minimal and relatively procedural in nature.

2.3.7 Integrations: Case Management

Solution			
Integrations: Case Management	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

A solution for the Washington State Patrol (WSP) “Law Tables” was implemented for the Tacoma Municipal Court go-live.

The development of an integrations platform is being managed internally by AOC as an infrastructure project, separate and apart from (although related to) the CLJ-CMS Project. A procurement for a development vendor recently concluded.

2.3.8 Integrations: eFiling

Solution			
Integrations: eFiling	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Tyler certified the single integration required for eFiling in September 2021. The project leveraged the work already done as well as the completed certification for the Tacoma Municipal Court and Fircrest-Ruston deployments and will continue to do so moving forward.

2.3.9 Reports: Case Management

Solution			
Reports: Case Management	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Case management reports are defined in the CLJ-CMS requirements.

2.3.10 Reports: Supervision

Solution			
Reports: Supervision	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Supervision reports are defined in the CLJ-CMS requirements.



2.3.11 Testing: Case Management

Solution			
Testing: Case Management	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Testing is ongoing as defects are resolved. At this time, no significant obstacles to completing the needed testing have been identified, and results from testing are good. However, the recently-contracted ES and Alliance environments to be provided by Tyler and the planned addition of more EJ environments by AOC's internal infrastructure operations should further reduce the risks to timely and effective testing.

2.3.12 Testing: Supervision

Solution			
Testing: Supervision	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Testing is ongoing as defects are resolved. At this time, no significant obstacles to completing the needed testing have been identified, and results from testing are good. However, the recently-contracted ES and Alliance environments to be provided by Tyler and the planned addition of more EJ environments by AOC's internal infrastructure operations should further reduce the risks to timely and effective testing.

2.3.13 Testing: eFiling

Solution			
Testing: eFiling	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

With eFiling now being rolled out in tandem with Case Management and Supervision, the necessary testing for eFiling is now part of the ongoing testing effort in preparation for court go-live implementations.

2.3.14 Deployment: Case Management

Solution			
Deployment: Case Management	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

Work is progressing with the Project Team, the Project Steering Committee (PSC), and Tyler to develop a revised rollout plan for phased statewide implementation.

Risks and Issues

We continue to recognize risks to the overall deployment timeline since groupings of courts has not been determined. For the past couple of monthly QA reports, we have assessed the risks to the schedule for deployment as “Being Addressed.” We are pleased to report that progress in July was positive. While the plan is not yet finalized, it is taking shape with input from all interested parties.

2.3.15 Deployment: Supervision

Solution			
Deployment: Supervision	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

Findings related to the deployment for Supervision are identical to those described above under 2.3.14 Deployment: Case Management.

Risks and Issues

We continue to recognize risks to the overall deployment timeline since groupings of courts has not been determined. For the past couple of monthly QA reports, we have assessed the risks to the schedule for deployment as “Being Addressed.” We are pleased to report that progress in July was positive. While the plan is not yet finalized, it is taking shape with input from all interested parties.

2.3.16 Deployment: eFiling

Solution			
Deployment: eFiling	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

Findings related to the deployment for eFiling are identical to those described above under 2.3.14 Deployment: Case Management.

Risks and Issues

We continue to recognize risks to the overall deployment timeline since groupings of courts has not been determined. For the past couple of monthly QA reports, we have assessed the risks to the schedule for deployment as “Being Addressed.” We are pleased to report that progress in July was positive. While the plan is not yet finalized, it is taking shape with input from all interested parties.

2.4 Data

2.4.1 Data Preparation: Case Management

Data			
Data Preparation: Case Management	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The project is focusing on data conversion on a court-by-court basis as each court goes live.

2.4.2 Data Conversion: Case Management

Data			
Data Conversion: Case Management	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Data conversion for Tacoma Municipal Court and Fircrest-Ruston was successfully accomplished during the week prior to each of their respective “go-live” events.

