



## Judicial Information System Committee (JISC)

Friday, October 24, 2014 (10:00 a.m. – 2:00 p.m.)

CALL IN NUMBER: 800-591-2259 PC: 288483

SeaTac Facility: 18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 98188

### AGENDA

1.	<b>Call to Order</b> a. Introductions b. Approval of Minutes	Justice Mary Fairhurst	10:00 – 10:10	Tab 1
2.	<b>JIS Budget Update</b> a. 13-15 Budget Update b. General Fund Forecast Update	Mr. Ramsey Radwan, MSD Director	10:10 – 10:25	Tab 2
3.	<b>CIO Report</b> a. House Appropriations Workgroup Update b. SSN Update c. IT Security Assessment for the Appellate Courts d. Security Audit Report	Ms. Vonnie Diseth, ISD Director	10:25 – 10:35	
4.	<b>JIS Policy Amendment</b> <b>Decision Point</b> a. Approve JIS General Policies Amendment	Ms. Vicky Cullinane, Business Liaison Ms. Vonnie Diseth, ISD Director	10:35 – 11:00	Tab 3
5.	<b>JIS Rule 13</b> <b>Decision Point</b> a. Approve Rule 13 Amendment	Ms. Vicky Cullinane, Business Liaison Ms. Vonnie Diseth, ISD Director	11:00 – 11:30	Tab 4
6.	<b>JIS Data Standard</b> <b>Decision Points</b> a. Stakeholder Feedback Update 1) Final Approval of Revised Standard and Implementation Plan	Mr. Eric Kruger, Architect Ms. Vonnie Diseth, ISD Director	11:30 – 12:15	Tab 5
<b>Lunch (Working)</b>			12:15 – 12:35	
7.	<b>JIS Priority Project #2 (ITG 2): Superior Court Case Management Update</b> a. Project Update b. INH Update – SC-CMS Integration c. Independent QA Report	Ms. Maribeth Sapinoso, PMP Mr. Dan Belles, PMP Mr. Allen Mills, Bluecrane	12:35 – 1:05	Tab 6
8.	<b>JIS Priority Project Updates</b> a. (ITG 2) – Appellate Court ECMS b. (ITG 102/174) CLJ CMS c. (ITG 41) – CLJ Revised Computer Records Retention/ Destruction Process	Mr. Martin Kravik Mr. Mike Walsh, PMP Ms. Kate Kruller, PMP	1:05 – 1:35	Tab 7
9.	<b>Committee Report</b> a. Data Dissemination Committee	Judge Thomas Wynne	1:35 – 1:45	
10.	<b>Meeting Wrap-Up</b>	Justice Mary Fairhurst	1:45 – 2:00	

11.	<b>Information Materials</b> a. ISD Monthly Report b. ITG Status Report		Tab 8
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Persons with a disability, who require accommodation, should notify Pam Payne at 360-705-5277 [Pam.Payne@courts.wa.gov](mailto:Pam.Payne@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, when requested.

## Future Meetings:

### 2014 – Schedule

December 5, 2014

### 2015 – Draft Schedule

March 6, 2015

April 24, 2015

June 26, 2015

August 28, 2015

October 23, 2015

December 4, 2015

## JUDICIAL INFORMATION SYSTEM COMMITTEE

September 5, 2014  
10:00 a.m. to 2:00 p.m.  
AOC Office, SeaTac, WA

### **DRAFT - Minutes**

#### **Members Present:**

Justice Mary Fairhurst, Chair  
Mr. Larry Barker  
Chief Robert Berg  
Judge Jeanette Dalton  
Ms. Callie Dietz  
Judge James Heller (Phone)  
Mr. Rich Johnson  
Ms. Joan Kleinberg  
Judge J. Robert Leach  
Ms. Barb Miner  
Ms. Brooke Powell  
Judge Steven Rosen  
Mr. Jon Tunheim  
Ms. Aimee Vance  
Ms. Yolande Williams  
Judge Thomas J. Wynne

#### **Members Absent:**

Ms. Delilah George

#### **AOC/Temple Staff Present:**

Mr. Kevin Ammons  
Ms. Tammy Anderson  
Mr. Dan Belles  
Ms. Kathy Bradley  
Ms. Marie Constantineau  
Ms. Christine Cook  
Ms. Vicky Cullinane  
Ms. Vonnie Diseth  
Mr. Mike Keeling  
Mr. Eric Kruger  
Ms. Mellani McAleenan  
Ms. Pam Payne  
Mr. Ramsey Radwan  
Ms. Maribeth Sapinosa  
Ms. Heather Stoffle (Phone)  
Mr. Kumar Yajamanam

#### **Guests Present:**

Mr. Allen Mills  
Judge Corinna Harn  
Mr. Othniel Palomino  
Judge Palmer Robinson  
Ms. Lea Ennis  
Mr. Paul Farrow  
Ms. Josie Delvin  
Mr. Enrique Kuttemplon

### **Call to Order**

Justice Mary Fairhurst called the meeting to order at 10:00 a.m. and introductions were made.

### **June 27, 2014 Meeting Minutes**

Justice Fairhurst asked if there were any additions or corrections to the June 27, 2014 meeting minutes. Justice Fairhurst offered one change to the Social Security Number discussion, changing Justice Fairhurst's; votes to "no" for both questions posed. Justice Fairhurst deemed them approved, as amended.

### **JIS Budget Update (13-15 Biennium)**

Mr. Ramsey Radwan provided the budget update for the 2013-2015 biennium. The green sheet, representing the amount allocated for projects listed, shows the expenditures and current allocations for the current biennium for the INH, SC-CMS, AC-ECMS, and the equipment replacement projects. Expenditures are low, but are on track. There have been some savings, which will go back to the JIS Fund for the next biennium.

Mr. Radwan presented information on the JIS Assessment Revenue Collection History. Revenue for Fiscal Year (FY) 2014 is less than any previous year since FY 2008. There has been an 8 percent loss since FY2009. The drop in revenue can be explained by a decrease in infractions issued, charges per infraction and payment. While revenue

forecasts remain positive for the next five years, but budgets will be tight. Future requests and projects must be evaluated and then considered against ongoing projects, such as the SC-CMS. Chief Berg inquired if the balance of the account indicated that there might be a desire by the Legislature to “sweep” the account. Mr. Radwan responded that it does, and for this current biennium, the Legislature will look at the fund balance in January. Since 2007, the legislature has taken 22 million from the JIS fund, but now we have a four-year spending plan and a good history, so we’re in better shape. Ms. Yolande Williams asked if there were CLJ-CMS expenditures that could be encumbered. The expenditures will be planned for, but not encumbered yet because we probably won’t have an executed contract by then. Judge Rosen asked if encumbrances could be moved up. No, encumbrances are liquidated at the end of each biennium. They are a plan to spend; the legislature only looks at the cash. Mr. Rich Johnson suggested moving more of the money toward the INH project to move it faster. If we fund other projects first, it will take the money away from the projects we’re already committed to. We won’t be able to backfill. Our primary focus should be on communicating to legislators our intent for planned projects instead of playing around with accounting rules.

### **Legislative Update**

Ms. Mellani McAleenan provided a legislative update. Representatives Hunter and Hudgins are two of the most important legislators for the judiciary and Administrative Office of the Courts, as they are the primary House budget legislators assigned to the branch. The Legislature is in a bind due to the *McCleary* decision, and will be looking for funding for K-12 education. Some legislators are unhappy with the judicial branch because of the *McCleary* decision, and they do not distinguish between the different court levels but see the judicial branch as one unit. Legislators have indicated that the budget provisos from the 2014 budget will remain in place in coming biennia. The Legislature is pleased with the data standards. They want all data available to all courts. They are expecting one unified, simple solution, with all courts operating on the same system. Legislators were not happy that we offered courts the option to keep their own document management systems because the Legislature has no intention of paying for more complicated additions. It is important that we come to unified decisions, deciding for ourselves how to proceed, so the Legislature does not feel the need to figure it out for us. Too much infighting, and the easy solution for the Legislature is to not deal with it and not fund anything. Judge Leach inquired if there were any Senators that helpful connections could be established. Ms. McAleenan indicated that Senators Hill and Braun are important due to their positions on Ways & Means. Senators Padden, Fraser, Pederson, Frockt, and O’Ban are important to communicate with as well.

### **ITG #2 - SC-CMS Update**

Ms. Maribeth Sapinoso provided an update on the SC-CMS project to the JISC. Ms. Sapinoso began with the most recent project activities including Thurston County being moved to Early Adopter status due to the lack of agreement on which DMS to implement as a Pilot site. Within the next few weeks, the project will compile DMS responses from all 37 counties for the Project Steering Committee to consider in determining the order of the Statewide Rollout after Early Adopter implementation. The Project will also begin communication with 3<sup>rd</sup> party DMS vendors in preparation for the Link Only integration. Meanwhile, the project continues to work with Lewis County in preparation for training and review of their converted data in Odyssey.

