Judicial Information System Committee Meeting December 6, 2024

DECISION POINT – Establish a Person Business Rules Subcommittee

MOTION:

I move that the JISC approve the establishment of a permanent Person Records Business Rules Subcommittee to continuously examine, improve, and uphold the integrity of person records entered, updated, and stored in court case management systems in the State of Washington.

I. BACKGROUND

The Judicial Information System (JIS) Person Business Rules were created to maintain the accuracy and integrity of the JIS Person Database and to ensure a complete case history for each person recorded on the database. Accurate person and complete case history information serves the interest of the judicial community, law and justice agency information sharing, and public safety.

Before 2015, most courts in the state used JIS, meaning the courts jointly managed statewide person records in that single system. Since 2015, AOC has implemented a different case management system for 37 superior courts and some jurisdictions have implemented, or are in the process of implementing, single jurisdiction case management systems. The CLJ-CMS project will implement a new case management system for most of the courts of limited jurisdiction over the next several years.

II. DISCUSSION

The current court person management landscape across the state has at least six separate person databases, with three more planned to go live within the next biennium. The current Person Business Rules do not cover many situations that exist in the current person management landscape in Washington State. Person records are no longer matched by court staff across the state in a single centralized way as they were when most courts were using JIS as their case management system. Currently, person records are matched at multiple places in the systems landscape by various business processes and automated processes. All courts submit person records to the AOC, but no court has access to change records in a case management system they do not use in their jurisdiction. No court can access more than two of these databases to manage the person records contained within each database.

The JIS Person Business Rules were originally promulgated by the JIS Person Database Advisory Subcommittee and subsequently approved by the Judicial Information System Committee (JISC) during the development of JIS in the 1970's for application and use in all JIS courts in the state of Washington. When the rules were originally established, almost every court used JIS for person management. Therefore, the rules adopted were heavily

tailored to the functionality of JIS. The rules were also written with the expectation that all courts were operating in the same person database. This is no longer true.

The proposed Person Records Business Rules Subcommittee will continue the work of the Person Business Rules Advisory Committee in:

- The analysis, enhancements, and updating of the existing Person Business Rules to reflect the current and future landscape of person records management by the Courts and AOC.
- Proposing policy and process changes to the Person Business Rules, and any related procedures to holistically address person management for the Courts.
- Advise and propose resolution to person records issues impacting the Courts.

III. OUTCOME IF NOT PASSED

If the JISC does not approve the establishment of the Person Business Rules Subcommittee, addressing systemic issues related to person records across multiple case management systems will be more difficult to address in a comprehensive statewide manner.