2.4.3 Data Conversion: Supervision

Data			
Data Conversion: Supervision	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Thirteen courts are currently on the CaseLoad Pro probation system, 39 courts have “homegrown” solutions, and some number of courts are on Tyler’s supervision solution already. The data conversion plan for supervision is to **not** convert data from non-Tyler solutions. For the courts using Tyler’s supervision solution currently, their data is already housed at Tyler and will be transferred to the new CLJ-CMS supervision solution.

2.4.4 Data Security

Data			
Data Security	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The CLJ-CMS Project Technical Lead is meeting with AOC security staff on a monthly basis and validating the CLJ-CMS solution's security.

2.5 Infrastructure

2.5.1 Infrastructure for Remote Work

Infrastructure			
Infrastructure for Remote Work	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The CLJ-CMS Project has adapted well to the remote work environment that was first implemented in response to the COVID-19 pandemic. While there are intermittent issues with bandwidth to/from certain geographic areas, the team has managed to move forward with project activities.

2.5.2 Statewide Infrastructure

Infrastructure			
Statewide Infrastructure	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Because eFiling and Supervision will be delivered via a "Software-as-a-Service" (SaaS) approach, those applications will be accessible through an internet browser, requiring little technical infrastructure. The Case Management solution will require personal computers (desktops and laptops)

and networking bandwidth adequate to support the application. At this time, no significant risks have been identified.

2.5.3 Local Infrastructure

Infrastructure			
Local Infrastructure	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

As noted above, the case management solution will require personal computers (desktops and laptops) and networking bandwidth adequate to support the application. Pilot Courts have been provided with a Technical Readiness checklist to help ensure, among other things, that all local technical infrastructure is in place.

2.5.4 Security Functionality

Infrastructure			
Security Functionality	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

There are no identified risks with security functionality.

2.5.5 Access

Infrastructure			
Access	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

eFiling and Supervision access will be via browser. A “local application” will be required for access to the case management solution.

2.5.6 Environments

Infrastructure			
Environments	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The issue of lack of back-ups for various environments (e.g., test, training, development, and production) raised in October 2023 has been addressed.

In July, contract provisions for more Enterprise Supervision (ES) and Alliance environments from Tyler have been put in place. AOC is now waiting for Tyler's plan to provide those environments which are needed to better separate differing activities (e.g., configuration testing, User Acceptance Testing [UAT], and pre-implementation environments for training, data preparation, and other activities).

In a similar vein, the CLJ-CMS Project needs more Enterprise Justice (EJ) environments, which are provided by AOC's internal infrastructure operations. It is our understanding that the AOC internal team is working diligently to provide additional EJ environments, but work is being delayed due to issues with a vendor who provides infrastructure hardware and software to AOC. While we need to understand more about the details of this potential risk, we encourage AOC to investigate the risk and determine what mitigation steps might be appropriate. From our independent external perspective, this is work that should be done and "out of the way" as soon as practical in order to facilitate the project's work with more separation of competing tasks and interests within a single environment. ***If progress is not realized soon on these environments to be provided by AOC, we will be raising the level of this risk.***

2.5.7 Post-Implementation Support

Infrastructure			
Post-Implementation Support	Three-Month Rolling Risk Levels		
	July 2024	June 2024	May 2024
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Based on Lessons Learned from the Superior Court–Case Management System (SC-CMS) Project, the CLJ-CMS Project is ensuring Business Analysts' participation during Post-Implementation (or "Production") Support.



Appendix: Overview of *bluecrane* Risk Assessment Approach

To determine the areas of highest priority risks for leadership, as well as to identify risks that should be addressed at lower levels of the project, we have focused on over 40 areas of assessment as depicted in Figure 1. We have grouped the areas into our familiar categories of:

- **Project Management and Sponsorship**
- **People**
- **Solution**
- **Data**
- **Infrastructure**

In keeping with our dislike of “cookie cutter” approaches, we tailored the specific areas of assessment for relevance and importance to CLJ-CMS *at this stage of its program lifecycle*. Some of the areas noted in the diagram have been assessed at a relatively detailed level, while others are so early in their lifecycle that a more thorough assessment will come later.