Mr. Eric Olsen provided an update on the Independent Quality Assurance Report. Mr. Olsen identified and discussed several issues: 1) the removal of Thurston County from the Pilot; and 2) risks identified within management of the SC-CMS and INH projects.

Mr. Kumar Yajamanam along with Mr. Dan Belles presented the SC-CMS, INH & Other JIS Integration: An Enterprise Perspective. This presentation was focused on providing an overview of the integration work in the SC-CMS project in the context of the JIS modernization efforts.

Mr. Yajamanam gave a brief background on the foundational work that AOC has completed.

Mr. Yajamanam discussed the complexity of the current JIS environment and the gradual migration of Superior, Juvenile, Appellate, CLJs and other AOC portfolios. The modernization and portfolio simplification would comprise of replacement, enhancement, retirement and introduction of new systems. The JIS modernization is based on seven fundamental principles - Providing sustainable applications that fulfill courts' business requirements, simplifying the JIS environment, minimizing user impact for each system, minimizing impact on other system users, maximizing information sharing & access of statewide data, synchronizing deployment timelines with major system rollout, and minimizing deployment and maintenance costs & risks. During the transition, the JIS Environment will become more and more complex before it becomes simpler. Mr. Yajamanam emphasized that we must make every effort to minimize the transition time to new systems to avoid duplicate support of old and new systems.

Mr. Yajamanam and Mr. Belles then discussed the Information Networking Hub (INH) that enables the integration of statewide data during and after the JIS modernization. INH high level components including the creation of a data environment consisting of an Enterprise Data Repository (EDR), data access methods, data governance and introduction of data operations were discussed. Mr. Yajamanam explained that Release 1 was focused on developing "application-centric services" using the Superior Court Data Exchange model to enable the integration of SC-CMS (Odyssey) with JIS & SCOMIS applications. Release 2 focuses on developing and implementing the Enterprise Data Repository (EDR) and developing the future-state "data-centric services."

JISC Members and audience had several questions on the status of INH Release 1 and INH Release 2. Mr. Yajamanam and Mr. Belles stressed that both releases were being worked on in parallel and that Release 2 services were slated to be ready for JIS internal consumption in 2016 and for court onboarding in late 2018. Mr. Yajamanam also handed out a preliminary draft document on JIS modernization phases, which laid out significant activities and milestones, key activities of interest for different customer groups so they can plan towards key milestones, and a bird's eye view of where and how AOC is deploying or plans to deploy its resources based on the JISC priorities and the JIS modernization plan.

Due to the number of questions asked, there was not enough time to complete the presentation. Justice Fairhurst said the topic could be scheduled in a future JISC meeting.

## **JISC Rule and Policy Amendments**

Justice Fairhurst discussed whether or not to delay the vote for JIS Rule 13 and JIS General Policy 10.2. Judge Jeanette Dalton, on behalf of the Superior Court Judge's Association, stated that the vote should be tabled until the Association meets. Ms. Yolande Williams also moved to delay the vote in order to have a discussion. Ms. Barb Miner, on behalf of the Association of County Clerks, stated that the vote should be postponed but discussion should occur, within and outside the JISC. After discussion, Justice Fairhurst decided to postpone the votes on JIS Rule 13 and JIS General Policy 10.2.

Ms. Vicky Cullinane provided information on JIS General Policies. It has been many years since the policies were updated. General Policy 4.5 was added to codify the social security number decision made by the JISC on June 27, 2014. The policy was written to distinguish

employer identification numbers (EIN), which are necessary for courts to open bank accounts to keep monies pending the outcome of cases. Judge J. Leach asked if the bank account process might require keeping a person's social security number. Ms. Cullinane responded that this process is meant specifically for opening a bank account, not to identify the individual. The number can often be the same as a social security number, but has a different purpose. Ms. Cullinane then addressed the policy change for Policy 10, JIS Applications. The changes in Policy 10.1 are updates to reflect the JISC's adoption of the IT governance process. Policy change 10.2.1 addresses the concern raised by Bluecrane regarding duplicate systems adopted by courts potentially impacting JIS systems. Mr. Olsen expressed concern that if courts implement separate systems, it will make the project too complex, especially when considering how they will interface with the Odyssey system. Ms. Cullinane went on to explain the new language in 10.2.1. Ms. Aimee Vance suggested removing the last portion of the last sentence in 10.2.1 "for prioritization and scheduling," because it implies the request would be approved. Ms. Vance pointed out that a request might not necessarily be approved through IT Governance. Ms. Cullinane then addressed the proposed language in section 2.2.7 regarding remote access. Several JISC members requested changes to the language, so staff reworked it, and the rewritten policy is on a separate sheet.

**Justice Fairhurst opened the discussion on the JIS General Policies.**

Ms. Barb Miner expressed concerns regarding General Policy 10.2.1. The first concern the tone of the language, which sounds bureaucratic and negative. The second concern was singling out web services as the only way to access AOC's systems; there might be other ways and it is too limiting. The third issue was the term "duplicative services", which seemed vague and also implied that programs before Tyler are incorrect. There needs to be time to vet the language and get the clerks' and King County's perspective. Judge Corinna Harn expressed concern over a lack of clarity on which systems would not be supported. The statewide policy should read that AOC supports all courts, given the difficult financial situation we are all in. Courts should not be penalized for having their unique needs met. Justice Fairhurst indicated that the language of 10.2.1 addressed the concerns in the proviso. If the policy is contrary to the proviso, we may end up with no funding. Judge Harn stated that going beyond what is asked in the proviso is not necessary.

Mr. Rich Johnson agreed that a baseline of systems should be established, but we have to accept other courts needs to provide services beyond the standard. Courts with different funding environments are able to do more with their systems, and that is not a bad thing. The INH is the bridge between the baseline system and others. Jurisdictions need flexibility to meet constituents' needs, and AOC should be able to provide a way to integrate more advanced systems. There is a general feeling among courts that if they do not accept Tyler's system, they are out. The technical ability is available to build the INH in such a way to accommodate all courts. Justice Fairhurst clarified that those not accepting the Tyler system will not be out, just delayed, due to the SC-CMS project. Justice Fairhurst does not understand why AOC should be responsible for local preferences.

Judge J. Robert Leach noted that the conversation had gotten away from the language in the policy toward business problems. The business problems will be solved through modernizing existing systems as soon as possible. The language in this policy has no impact on the business problems. Judge Leach agrees some of the language is unfortunate, and suggested the policy read something like: "JIS encourages the use of technology to enhance diverse services and systems of the state of Washington. And towards that end, we will provide a standard system to facilitate that goal. To the extent that local jurisdictions that desire/require

supplemental or ancillary systems to further local needs, AOC is not able to support the acquisition, configuration, or integration of supplemental systems, as required by the Legislature.” The Legislature has limited the Court’s ability to spend money. Justice Fairhurst requested that Judge Leach send his draft language to Ms. Cullinane and herself. Judge Leach noted that the proposed policy should use the exact language from the budget proviso.

Justice Fairhurst asked Ms. Miner and Judge Corrina Harn if Judge Leach’s comments were in line with their policy requests. Ms. Miner agreed, but would like to have the exact proviso language, since there have been different interpretations. Judge Corinna Harn noted that the proviso is limited to the Superior Courts, and does not want it to go beyond that. Ms. McAleenan noted it must be expected that the Legislature will copy the proviso language for the Courts of Limited Jurisdiction. Judge Jeanette Dalton stated the problem is not the proviso, it is that the Legislature provides funding for the state. The Legislature will leverage local costs back to the communities. Ms. Vonnie Diseth explained that it has more to do with the impact on state resources, and what AOC has to do to integrate with separate systems. Integrating multiple systems increases complexity, cost, and risk.

Judge Corrina Harn asked if it would make more sense to ask for funding and resources for the INH. It would ensure that all data can be delivered in the right format to the right location. The INH should be on the same timeline as the SC-CMS to avoid double data entry. Judge J. Leach stated that the conversation should remain focused on generic policy issues for courts, not operational functions.

Members had questions about other sections of the General Policies. Judge Thomas Wynne asked about the language in 2.2.7 that prohibit remote access. In Snohomish County, there is a virtual private network, which is frequently used by many court staff. There is some concern over section 2.2.8 allows AOC to approve and monitor wireless networks. Justice Fairhurst indicated, from subsequent sections after 2.2.8, that AOC can authorize wireless connections. Ms. Aimee Vance noted that security issues develop if you access JIS outside of your courts network. Mr. Mike Keeling further explained that the connection between the courts and central database needs to be secure. However, if an unsecure link is created the whole database can be compromised. Justice Fairhurst stated that Mr. Terry Overton, AOC, provided revised language to make the policies more precise.