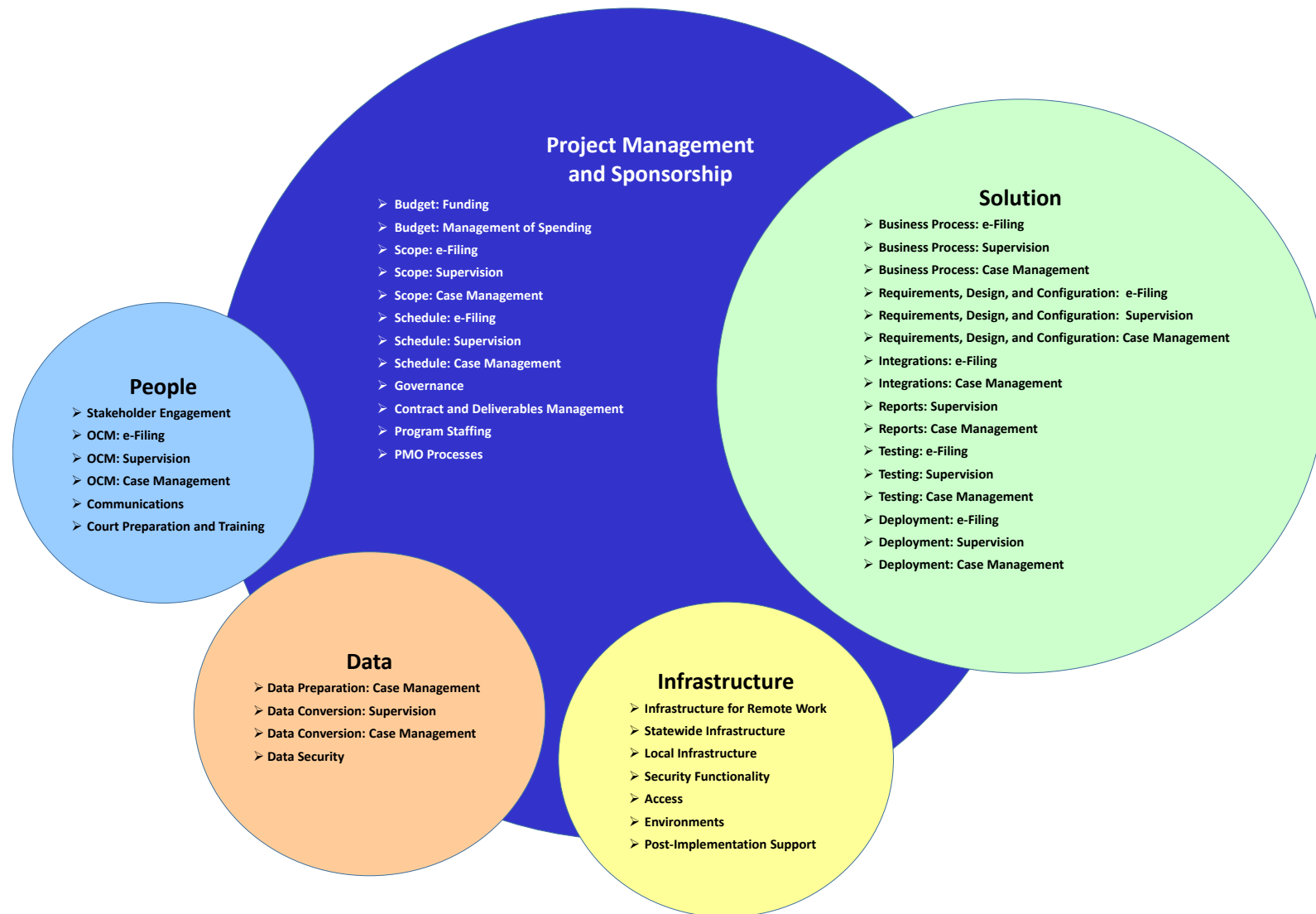


Figure 1. Areas of CLJ-CMS Project Assessed for Risks



Our risk ratings are summarized in Table 2 below.

Table 2. *bluecrane*'s Risk Assessment Categorization

Assessed Risk Status	Meaning
No Risk Identified	Program activities in the area assessed are not encountering any risks
Risk Being Addressed	A risk that is being adequately mitigated. The risk may be ongoing with the expectation it will remain blue for an extended period of time, or it may be sufficiently addressed so that it becomes green as the results of the corrective actions are realized
Risk	A risk that is significant enough to merit management attention but not one that is deemed a "show-stopper"
High Risk	A risk that project management must address, or the entire planning effort is at risk of failure; these risks are "show-stoppers"
Not Started	This particular activity has not yet started or is not yet assessed
Completed or Not Applicable	This particular item has been completed or has been deemed "not applicable" but remains a part of the assessment for traceability purposes



Update on Other Superior Court Projects

ROBERT ANTEAU, Project Management Office and Software Quality Assurance Manager
August 23, 2024

ITG 1308 – Integrated eFiling for Odyssey DMS Superior Courts

- This service is for superior courts using the Enterprise Justice Document Management System
- Phase 1 courts went live April 22, 2024 (Kitsap, Columbia, Whatcom, Grays Harbor)
- Phase 2 courts went live July 29, 2024 (Lewis, Franklin, San Juan, Yakima)
- Phase 3 courts (Adams, Pacific, Whitman, Stevens technical parts) planned in for early calendar year 2025

ITG 1352 – Upgrade SC-CMS to Enterprise Justice 2023

- This upgrade is necessary for system support, and allows ITG 1296 (Text Messaging) to proceed
- No remaining Showstoppers
- This project has scheduling interdependencies with the CLJ-CMS project
- Current go live planned for early December 2024

ITG 1296 – Superior Court Text Messaging and E-Mail Notifications

- Project has been on hold awaiting the Enterprise Justice Upgrade
- Business requirements are ready for review
- The business team will hold a series of meetings with courts to finalize requirements
- On track for go live after EJ 2023 (1st quarter calendar year 2025)

Questions?



JISC DATA DISSEMINATION COMMITTEE
Friday, August 23, 2024, 9:00 a.m. – 9:55 a.m.
Zoom Teleconference
URL: provided via invite

AGENDA

Call to Order

Judge John Hart

Agenda
Items with
documents
are
indicated
with an *

ACTION ITEMS

1. April 26, 2024, Meeting Minutes

Action: Motion to approve the minutes

Judge Hart

*

2. Overview of DDC Responsibilities

Mr. Kevin Cottingham

*

3. Other Business

Judge Hart



Board for Judicial Administration (BJA) Meeting
Friday, May 17, 2024, 9:00. – 12:00 p.m.
Videoconference

MEETING MINUTES

BJA Members Present:

Chief Justice Steven González, Chair
Judge Alicia Burton, Chair
Judge Tam Bui
Judge Kristin Ferrera
Judge Rebecca Glasgow
Judge Marilyn Haan
Judge Cindy Larsen
Judge Mary Logan
Justice Raquel Montoya-Lewis
Terra Nevitt
Judge Rebecca Pennell
Judge Rebecca Robertson
Dawn Marie Rubio
Judge Diana Ruff
Judge Michael Scott
Judge Jeff Smith
Judge Karl Williams

Guests Present:

Elena Becker
Melissa Beaton
Karl Hart
Jessica Humphreys
Judge Carolyn Jewett
Sara Robbins
Michael Roosevelt
Bailey Zydek

**Administrative Office of the Courts
(AOC) Staff Present:**

Nicole Ack
Scott Ahlf
Sarah Boege
Joli Brown
Carolyn Cole
Jeanne Englert
Heidi Green
Scott Hillstrom
Karl Jones
Kyle Landry
Penny Larsen
Carl McCurley
Stephanie Oyler
Haily Perkins
Andrew Peterson
Laurie Sale
Caroline Tawes
Frank Thomas
Lorrie Thompson
Andrea Valdez

Call to Order

Judge Burton called the meeting to order at 9:02 a.m. and welcomed new members Judge Ferrera and Judge Larsen.