Justice Fairhurst closed the discussion on the General Policies and asked Judge Leach to revise the language in 10.2.1. Justice Fairhurst proposed that the revised JIS General Policies be sent to and read by members. The document will include the proposed changes. Once everyone has read the document, Justice Fairhurst will determine if an in-person or phone meeting is necessary. If acceptable language and an agreement are not reached, the Legislature will know the outcome.

**Justice Fairhurst opened the discussion on the JISC Rule 13 amendment.**

Ms. Cullinane explained the JISC Rule 13 amendment, noting that this better defines electronic court record system. The change in terminology was meant to be an update to an out-of-date policy. The subsequent clauses indicate how IT systems function today and tie the rule to the proviso. Judge J. Leach asked if the legislative proviso was satisfied by adopting Policy 10.2, or does it require the approval of a court rule. Ms. Cullinane responded that policy 10.2.1 was intended to identify the risks noted by Bluecrane. Judge Leach suggested removing the language at the end of Rule 13 that indicated funding eligibility. Ms. Cullinane distinguished that the policy states AOC will not work on duplicative systems unless the JISC approves it, and

Rule 13 states that courts must ask the JISC for permission to move to independent systems. Section (c) requires those courts with independent systems to meet the data standards to receive funding. Judge Leach indicated that he would like to keep changes to court rules to a minimum, to maintain more control over future policy changes.

Mr. Ramsey Radwan recommended placing this in the court rules to avoid the Legislature putting it in statute or keeping the budget proviso in perpetuity. Judge Leach asked what reason there could be for having the language in the court rule. Ms. McAleenan noted that the Legislature lacks understanding on how court rules work, likening them to statutes. Ms. Vicky Cullinane noted there is a perception that the Court Rules are stronger. Ms. Barb Miner agreed with Judge Leach that a rule is not necessary. Each paragraph needs work, particularly clarifying definitions. Section (b) is too specific to be placed as a Court Rule, is overreaching, and may be better suited to a comment. Section (c) is intended to be a punishment, and the punishment may fracture having a statewide system, by taking funding from those not interested in the statewide system. Mr. Rich Johnson reiterated his position that there shouldn't be barriers on courts developing local systems. Projects should not be micromanaged by subjective rules.

Justice Fairhurst closed the discussion on JISC Rule 13.

## **JIS Data Standard**

Mr. Eric Kruger provided a brief status Update for the Standards for Local Automated Court Record Systems. The following activities have occurred since the approval of the standards at the last JISC meeting on 27 June 2014:

- Developed written responses to stakeholder comments
- Scheduled and held review meetings with stakeholders:
  - August 12 – King County Clerk, Pierce County Clerk, and King County District Court
  - August 20 – King County Clerk, Seattle Municipal Court, and King County District Court
- Continued development of the procedures and guidelines for the standard

The next steps are to:

- Produce a revised standard based on stakeholder feedback for JISC approval October 24
- Complete a draft procedures and guidelines document – scheduled for October 2014

## **CIO Report**

No report.

## **Committee Report**

### ***Data Dissemination Committee:***

No report.

### ***Data Management Steering Committee:***

No report.

## **Adjournment**

The meeting was adjourned by Justice Fairhurst at 1:45 p.m.

### Next Meeting

The next meeting will be October 24, 2014, at the AOC SeaTac Facility; from 10:00 a.m. to 2:00 p.m.

### Recap of Motions from September 5, 2014

Motion Summary	Status
I move to amend the JIS General Policies as indicated in the attached draft.	Postponed
I move to amend the JISC Rule 13 as indicated in the attached draft.	Postponed

### Action Items

	Action Item – From October 7 <sup>th</sup> 2011 Meeting	Owner	Status
1	Confer with the BJA on JISC bylaw amendment regarding JISC communication with the legislature.	Justice Fairhurst	
Action Item – From September 5 <sup>th</sup> 2014 Meeting			
2	Find out whether individual persons' SSNs are needed for the bank account process superior courts use on the BAA and BAS screens	Vicky Cullinane	

**Administrative Office of the Courts  
Information Services Division Project Allocation & Expenditure Update  
2013-2015 Allocation**

**Expenditures and Encumbrances as of September 30, 2014**

Initiatives--JIS Transition	ALLOTTED	EXPENDED	VARIANCE
<b>Information Networking Hub (INH)</b>			
Information Networking Hub (INH)	\$1,500,000	\$550,840	\$949,160
<b>Information Networking Hub (INH) - Subtotal</b>	<b>\$1,500,000</b>	<b>\$550,840</b>	<b>\$949,160</b>
<b>Superior Court CMS</b>			
13-15 Allocation *	\$13,706,000	\$10,630,611	\$3,075,389
COTS Prep	\$2,900,000	\$27,821	\$2,872,179
<b>Superior Court CMS Subtotal</b>	<b>\$16,606,000</b>	<b>\$10,658,432</b>	<b>\$5,947,568</b>
<b>Enterprise Content Management System</b>			
ECMS *	\$1,426,000	\$1,426,000	\$0
<b>ECMS Subtotal</b>	<b>\$1,426,000</b>	<b>\$1,426,000</b>	<b>\$0</b>
<b>Equipment Replacement</b>			
Equipment Replacement - External	\$1,199,000	\$654,347	\$544,653
Equipment Replacement - Internal	\$2,138,000	\$879,305	\$1,258,695
<b>Equipment Replacement Subtotal</b>	<b>\$3,337,000</b>	<b>\$1,533,652</b>	<b>\$1,803,348</b>
<b>TOTAL 2013-15</b>	<b>\$22,869,000</b>	<b>\$14,168,924</b>	<b>\$8,700,076</b>

\* **Includes** 2014 supplemental budget request for the SC-CMS (\$5,306,000) and the ECMS (\$1,093,000).

# JIS General Policies

With Comments

Last Revised by the JISC: October 24, 2014

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## Authority

RCW 2.68.010 gives the JISC the authority to “determine all matters pertaining to the delivery of services available from the judicial information system.” JISC Rule 1 provides for AOC to operate the Judicial Information System (JIS) under the direction of the JISC and with the approval of the Supreme Court pursuant to RCW 2.56. RCW 2.68.050 directs the courts, through the JISC, to provide electronic access to judicial information.

## Scope

These policies apply to all persons, organizations, or agencies that operate, manage, or use the portfolio of IT products and services provided by AOC.

## ~~Judicial Information System General Policies~~

~~With Comments Annotations~~

### **1. EQUIPMENT**

#### **1.1 General**

~~*Amended by the Judicial Information System Committee on August 14, 2009.*~~

#### COMMENT

*Historically the JIS provided some end user equipment as each trial court system (SCOMIS, DISCIS, JUVIS) was implemented. The amount of equipment distributed depended on the available funds. With the*

*implementation of the IP network and the need to replace “dumb” terminals with personal computers, the JIS initiated the first equipment replacement plan in 1996.*

- 1.1.1 The Judicial Information System (JIS) is the system owned and maintained by the Administrative Office of the Courts (AOC). A JIS court is a court that uses the JIS to process its cases from filing to closure. A non-JIS court is a court that contributes information electronically to the statewide JIS database.\_
- 1.1.2 Subject to available funding, the AOC provides end-user equipment including personal computers and printers for court personnel and county clerks in JIS and non-JIS courts. The AOC does not provide equipment for users other than courts and county clerks.

COMMENT

*The JIS is funded for equipment in the Judicial Branch and County Clerks (who are the clerks of the superior courts) only.*

- 1.1.3 Subject to legislative funding, the number of JIS computers provided to courts is calculated at up to 75 percent (75%) of the FTEs from the most recent staffing report published by AOC~~The JIS standard is one personal computer per employee whose job requires one~~; one report printer per six administrative or clerical FTEs with a minimum of one report printer per court or clerk’s office; for limited jurisdiction courts, one receipt printer per cashier with a minimum of one receipt printer per court or clerk’s office; and for superior court clerks one cash drawer, slip printer and receipt printer per cashier with a minimum of one cash drawer, slip printer and receipt printer per court.

COMMENT

*The policy of JIS funding up to 75% of personal computers, based on FTE counts, was decided by the JIS Executive Committee on April 18, 2006, based on the principle of a need for local-state cooperation to share responsibility for equipment that is used for JIS applications and for local applications and tasks. However, all JIS equipment replacement is limited by legislative funding.*  
~~*principle of one personal computer per employee and the standards for printers and receipting equipment were established in a motion adopted by the JIS Committee on June 21, 1996. However, because of limited budgets, equipment supplied by the JIS has been limited to one for one replacement of existing end-user equipment.*~~

- 1.1.4 Equipment is provided to the users defined in sub-sections 1.1.1 and 1.1.2 for the purpose of enabling judicial officers, clerks, court administrators, and clerks’ and court administrators’ staff to access and update the JIS, to do legal

research, or for other court business purposes. JIS-owned equipment not used for court business purposes shall be returned to the AOC.