BJA Equity Impact Assessment Tool Presentation

Judge Burton introduced Michael Roosevelt, an educator who has developed *Beyond Bias: Assuring Fairness in the Courts*, a comprehensive fairness and diversity curriculum used across California. Michael Roosevelt presented the BJA Equity Impact Assessment tool (EIAT) for use in courts. This tool aligns with the BJA goal of a commitment to implement an equity analysis process for BJA projects and overall work.

The presentation was recorded.

A summary of the presentation is available as an addendum to these minutes.

BJA Task Forces and Workgroups

Alternatives to Incarceration Task Force

The Alternatives to Incarceration Task Force report was included in the meeting materials.

This Task Force is seeking to extend its term for another year. Their work is continuing and the members need more time to promote their work and possibly develop another piece of legislation and a funding request.

It was moved by Chief Justice González and seconded by Judge Glasgow to extend the Alternatives to Incarceration Task Force term by one year. The motion carried with one abstention.

Remote Proceedings Workgroup

The Remote Proceedings Workgroup is also seeking a one-year extension. The extension is needed to complete the best practice guidelines, to potentially submit a funding request for remote technology resources, and to field potential follow-up questions from the Supreme Court regarding the Remote Proceeding Court Rules proposals.

The Workgroup will have a presentation at the June meeting.

It was moved by Chief Justice González and seconded by Judge Scott to extend the Remote Proceedings Workgroup term by one year. The motion carried unanimously.

Electronic Monitoring and Victim Notification Technology (EMVNT) Workgroup

A report was included in the meeting materials. A presentation of the final documents will be presented at the June meeting.

Standing Committee Reports

Budget and Funding Committee

Participants were reminded to submit legislative proposals by July 12, 2024. Proposals should further the Principal Policy Goals of the Judicial Branch and are submitted at the request of a court, board, commission, association, or BJA committee.

Court Education Committee (CEC)

A report was included in the meeting materials.

Judge Pennell is finishing her term as chair of the CEC. The CEC is preparing a set of court education policies, including working on remote screening of court education sessions. Future goals include increased funding for CEC projects and coordination among all programs to help distribute funding. Scholarships are available to attend CEC events but there is no mechanism for letting people know about scholarships.

Legislative Committee (LC)

A report and proposal form were included in the meeting materials.

Haily Perkins thanked Judge Scott for his service as chair of the LC. Policy proposal forms are due on July 12, 2024. Please contact Haily Perkins if you did not receive the May 17, 2024, email and proposal form.

The Interbranch Advisory Committee Report is due to the Legislature in November. There will also be a vote in September on whether to continue the Interbranch Advisory Committee.

Policy and Action Committee (PAC)

A report was included in the meeting materials.

Judge Jewett thanked the PAC for coordinating today's presentation.

Voices for Justice: Collecting Court User Feedback Presentation

Carl McCurley, manager of the Washington State Center for Court Research (WSCCR) at AOC, presented information on the Data for Justice initiatives. WSCCR is the foremost systematic expert to help courts understand who is court involved and the impact on individuals, and they help courts build capacity to deliver equal justice. To help courts with their programs and policies and the impacts of those programs and policies, WSCCR has launched a series of initiatives called Data for Justice. The purpose is to obtain useful information from court data.

WSCCR researchers Sarah Boege, Andrew Peterson, and Joli Brown have been developing a court user feedback program, called Voices for Justice, under the Data for Justice umbrella. Information was included in the meeting materials.