## 1.2 Replacement of Personal Computers, Printers, and Related Equipment

### 1.2.1 Basic Rule

Subject to legislative funding, the JIS provides a one for one replacement of JIS supplied and JIS funded equipment on a five year cycle.

#### COMMENT

*The five year standard was established with the first replacement cycle in 1996. ~~The other branches of state government also use a five year cycle.~~*

### 1.2.2 Reimbursement for Locally Purchased Personal Computers

#### COMMENT

*Because of the nature of the JIS network architecture, which often includes local jurisdictions' area networks, it is often desirable for local jurisdictions to buy and maintain equipment themselves. Therefore, the JIS provides for local purchase of JIS-funded court and county clerk equipment under reimbursement plans. This allows the local jurisdictions to maintain consistent equipment standards and simplifies maintenance.*

1.2.2.1 If a local court or county clerk's office prefers to purchase its replacement computer equipment rather than use that supplied by the JIS, the JIS will reimburse the court or county clerk for the actual cost of the equipment or a specified amount based on current market prices per device, whichever is less.

1.2.2.2 The JIS will not provide maintenance coverage for locally purchased equipment covered by a reimbursement plan.

1.2.2.3 Computer equipment purchased under a reimbursement plan must meet current published JIS minimum standards.

#### COMMENT

*In order to help ensure the efficient delivery of the JIS to the courts and county clerks, the JIS maintains, through the AOC, standards for personal computers. The standards include minimum requirements for processor speed, RAM capacity, hard drives, CD-ROM drives, display, sound, and web browser.*

1.2.2.4 Contractual Inter-agency agreements ~~Local Cooperative Agreements (ICAs)~~ will be used for reimbursements.

## COMMENT

*The JIS Committee approved the use of reimbursements and Inter-Local Cooperative Agreements to implement them on June 21, 1996. The Interlocal Cooperation Act, Chapter 39.34 RCW, provides for and governs the use of such agreements.*

### **1.2.3 Retention of Old Equipment**

Courts and county clerks may keep old JIS-owned equipment after it has been replaced. State inventory tags must be removed from the equipment and replaced equipment becomes locally owned. Repair and maintenance of this equipment is the responsibility of the court or county clerk.

In some instances, older computers may not be able to support up-to-date security controls or requirements. This is due to an inability to upgrade the chipsets or firmware, in order to mitigate newer threats. In such instances, where older hardware is incompatible with current security measures, AOC may disallow or block connection from obsolete devices.

~~The JIS does not allow courts or county clerks to keep old JIS-owned equipment after it has been replaced.~~

~~The retention of old equipment presents several regulatory maintenance, and resource problems. The JIS does not have funds budgeted to maintain such equipment. Moreover, as equipment ages it becomes more difficult to maintain and maintenance services and parts become less available. Because of State of Washington General Administration regulations for disposal of used assets, it is not practicable to simply transfer ownership to a local court or county clerk that would take over the maintenance responsibility. In addition, keeping such equipment in service would require that the JIS expend funds to add capacity to the switching equipment the JIS supplies for network connections.~~

### **1.2.4 New Judges and Employees**

**1.2.4.1** Equipment for court and county clerk staff who were added after a replacement cycle will be provided in the next cycle, provided sufficient funds are available.

**1.2.4.2** Equipment for new judges will be provided at the time judgeships are funded and filled~~created~~, provided sufficient funds are available.

### **1.3 Locally Owned Equipment**

**1.3.1** Courts and county clerks may use locally owned equipment ~~personal computers~~ to access and use the JIS.

1.3.2 ~~An~~ IBM-compatible equipment PC is required for courts and county clerks to ~~connections~~ to and use ~~of the~~ JIS.

#### 1.4 Security and Care of JIS Owned Equipment

1.4.1 Courts and county clerks must exercise due care (1) to ensure that JIS-owned equipment is installed in locations that are secure, and (2) in their use of JIS-owned equipment. The JIS insures equipment against loss and theft. Damage due to negligence is the responsibility of the court or county clerk.

1.4.2 When connecting personal computers and printers to electrical power, courts and county clerks must use surge protectors that meet JIS standards.

#### 1.5 Maintenance of Equipment; Service Calls

1.5.1 The JIS provides maintenance coverage for any JIS-owned equipment (subject to the exceptions identified in these policies).

1.5.2 The JIS pays repair costs for broken JIS-owned equipment and for the resolution of problems related to the JIS provided software when the problem is determined to be caused by defective hardware, or an act of nature (fire, storm damage, etc.). Costs for repairs related to negligence (e.g., damage resulting from spillage, falls, misuse, etc.) are the responsibility of the court or county clerk. Repair costs include parts, travel, and labor costs.

1.5.3 AOC Customer Services handles service calls from courts for JIS-owned hardware. Customer Services will only accept calls from authorized callers (those authorized by court or county clerk management), Site Coordinators, Administrators, or County Clerks.

1.5.4 AOC Customer Services handles service calls from courts and county clerks for court and county clerk-owned equipment when the court or county clerk has a maintenance contract with the same maintenance vendor as the JIS (currently Cascade Computer Maintenance). In such cases, CCM will directly bill the court or county clerk for charges resulting from such calls.

#### COMMENT

*Customer Services recommends that courts and county clerks discuss all hardware issues with their local Information Services departments, if they have one, prior to calling Customer Services for a service call. This will alleviate unnecessary service calls and subsequent billings at the court or county clerk's expense for local network settings that are handled at a local level.*

#### 1.6 Upgrades of JIS Owned Equipment

1.6.1 Unauthorized peripherals (monitors, keyboards, speakers, etc.) may not be attached to JIS-owned personal computers.

COMMENT

*The attachment of such peripherals negates the PC warranty and complicates problem resolution and service provisions.*

- 1.6.2 Unauthorized components (additional hard drives, memory, etc.) may not be installed in JIS-owned personal computers.

COMMENT

*The addition of such components negates the PC warranty and complicates problem resolution and service provisions.*

**1.7 Equipment for Judges**

COMMENT

*Policies for judges' equipment were established by the JIS Equipment Subcommittee on October 13, 1998 and reviewed by the JIS Committee on October 23, 1998. The allocation policy for municipal court judges was established by the JIS Equipment Subcommittee on November 19, 1999. In the original distribution to municipal court judges, the standard was that the court have a minimum annual domestic violence case load of 48 cases, based on 1998 numbers.*

- 1.7.1 Each superior and district court judge and each ~~full-time~~ commissioner employed .5 FTE or more is eligible for one personal computer and one laser printer. ~~Full-time is defined as a .5 or more full time equivalent.~~
- 1.7.2 Judicial officers in Judicial Districts are eligible for one printer per courtroom at each court location.
- 1.7.3 Municipal court judges who are either full-time, or whose courts have a substantial domestic violence caseload, are eligible for one personal computer and one laser printer.
- 1.7.4 Judges' personal computers are eligible for reimbursement contracts ICAs.

**2 NETWORKS & CONNECTIVITY**

**2.1 General**

- 2.1.1 The JIS will provide each court and county clerk with a network connection, including such required equipment as routers and switches, to the JIS systems and data base.

COMMENT

*Historically, the JIS has provided the telecommunications network used to connect the JIS to the courts. The formal policy was approved in a motion adopted by the JIS Committee on June 21, 1996. Originally, the network consisted of dedicated circuits and the proprietary IBM SNA protocol. With the implementation of the TCP/IP protocol it became feasible to use shared network resources, including the state's backbone, the InterGovernmental Network, county and city area networks.*

- 2.1.2** Other criminal justice users may use court network connections, provided no additional costs are incurred to enable their use.

*Shared networks provide benefits both to users (more services are available) and to the JIS (costs are reduced).*

- 2.1.3** Wherever possible, the JIS will use the state's InterGovernmental Network (IGN) to connect to local courts. In such cases, local criminal justice agencies which use the JIS may also use the IGN to connect, provided JIS security requirements are met. In the cases where the connection to a local court uses the IGN, the JIS pays the "anchor tenant" portion of the **DIS** charges. In such cases, counties or cities will be responsible for **DIS** local government connection charges.

COMMENT

*State agencies are DIS charged ~~both state agencies to which~~ use the IGN ~~to deliver~~ production applications ("anchor tenants") and local governments are charged for the connection to IGN. Local charges are usually paid by the county or city government, not the courts or county clerks, and cover usage by all local government agencies.*

- 2.1.4** The JIS will not provide support for the portion of the network connection that involves a local network (i.e., between a router [InterGovernmental Network or JIS supplied] and a ~~hub or~~ switch used to connect devices in a court or county clerk's office).

COMMENT

*This policy was approved in a motion adopted by the JIS Committee on June 21, 1996.*

**2.2 Network Security**

COMMENT

*Court and county clerk, and to some extent, local prosecutor and law enforcement, connections to the JIS are based on the Internet Protocol (IP) over shared networks or, in some cases, dedicated frame relay circuits. This section describes the requirements and architecture for connection to the JIS*

over an IP network using the state InterGovernmental Network, a county or city area network, a dedicated frame relay circuit, a local Ethernet, or a combination. These network architecture requirements are designed to enforce security by isolating JIS traffic from parts of networks where end user devices for non-criminal justice users are attached. In this scheme, courts, county clerks, law enforcement, and prosecutors are considered trusted and may be located in places on the network where JIS traffic is transmitted. Other local agency users ~~are not trusted and~~ may not access the local network ~~from the portions~~ connections dedicated to criminal justice.

- 2.2.1 The IP address assigned to a JIS workstation identifies the workstation and serves to distinguish between authorized and unauthorized workstations (or between secured and unsecured, or trusted and untrusted workstations).
- 2.2.2 When connections are made, courts and county clerks already connected to county or city networks shall retain the IP addresses they have obtained from their counties or cities. Courts and county clerks planning to connect to county or city networks, as well as to JIS, shall obtain subnet addresses from their county or city. AOC will provide a VPN connection in instances where the county or city does not have sufficient resources. ~~, except that, where the county or city does not have sufficient IP addresses, the JIS will provide IP addresses for personal computers and printers used by courts or county clerks to access the JIS. A two week turnaround is required when requesting IP addresses from AOC.~~
- 2.2.3 If the court or county clerk has no external connections to a county or city network, AOC will provide network resources via a VPN tunnel ~~IP addresses will be provided by AOC.~~
- 2.2.4 IP addresses shall be statically assigned to printers used to connect to the JIS. Workstation addresses may be dynamic where approved by AOC technical staff. A network address translator (NAT) may also be used where approved by AOC technical staff.
- 2.2.5 ~~When a county or city network is used to connect a court to the JIS and the network is not switched, the local network shall be segmented to isolate JIS traffic.~~
- 2.2.6 A county or city IP segment connected to the JIS network may consist of court, county, clerk, prosecutor, and/or law enforcement agency workstations. Workstations used by other agencies may not be connected to such segments.
- 2.2.7 Users that are logged onto a JIS resource, by use of a RACF ID and password, may not use unauthorized applications or services that creates a remote connection to another computer or network. Doing so would make available the same access to data and privileges the logged on JIS user has.

to unknown and potentially untrusted individuals. Tools used by technical support personnel to remotely manage computers on their networks are not subject to this requirement. These types of remote sessions take place within the boundaries of the trusted network, and do not create “external” connections.

~~JIS users may not connect computers that are members of the JIS Network to other networks via remote access software or hardware. Remote access applications, designed for this purpose, may not be installed on JIS computers. Modems may not be incorporated into or attached to any personal computer, regardless of whether the JIS or the court owns it, which connects to the JIS via a static IP connection.~~

#### COMMENT

Products like PCAnywhere and Logmein install a product on a personal computer (PC) which continually ping a server. Users can connect to the server and create a tunnel to the PC with minimal credentials. Using a VPN to connect to the county network, and then using Microsoft Remote Desktop Connection, is acceptable, as that utilizes a secure tunnel and full credentials.

~~Remote access software or hardware Dial-up facilities (using software such as PC Anywhere) presents a significant risk to the JIS network and database. They potentially allow third parties to access a JIS user’s PC and thereby the JIS itself.~~

~~**2.2.8** Modem pools may be connected to a local network used by JIS workstations on a case by case basis with the approval of the AOC. The local jurisdiction shall provide to the AOC the details of the security protection for such modem pools. AOC shall review such security schemes and approve the use of such modem pools only if the security is adequate.~~

~~Modem pools attached to local networks present similar significant risks as modems incorporated into or attached to personal computers. However, because modem pools may be secured against such risks, their use is permitted subject to a security review.~~

#### **2.2.8 Wireless Networks**

#### COMMENT

Because of the high risk of unauthorized access, this policy is designed to govern the use of wireless LANs for JIS access, except for public access subscribers. A wireless LAN could circumvent the network security architecture prescribed in this section. Unless there is stringent local network security that specifically addresses wireless LANs, it is easy to install an unauthorized wireless LAN and attach it to a local network without detection.

*Without proper security, it is also easy for unauthorized users to connect through a wireless LAN even if it is authorized.*

- 2.2.8.1** The AOC, at its discretion, may approve connections from personal computers on wireless networks, or on networks that include wireless segments provided the agency responsible for the wireless network certifies in writing that it has done the following:
  - 2.2.8.1.1** Complied with AOC standards for wireless networks.
  - 2.2.8.1.2** Establish, document, and communicate wireless access security practices within the agency.
  - 2.2.8.1.3** Implement a program to perform ~~an~~ audits ~~at on-a~~ regular intervals basis ~~for the purpose of locating and removing in order to locate any~~ rogue wireless devices.
- 2.2.8.2** Agencies approved access from wireless networks or networks including wireless segments shall certify at least once every two years to the AOC, in writing, that they are adhering to these wireless policies and applicable AOC technical standards. AOC may routinely monitor for unauthorized wireless devices, by use of network Host Intrusion Detection Systems (HIDS), and physical wireless surveys.
- 2.2.8.3** If the AOC implements a wireless network, it must comply with the requirements of this section.
- 2.2.8.4** Public access subscribers are not subject to policies on wireless networks.

#### COMMENT

*Public access subscribers do not have access to confidential data and use Secure Sockets Layer (SSL) for encryption. In addition, public access subscribers will have to pay for any unauthorized transactions. It is up to them to control and police their networks.*

### ~~2.3~~ **Dial Up Access**

~~2.3.1~~ ~~On request, judicial officers may be enabled for dial in access to the JIS.~~

## **3 SOFTWARE**

### **3.1 Software on JIS Owned Equipment**

- 3.1.1** The JIS will supply the operating system and a TN3270 terminal emulation program for all JIS-owned personal computers.

COMMENT

*For PCs supplied by the JIS, the JIS provides software essential to operating the PC and obtaining JIS services. The JIS provides a Microsoft Windows operating system, which includes the Internet Explorer web browser.*

*Because JIS legacy systems use 3270 terminal protocols, a TN3270 client is required to access them in the IP environment. ~~The TN3270 client the JIS currently provides is Seagull Software Bluezone.~~*

*The JIS ~~provides a limited number of licenses for Brio (see Section 3.1.3, below) but~~ does not provide anti-virus checkers or other software. Because of the need to constantly update such products virus checkers, it is not feasible for the JIS to supply them. All courts and county clerks, including those which use JIS-owned equipment, are strongly advised to acquire and install anti-virus software checkers.*

- 3.1.2** The JIS will supply a TN3270 terminal emulation program for any personal computer owned by a local court or county clerk and used to perform court work on the JIS.

COMMENT

*For court and county clerk-owned PCs, the JIS provides the software essential to obtaining JIS services. However, because the operating system is so closely associated with the PC, it is the responsibility of the PC owner to provide it, including the web browser. The JIS does not provide virus checkers or other software.*

**3.1.3 — Brio**

~~*Allocations of Brio licenses are based on funds available to buy and maintain the licenses.*~~

- ~~**3.1.3.1** Superior Courts are allocated three copies per court -- two copies for the clerk, one for the administrator. The clerk and administrator may also agree on a different distribution.~~

- ~~**3.1.3.2** Juvenile Courts are allocated three copies per court.~~

- ~~**3.1.3.3** Courts of Limited Jurisdiction are allocated one copy per court and, if additional copies are available, may obtain them on a first-come first-served basis.~~

**3.1.3 Court-Provided Software**

- 3.1.3.1** Courts and county clerks may install software (e.g., word processors, spreadsheets, etc.), provided they hold a valid license for it, on JIS-owned

personal computers, except for those personal computers used for the Judicial Receiving System (JRS).

- 3.1.3.2** Courts and county clerks may replace the operating system on JIS-owned personal computers with a system that meets the current JIS standard.

COMMENT

*The AOC recommends that courts and county clerks not replace the operating system on JIS-owned PCs. The current standard requires a Microsoft Windows operating system. The AOC encourages the use of reimbursement funds during equipment replacement projects if other than standard AOC-issued operating systems are required.*

- 3.1.3.3** Courts and county clerks are responsible for ~~bear the risk of~~ any problems associated with any locally installed software, and therefore, are liable for any maintenance costs related to incidents or outages caused by such products ~~it~~.