Sarah Boege and Karl Jones reviewed the Court User Feedback Program. This program provides an opportunity for courts to get feedback from court users. Feedback provides a better understanding of the experience of court-involved people. The WSCCR team will support courts in getting feedback. Courts can prove what is working well and improve what is not working well, and provide evidence for why they need additional resources.

The program is court-led and customized to the court. Courts may receive general feedback or feedback focused on a specific program or population. Courts may do a survey, use focus groups, interviews, and/or observations. The WSCCR team can conduct surveys or interviews or support the court and provide implementation support. There is no charge to courts; this program is funded by the state. Please contact Sarah Boege if you have questions or to discuss this program. WSCCR has additional resources.

Judge Burton thanked the WSCCR team for their presentation.

Office of Civil Legal Aid (OCLA) Presentation

Sara Robbins is the new OCLA Director.

After four months in this position, she shared some share initial thoughts on where OCLA is and where it is going. A high priority for OCLA is ensuring proper staffing, proper oversight, and manageable workloads. OCLA is hiring for a few positions that will help with infrastructure needs: a director of operations and program counsel for civil legal aid and the children's representative program.

Sara Robbins discussed the importance of *The Civil Legal Needs Study*. She will be convening stakeholders to discuss whether the 2015 report needs to be updated or if something different needs to be done.

Chief Justice González thanked Sara Robbins for accepting the Director position. He is looking forward to an update and a rethinking of what civil legal needs might look like.

Appellate Members Information Sharing

Supreme Court

The Supreme Court has returned from traveling to present oral arguments at Sunnyside High School. The Court will not be traveling in fall as they hope to be moving back into the Temple of Justice in August 2024. The Rules Committee met this week and recommended the Remote Proceeding Rule Proposals and the public defender caseload standards be discussed at the June 5, 2024 en banc. Previously approved recommendations on alternatives for licensing attorneys from the Washington State Bar Association (WSBA) will be sent back to the WSBA to develop the structure of a program and rule recommendations.

Court of Appeals

Judge Crusier is the new Presiding Chief Judge as well as the Presiding Judge for Division II. Division I is remodeling their courtroom this summer. In September all three Court of Appeals divisions will be traveling for oral arguments to colleges, community colleges, and high schools. They are continuing to transfer caseloads across divisions. The Court of Appeals is working on a pilot to transfer cases at filing. Judge Crusier or Judge Glasgow can answer questions on the pilot project.

The biggest challenge for the Court of Appeals is too few criminal defense attorneys. Briefings are delayed and sanctions are not working. The Court of Appeals is working on getting data from AOC to approach the Office of Public Defense on this issue.

The Court of Appeals judges will hold a retreat in October. Division II has a pilot program to work on pro bono representation on civil cases on appeal. The pilot program will run this summer and there will be a report in the fall.

Legislative changes to the Administrative Procedure Act in 2021 allowed land use decisions to go directly to the Court of Appeals. This change will sunset in 2026. The Court of Appeals will discuss extending the changes with the Superior Court Judges' Association.

Motions

It was moved by Chief Justice González and seconded by Judge Logan to approve the March 15, 2024, meeting minutes. The motion carried with two abstentions.

It was moved by Chief Justice González and seconded by Judge Haan to approve the OCLA BJA representative, Judge Janet Chung. The motion carried unanimously.

It was moved by Chief Justice González and seconded by Judge Haan to approve the 2024–2025 BJA meeting schedule. The motion carried unanimously.

Information Sharing

Interbranch Advisory Committee (IAC), April 19 Meeting Recording and Materials

The IAC meeting went well and included a tour of the Kitsap County Courthouse with new technology updates. The IAC sunset date is approaching, and lawmakers want to know if it needs to be continued. Chief Justice González has found the IAC helpful and is inclined to urge continuing the meetings. A survey will be sent out to help discover what is working well, if something different needs to be done, or if it is no longer needed. The information is needed by this fall. The IAC report is due to the Legislature in November with recommendations. Haily Perkins volunteered to assist with the survey.