- 3.1.3.4** JIS users may not use software that allows remote viewing of, control of, or access to any personal computer that connects to the JIS. Courts and county clerks may allow their county and city information services providers to remote control PCs when required for technical support, and the user is notified that the remote control is happening.

COMMENT

*Programs such as GoToMyPC that allow remote access of a personal computer present a significant security risk because of the potential ease of access by third parties when a user's PC is enabled for remote access. At the same time user technical support services need to be able to use programs such as Microsoft SMF for PC and software maintenance and troubleshooting.*

**3.2 Software Requirements for Use of the JIS**

- 3.2.1** Windows users' browsers must be maintained at a version not older than the oldest version supported by the vendor ~~Internet Explorer 5.5 or higher~~. AOC may set more specific standards for browsers, applications and plugins, based on known usability and security issues.

COMMENT

*For example, if a user has Internet Explorer (IE) version 5.5, and Microsoft no longer provides updates for IE versions below version 9.0, the browser must be upgraded at local cost to at least version 9.0.*

- 3.2.2** Cookies must be enabled in browser properties.

**4 SECURITY**

## **4.1 Access Rules**

### **4.1.1 Access To The JIS**

Except for public access programs such as JIS-Link and the Washington Courts ([www.courts.wa.gov](http://www.courts.wa.gov)) Internet website, access to the JIS computer systems is restricted to authorized personnel who have been assigned a JIS user account. For courts and county clerks, JIS Site Coordinators, under the direction of the county clerk or court administrator, are authorized to assign JIS accounts to individual court or county clerk employees. Such assignments shall be based on each employee's work responsibilities and business need for access and other privileges.

### **4.1.2 Update Privileges**

Information in the JIS database may be updated by court and county clerks' office personnel only. All others shall be restricted to read-only access.

### **4.1.3 Court User IDs**

Courts and county clerks may assign user IDs to their employees only. Only court employees may have court level access and update privileges associated with court user ids.

### **4.1.4 User Account Deactivation**

It is the responsibility of the site coordinator to deactivate an employee's user account (user id and password) upon termination of the employee's employment. Such deactivation must be done at the time the employee last leaves the court or clerk's office premises, regardless of when the employee actually leaves the payroll.

### **4.1.5 User Responsibilities**

Users shall respect the privacy of other JIS network users and the integrity of their data. Users shall not seek information on other users; obtain copies of or modify files, other data, or passwords belonging to other users; or represent themselves as another user.

### **4.1.6 Password Locked Screensavers**

Password locked screensavers shall be used on all personal computers connected to the JIS from the courts, or connected to the AOC network and must be set to initiate the screensaver no more than 15 minutes after the last use.

#### **COMMENT**

*This control is necessary to support guidance set forth in section 4.4.1.3 of this*

*policy. JIS connected computers will be configured in such a way that court users cannot change or disable this setting.*

- 4.1.6.1** Password Locked Screensavers provide a critical safeguard and may not be disabled. However, in certain instances where business practices are sufficiently impacted, the 15 minute time limit may be extended. The AOC ISD Director will consider such extension requests on a case-by-case basis, and make the final determination after performing a thorough business impact and security analysis.

#### **4.1.7 Reporting Misuse**

Any JIS user who suspects misuse of his/her user account or workstation shall report such incidents to the JIS Site Coordinator. Site Coordinators shall report such incidents to AOC Customer Services.

#### **4.1.8 Confidentiality Agreements**

An employee of a court or county clerk's office may access the JIS only if he or she has signed a confidentiality agreement in a form approved by the AOC. Employees of courts or county clerks' offices shall review the confidentiality agreement annually.

#### **4.1.9 Access bBy Vendors, Contractors, and Staff of Local Information Technology Departments**

Vendors, contractors, and staff of local information technology departments may be granted security privileges for access to non-public data in the JIS if such access is needed in order to develop or maintain an information system for a court or the AOC. Such access shall be governed by written agreements between the AOC, the court or county clerk, and the vendor, contractor, or local information technology department. Such contracts shall require the employees of the vendor, contractor, or local information technology department to sign a confidentiality agreement, and for the court or county clerk to keep the signed copies and to certify to the AOC that such agreements have been executed.

#### **4.2 Passwords**

##### COMMENT

*Passwords are an essential part of the JIS security. This section contains basic rules for passwords based on standards developed by the National Institute of Standards and Technology (NIST) and which are generally accepted best practices. Passwords are often the most vulnerable component part of an organization's security strategy scheme. Because they are subject to many kinds of attacks and are dependent on user behavior, strong*

passwords, that are changed frequently, are required. See, for example, such sources as *NIST's Implementation Checklists*; *NIST Special Publication 800-53, Recommended Security Controls for Federal Information System*; *Federal Information Processing Standards Publication 112, Standard for Password Usage*; and *Gartner's Best Practices for Managing Passwords*.

- 4.2.1 User access to the JIS and to judicial branch networks is regulated through the use of user id's and passwords. User id's and passwords shall be assigned to individuals only. Group, or "generic" user accounts and credentials are not authorized for this purpose.
- 4.2.2 Each user is responsible for maintaining the confidentiality of his or her password and shall not reveal the password to anyone.
- 4.2.3 User id's and passwords shall not be shared.
- 4.2.4 Passwords shall not be recorded on paper or maintained in clear text files.
- 4.2.5 The JIS requires the use of passwords which have the following characteristics:
  - 4.2.5.1 Passwords must be exactly of 8 characters long.
  - 4.2.5.2 Passwords must contain at least one upper case letter, one lower case letter, and one numeral. Passwords may contain special characters that are compatible, as determined by AOC alphabetic and one numeric character.
  - 4.2.5.3 Passwords must not contain the user's login name, or any part of their full name.
- 4.2.6 JIS security software shall enforce the requirements for passwords and the following business rules:
  - 4.2.6.1 Passwords must be changed at least every 90 days.
  - 4.2.6.2 The last 10 passwords used by an individual must be unique.
  - 4.2.6.3 After five attempts to log in with an incorrect password, the user id must be revoked and the user must place a call to AOC Customer Services to reinstate the account.
- 4.3 **Control of Public Access Terminals**
  - 4.3.1 Public access terminals connected directly to the JIS must meet the access rules established by AOC. Public Access terminals connected to city or county networks and/or the IGN must meet the rules established for those networks as well as AOC.

**4.3.2** Public access to the JIS from a court may be provided only from a PC dedicated to public access and set up for that purpose. Such PCs must meet standards for public access terminals established by the AOC.

**4.3.3** Courts and county clerks shall employ only public access user ids (designed for public access) when logging into the JIS personal computers used as public access terminals. Other court or county clerk user ids may not be used on public access PCs. ~~All p~~Public access logons shall have be read only privileges.

#### **4.4 Access to the AOC Network**

##### COMMENT

*The “AOC Network” is the group of interconnected Local Area Networks (LANs) used by the Supreme Court, Court of Appeals and AOC. It is the home of the JIS mainframe and servers. This policy section applies to all appellate court and AOC employees, contractors, consultants, temporary employees, and anyone else, including those affiliated with third parties, who accesses the AOC network. This section applies to access to the AOC network from personal computers on the network itself and to implementations of remote access that allow direct access to the AOC network from outside the AOC network. The Infrastructure Department has responsibility for monitoring access and for establishing procedures and technical standards. Requests for access to the AOC network must be made by submission to AOC Customer Services of a completed Network Access Request (NAR) form. The AOC Network Access Request form will denote authorization levels, which will vary depending on applicant and access purpose.*

#### **4.4.1. General Policy on Access to the AOC Network**

##### COMMENT

*These policy sections apply to all access and requests to access the AOC network regardless of whether the access is from a personal computer connected directly to the network or from a personal computer connected to the network from ~~at~~ a remote location ~~not on the network~~.*

**4.4.1.1.** Approved AOC and appellate court employees and authorized third parties (consultants, vendors, etc.), when authorized by an appropriate authority, may be granted access to the AOC network:

- from personal computers directly connected to the network; and/or
- from personal computers using a secure remote access connection.

4.4.1.2. AOC employees may be authorized by their immediate manager, department manager, or the AOC Employee Services Section. Third parties under contract to the Administrative Office of the Courts may be authorized by the manager responsible for the contract. Supreme Court employees or third parties under contract to the Supreme Court may be authorized by a justice or department head. Court of Appeals employees or third parties under contract to the Court of Appeals may be authorized by a judge or the clerk of their division.

4.4.1.3. Access is controlled by user id and password authentication. Each user must have a unique account. Shared accounts are not permitted. The password must comply with Section 4.2 of this policy.