Communication Skills to De-Escalate Hostile Customers training

This training was held last Monday. It went well and there was a lot of interest. The June 18, 2024, training will have the same material and presenter. Recordings of the training are available to those who register. Kyle Landry thanked the BJA for supporting this training.

Adjourn

The first part of the June BJA meeting will be an artificial intelligence presentation with Justice Stephens.

The meeting was adjourned at 11:41 a.m.

Recap of Motions from the May 17, 2024 Meeting

Motion Summary	Status
Extend by one year the Alternatives to Incarceration Task Force term.	passed
Extend by one year the Remote Proceedings Workgroup term.	passed
Approve the March 15, 2024 meeting minutes.	passed
Approve the OCLA BJA representative, Judge Janet Chung.	passed
Approve the 2024–2025 BJA meeting schedule.	passed

Action Items from the May 17, 2024 Meeting

Action Item	Status
There will be a presentation from the Remote Proceedings Workgroup at the June meeting.	
<u>March 17, 2024 BJA Meeting Minutes</u> <ul style="list-style-type: none">• Post the minutes online• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.	

IT Governance Status

July 2024 Report

Summary of Changes

New Requests:	1382- Web Services Modernization
Endorsements:	1378- External Identity Provider Phase 2
Analyzed:	None
CLUG Decision:	1377- Add a 'convictions only' tab in JABS 1380- Integrate Interpreter Scheduling Systems to Enterprise Justice
Authorized:	None
In Progress:	None
Completed:	284 - Criminal cases with HNO and DVP case types allow DV Y/N
Closed:	None

JISC ITG Priorities

JISC Priorities				
Priority	ITG#	Request Name	Status	Requesting CLUG
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	CLJ
2	1355	Replace Appellate Court Case Management and E-Filing Systems	In Progress	Appellate
3	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	CLJ
4	1340	Enterprise Integration Platform and External API	In Progress	Non-JIS
5	1308	Integrated eFiling for Odyssey DMS Superior Courts	In Progress	Non-JIS
6	1373	Replace Juvenile and Corrections System (JCS)	Authorized	Superior
7	1372	Exhibit Management Software	On Hold	MCLUG
8	1357	Guardianship Monitoring and Tracking System	Authorized	Superior

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Authority	Importance
Superior CLUG					
1	248	Washington State Juvenile Court Assessment (JCAT)	In Progress	Administrator	High
2	270	Allow MH-JDAT data to be accessed through BIT from the Data Warehouse	Authorized	CIO	High
3	284	Criminal cases w/HNO & DVP case types allow DV Y/N	Completed	CIO	Medium
4	1373	Replacement for Juvenile Corrections System (JCS)	On Hold	JISC	High
5	269	Installation of Clerks Edition for Franklin County Superior Court Clerks Office	Authorized	CIO	Low
6	1357	Guardianship Monitoring and Tracking System	Authorized	JISC	Medium
7	1377	Add a 'convictions only' tab in JABS	Recommended	CIO	Medium
Courts of Limited Jurisdiction CLUG					
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	JISC	High
2	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	JISC	High
3	1345	Integration of OCourt Platform into CLJ-CMS	In Progress	CIO	High
4	265	Kitsap District Court CMS to EDR Data Exchange	In-Progress	Administrator	High
5	256	Spokane Municipal Court CMS to EDR Data Exchange	Authorized	Administrator	High

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Appellate CLUG					
1	1355	Replace Appellate Court Case Management and E-Filing Systems	In Progress	JISC	High
2	1313	Supreme Court Opinion Routing/Tracking System	In Progress	CIO	High
3	1324	Appellate Court Records Retention	On Hold	CIO	High
4	1353	Build New Supreme Court Case Document Web Page	On Hold	CIO	Medium
Multi-Court Level CLUG					
1	1372	Exhibit Management Software	Recommended	JISC	High
2	1326	Online Interpreter Scheduling	In Progress	Administrator	Medium
3	1380	Integrate Interpreter Scheduling Systems to Enterprise Justice	Recommended	JISC	High