Once a user has successfully logged onto a computer connected to the JIS, they may not leave that computer unattended without first logging off or locking the terminal. This action is necessary to avoid unauthorized access to JIS data and preserve the integrity of security logs.

4.4.1.4. All users are subject to audit of their use of the network.

4.4.1.5. AOC network access for non-AOC or appellate court personnel is limited to the network resources to which they need access.

~~4.4.1.6. Users of the AOC network may use only AOC supplied or approved services to send and receive email. AOC mail servers provide numerous security mechanisms to combat malicious attachments and phishing attempts, and avoid unauthorized access to JIS and user information. To prevent the infiltration of viruses and other malicious software the AOC shall block access to other email services.~~

#### 4.4.2. **Secure Remote Access to the AOC Network**

##### COMMENT

*These policy sections regulate remote access from personal computers not directly connected to the AOC network. The typical user is an employee connecting from home. **By using remote access technology with personal equipment, users must understand that their machines are a de facto extension of the AOC network, and as such are subject to the same rules and regulations that apply to AOC owned equipment. This means their machines must be configured to comply with all relevant security policies and requirements.***

*Secure remote access is a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, and installing any required software. Secure remote access is an IP (Internet Protocol) only resource. Other protocols are not supported.*

- 4.4.2.1** Remote access users will be automatically disconnected from the AOC network after thirty minutes of inactivity. The user must then logon again to reconnect to the network. Devices or applications, designed to generate false activity, in order to keep the connection from timing out, Artificial network processes may not be used ~~to keep the connection open~~.
- 4.4.2.2** Violation of this policy may result in termination of service. Contracts with individuals and organizations who need secure remote access shall specify that the AOC or other judicial branch contracting entity may terminate the contract in the event of a violation of this policy.
- 4.4.2.3** If any suspicious activity is detected, the AOC may terminate a user's access without notice and, at its discretion, not reinstate access until the issue has been identified and resolved.
- 4.4.2.4** Users must comply with applicable AOC Infrastructure policies, procedures and technical standards.
- 4.4.2.5** Users requesting secure remote access must certify that they have read and understand this policy and applicable AOC Infrastructure policies, procedures and technical standards.
- 4.4.2.6** It is the responsibility of the employee or organization with secure remote access privileges to ensure that unauthorized users are not allowed access to AOC secure network.
- 4.4.2.7** All remote access gateways will be set up and managed by AOC Network Operations staff. User created gateways are not permitted on the secured network.
- 4.4.2.8** All computers remotely connected to AOC secure network must use up-to-date virus-scanning software with the most recent virus definitions. Computers or devices connected to AOC may require local installation of AOC supplied client software to monitor and enforce AOC security policies and practices.
- 4.4.2.9** The remote access user must keep the security patches up to date for the operating system of any personal computer used to connect to the AOC network ~~up to date~~. Computers or devices connected to AOC may require local installation of AOC supplied client software to monitor and enforce AOC security policies and practices.

- 4.4.2.10 Users of computers that are not the property of AOC must configure the equipment to comply with this policy and AOC Infrastructure security policy and technical standards.
- 4.4.2.11 Only AOC approved applications and procedures may be used to remotely access the AOC network ~~by remote access users~~.
- 4.4.2.12 Users of remote access services are responsible for the procurement and cost associated with acquiring basic Internet connectivity and for resolving any associated service issues.

## 4.5 Data Security

### COMMENT

The JIS contains sensitive and confidential information, including personally identifiable information (PII). PII is any information about an individual maintained by an agency that can distinguish or trace an individual's identity, or can create a link to an individual. Examples may include date of birth, place of birth, social security number, address, mother's maiden name, financial account numbers, credit card numbers, medical information and educational information. To ensure the security of sensitive and confidential information in JIS, personally identifiable information must only be contained in the appropriate part of the system. Personally identifiable information in inappropriate areas of JIS, such as text fields, are vulnerable to access by those not authorized to view the information.

- 4.5.1 No JIS users shall enter social security numbers into the Judicial Information System. Employer identification numbers may be entered for the purpose of reporting interest earned on accounts held in trust pending the outcome of a case.
- 4.5.2 The Judicial Information System will not contain social security numbers. Employer identification numbers are permissible for the purpose of reporting interest earned on accounts held in trust pending the outcome of a case.
- 4.5.3 Personally identifiable information in JIS shall only be in the fields identified for that information. Personally identifiable information shall not be contained in any other part of the JIS.

## **5 ON-LINE AND OTHER SERVICES**

### **5.1 Access to Westlaw**

The JIS provides no cost access for judicial officers and to court, county clerks' offices and judicial branch employees who need to do legal research to a standard set of Westlaw databases.

## 5.2 Email

### 5.2.1 Email for Judicial Officers

#### COMMENT

*These policies on email for judges were established by the JIS Equipment Subcommittee on October 13, 1998 and reviewed by the JIS Committee on October 23, 1998.*

5.2.1.1 The JIS provides email addresses and email client software to judicial officers who do not have county or city addresses.

5.2.1.2 The JIS provides email addresses to judicial officers who have county or city email services, and who are concerned about local policies that give control of email to the executive branch, or where local security of email is not adequate.

### 5.2.2 Listservers

5.2.2.1 The JIS provides a listserv~~er~~ to facilitate sending and receiving email to designated groups, such as judicial branch and association committees.

## ~~5.3 The Internet~~

~~5.3.1 The JIS does not provide Internet access for trial courts or county clerks.~~

~~5.3.2 Judges may access the JIS via the Internet.~~

## 5.3 The Extranet (Inside.Courts.Wa.Gov)

5.3.1 Access to the extranet is restricted to judicial officers, county clerks and their staffs, court employees, and other employees of the judicial branch.

5.3.2 Access to the extranet may be granted by the AOC Information Services Director on a temporary basis to city and county information technology department employees, or others in local government if it is necessary to perform services for the judicial branch or a court.

## 5.4 ~~Data Warehouses and Direct Access to the JIS Database~~

#### COMMENT

*The data warehouse is a central repository of court data. Court data is uploaded nightly to the JIS data warehouse.*

5.4.1 In all cases governed by Section 5.5, access will be appropriate to the user's case level security.

5.4.2 Courts and county clerks will be granted access to the JIS data warehouse using AOC supplied and maintained query software.

5.4.3 Requests for access to additional data elements must be submitted to AOC Customer Services.

~~5.4.1 Courts and county clerks will be granted access using AOC supplied query software to data warehouses containing JIS data.~~

~~Currently, the query software for the data warehouse is Brio Insight. The policy on the allocation of JIS-funded Brio licenses is in Section 3.1.3. The existing data warehouse contains limited jurisdiction court data only. Therefore, county clerks have been enabled to have direct access as provided in Section 5.5.2.~~

~~5.4.2 A court's or clerk's information technology staff, a local jurisdiction's information technology department, a vendor, or contractor may be granted direct access to the JIS database if the court or clerk approves the request in conjunction with services provided to the court or clerk to develop or maintain an information system.~~

~~Currently, direct access shall be through the use of ODBC (open data base connectivity). In the future, direct access to the production database will likely be replaced by access to an operational data store, which would be a duplicate of the production database.~~

~~The policy on Access By Vendors, Contractors and Staff of Local Information Technology Departments is in Section 4.1.9.~~

~~5.4.3 In all cases governed by Section 5.5, access will be restricted to the data related to cases filed in the local jurisdiction.~~

~~5.4.4 Data elements available via direct access will be controlled by AOC using database views. A court or county clerk who wants access to additional data must submit a change request.~~

~~5.4.5 The AOC shall provide a standard form contract for direct access arrangements that involve non-court entities such as local information technology departments, contractors, or vendors. Such contracts shall specify requirements for the protection and non-disclosure of confidential information as provided in Section 4.1.9.~~

## 6 USE OF CUSTOMER SERVICES

6.1 AOC Customer Services provides assistance to courts, county clerks, criminal justice and other public agency users, ~~and JIS-Link general subscribers.~~ It

does not provide assistance to third-party clients of JIS-Link subscribers and does not provide phone training in the JIS-Link application.

- 6.2 Only designated users may place calls to Customer Services. Designated users include judicial officers, including judges, county clerks, court administrators, and site coordinators, and court staff who are designated by their administrator as authorized callers.~~may place calls to Customer Services.~~

## 7 IMPLEMENTATION OF COURTS AS JIS USERS

### COMMENT

*This section reflects the notion that the JIS cannot provide resources unless its budget contains funding for them. New municipal courts are typically established outside of state budget cycles. The JIS does periodically plan and budget for implementation of existing non-JIS courts.*

### 7.1 Newly Established Municipal Courts

- 7.1.1 The JIS will not supply end-user equipment (printers or personal computers).
- 7.1.2 Courts must acquire and use equipment which meets current JIS standards.
- 7.1.3 The JIS will provide equipment or reimbursement in future replacement cycles.
- 7.1.4 The JIS will provide network connections as described under “networking,” above.
- 7.1.5 The JIS will provide training and implementation services to the extent resources are available.
- 7.1.6 The JIS will provide limited telephone assistance on equipment and implementation issues.