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Non-JIS CLUG (ISD Maintenance Work & Legislative Mandates)					
1	1369	Juvenile Records to DOL Exchange	Authorized	CIO	Mandate
2	1340	Enterprise Integration Platform and External API	In Progress	JISC	Maintenance
3	1374	Implement Hope Card Program	In Progress	CIO	Proviso
4	1352	Upgrade SC-CMS to Enterprise Justice 2023	In Progress	Administrator	Maintenance
5	286	Statewide Reporting	In Progress	Administrator	Maintenance
6	276	Parking Tickets issued in SECTOR - Interim esolution	In Progress	Administrator	Maintenance
7	1361	Migrate to Office 365	In Progress	Administrator	Maintenance
8	1332	JCS Platform Migration	On Hold	CIO	Maintenance
9	1346	Create Application Configuration Vault	In Progress	CIO	Maintenance
10	1362	Upgrade BIT	In Progress	Administrator	Maintenance
11	1308	Integrated eFiling for Odyssey DMS Superior Courts	In Progress	JISC	Proviso
12	1366	Ability to Remove All Non-Required Parties From a Case	In Progress	CIO	Maintenance

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Non-JIS CLUG (ISD Maintenance Work & Legislative Mandates) Continued					
14	1375	Upgrade to .NET Core and add Azure Services to JIS-Link Web Application	Authorized	CIO	Maintenance
15	1296*	Superior Court Text Messaging and E-mail Notifications	On Hold	CIO	Maintenance
16	275	Odyssey to EDR	Authorized	CIO	Maintenance
17	1331	Judicial Contract Tracking System	In Progress	CIO	Maintenance
18	1320	Public Case Search Modernization	On Hold	CIO	Maintenance
19	1297	Self-represented Litigants Access	On Hold	Administrator	New Program
20	1350	Embarcadero IT Modeling System Replacement	In Progress	CIO	Maintenance
21	1368	AOC Enterprise Azure DevOps Onboarding	In Progress	CIO	Maintenance
22	1379	MANDATE: Learning Management System Migration to SumTotal	Authorized	CIO	Mandate
23	1370	Retire Assessments.com (Vant4ge) Servers	On Hold	CIO	Maintenance

Authorized
 In Progress
 Completed
 Withdrawn or Closed

ITG Request Progress

** On Hold

Awaiting Endorsement	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting CLUG Recommendation	Awaiting Authorization	Awaiting Scheduling
<p>1382- Web Services Modernization</p>	<p>1321** - Send JCAT data to the Data Warehouse to Facilitate Reporting</p> <p>1378- External Identity Provider Phase 2</p> <p>1381- Laserfiche to Enterprise Justice Integration - Utilizing Integration Platform</p>			<p>1297** - Self-Represented Litigants (SRL) Access to SC & CLJ Courts</p> <p>1377 - Add a 'convictions only' tab in JABS</p> <p>1380 - Integrate Interpreter Scheduling Systems to Enterprise Justice</p>	<p>256** - Spokane Municipal Court CMS to EDR Data Exchange</p> <p>269** - Installation Of Clerks Edition For Franklin County Superior Court Clerks Office</p> <p>270** - Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse</p> <p>275** - Odyssey to EDR</p> <p>1320** - Public Case Search Modernization</p> <p>1324** - Appellate Court Electronic Record Retention Applications</p> <p>1332**-JCS Screen Modernization</p> <p>1353** - Build New Supreme Court Web Page</p> <p>1357 – Guardianship Monitoring and Tracking</p> <p>1369- Juvenile Records to DOL Exchange</p> <p>1370**- Retire Assessments.com (Vant4ge) Servers</p> <p>1372** - Exhibit Management Software</p> <p>1373** – Replace Juvenile and Corrections System (JCS)</p> <p>1375- Upgrade to .NET Core and add Azure Services to JIS-Link Web Application</p> <p>1379- Learning Management System Migration to SumTotal</p>