### 7.2 Existing Courts Which Join JIS

- 7.2.1 The JIS will provide a full set of end user equipment at no cost to courts which join during AOC programs to add courts.
- 7.2.2 The JIS will provide a single set of equipment (PC and printer) at no cost to Courts which join at other times.
- 7.2.3 Equipment courts acquire and use must meet current JIS standards.
- 7.2.4 The JIS will provide equipment or reimbursement in future replacement cycles based on current allocation rules.
- 7.2.5 The JIS will provide network connections as described under “networking,” above.

## 8 NEW COURT OR COUNTY CLERK FACILITIES

### COMMENT

*This policy section reflects the notion that relocation decisions are made locally and therefore the local court should be responsible for their impacts.*

*Relocation requires coordination and advance planning with the AOC. The AOC requires eight weeks in advance notice so that appropriate connectivity can be established.*

- 8.1 The JIS will not pay for the cost to relocate equipment and wiring.
- 8.2 The JIS will provide standard category 5 wire to courts needing such wire.
- 8.3 The JIS will be responsible for any required relocation of network connections.
- 8.4 The JIS does not provide equipment for additional new locations of existing JIS courts.

## 9 SUPPLIES

### COMMENT

*Historically, the JIS has supplied standard form paper and ribbons for printers dedicated to printing reports from JIS. The JIS has not supplied or paid for forms unique to a court, or for supplies related to laser printers which may be used for non-JIS purposes.*

- 9.1 The JIS will supply standard form printer paper and ribbons for impact and dot matrix printers in the courts.
- 9.2 The JIS does not supply or cover the cost of special forms.
- 9.3 The JIS will not supply or cover the cost of toner, paper, or photo conductors for either court owned or JIS-owned laser printers.
- 9.4 The JIS will not replace batteries in laptops supplied to the courts.

## 10 JIS APPLICATIONS

### 10.1 Requests for JIS Application Service Change Management

- 10.1.1 Change Routine requests involving application access, use, security, or data quality must will be submitted through AOC Customer Services categorized according to the following scheme and will be managed by AOC.

<b>Request Category</b>	<b>Time to Respond</b>	<b>Time to Resolve</b>
<del>Emergency Application Access (Problems with a database, communication lines, system releases, and other activity that impair the use and access to any judicial application and resource)</del>	<del>Level 1 (1 to 48 hours)</del>	<del>Level 1 (1 to 48 hours)</del>
<del>Security (Identified or possible breaches in authorized access to the system by court staff or other application users, changes to increase or decrease authorized access to any judicial application and resource)</del>	<del>Level 1 (1 to 48 hours)</del>	<del>Level 2 (1 to 72 hours)</del>
<del>Data Quality (Problems caused by corrupt, inconsistent, or erroneous data entered by application user or errors caused by application)</del>	<del>Level 3 (24 hours to 1 week)</del>	<del>Level 4 (2 weeks to 1 month)</del>
<del>Business Policy and Practices (Identifies policies and practices that degrade efficiency in judicial processes and the operation of an application)</del>	<del>Level 4 (2 weeks to 1 month)</del>	<del>Level 5 (Up to 2 months or more)</del>
<del>Application Enhancements (New or enhanced features and functionality to the judicial application)</del>	<del>Level 2 (1 to 72 hours)</del>	<del>Level 5 (Up to 2 months or more)</del>
<del>Legislative Mandates (Changes required by law)</del>	<del>Level 1 (1 to 48 hours)</del>	<del>Level 5 (Up to 2 months or more)</del>

~~10.1.2 Level 1-3 requests are generally handled by AOC working with courts and involves no committee participation. Level 4 and 5 requests require AOC to coordinate with courts, committees, and other external agencies.~~

~~10.1.2 Requests involving business policy and practices, application enhancements or replacement, legislative or court rule mandates, and non-emergency data requests quality problems must be submitted through the IT Governance Portal to the JIS Advisory Committee and follow the IT Governance Framework and JIS IT Governance Policy, approved by the JISC JIS Change Request Guidelines.~~

## **10.2 Alternative Custom Local Systems, Interfaces, Reports and Services**

**10.2.1** The JIS provides case management automation to courts and maintains a statewide network providing access to the JIS database. To implement this, the JISC selects and provides equipment and services. The JISC plans for, implements, and supports case management applications that provide baseline functionality to the courts of Washington State. The JISC acknowledges that some courts desire alternative services and/or applications to meet their local needs. Courts that implement alternative applications or services are responsible for the costs of acquiring, developing, implementing, and maintaining such systems.

For those courts that do not use the statewide vendor solution as chosen by the Judicial Information Systems Committee, Judicial Information Systems account funds may not be allocated for (a) the costs to meet the data collection and exchange standards developed by the Administrative Office of the Courts and the Judicial Information Systems Committee, and (b) the costs to acquire, develop, implement or maintain alternative court case management systems.

**10.2.24** Access to JIS systems will only be through AOC-supported data exchange methods. Courts may create their own custom user interfaces, reports or services (including data exchanges) consistent with the standard JIS application programming interfaces (API's) for business services or the JIS enterprise data warehouse.

**10.2.32** Custom extensions developed to meet local needs do not require JIS Committee approval and will receive no JIS support.

## Comments on Rule 13 and JIS General Policy 10.2

*Rich Johnson:*

I would suggest leaving the rule as in tact as possible and make reference to compliance with JIS policy 10.2. I support the approach discussed at JISC to set policy through JISC policy as opposed to by rule. That gives the committee more control of the environment and facilitates changes over time without having to go through a rules committee.

*Joan Kleinberg:*

Regarding JISC Rule 13: I appreciate the fact that JIS may require more than 90 days to approve a proposed system; however, a requirement that notice be provided 12 months prior to acquisition requires cities and counties to work out the details of the system in order to give meaningful notice to JIS and then put the vendor on hold until approval is issued. I question (without a strong opinion one way or the other) whether a 12 month notice period is workable in terms of how technology acquisition occurs.

*Judge Steve Rosen:*

What happens when the data standards are passed or changed? How long will courts have to comply with the new standard? The time frame should be spelled out somewhere.

What happens to legacy systems that cannot exchange data with AOC because AOC hasn't built the exchange yet? Do Pierce and King County and various cities lose funding immediately? What happens if an exchange is not available within 5 years (I'm referencing the first FAQ here)? It seems fundamentally unfair to have jurisdictions with legacy systems financially punished for decisions made many years ago.

*Aimee Vance:*

### Proposed Rule 13

#### RULE 13 ALTERNATIVE ELECTRONIC COURT RECORD SYSTEMS

(a) An "electronic court record system" is any electronic court records technology system that is the source of statewide court data identified in the JIS Standards for Alternative Electronic Court Record Systems.

(b) All alternative electronic court record systems must receive the approval of the Judicial Information System Committee.

~~(b)~~(c) Notice of the proposed development of an alternative electronic court record system must be provided to the Judicial Information System Committee and the Administrative Office of the Courts 12 months prior to the purchase or acquisition of software or services.

~~(c)~~(d) Alternative electronic court record systems must comply with the JIS Standards for Alternative Electronic Court Record Systems. These standards must be met in order for a court with an alternative electronic court record system to continue to receive Judicial Information Systems (JIS) account funding or equipment and services funded by the account.

*Barb Miner:*

We appreciate the new proposed versions of the rule and policy. Here are proposed edits from the King County Superior Court and Clerk's Office. We are happy to discuss these further with you, should you have any questions or want more information.

Barbara Miner

On behalf of the King County Superior Court and Clerk's Office

Proposed Rule 13

RULE 13 ELECTRONIC COURT RECORD SYSTEMS

- (a) An "electronic court record system" is any electronic court records technology system that is the source of statewide court data identified in the JIS Standards for Alternative Electronic Court Record Systems.
- (b) ~~All electronic court record systems must receive the approval of the Judicial Information System Committee.~~ Notice of the proposed development must be provided to the Judicial Information System Committee and the Administrative Office of the Courts ~~12 months~~ 90 days prior to the commencement of such projects ~~purchase or acquisition of software or services.~~
- (c) Alternative electronic court record systems must comply with the JIS Standards for Alternative Electronic Court Record Systems. These standards must be met in order for a court with an alternative electronic court record system to continue to receive Judicial Information Systems (JIS) account funding or equipment and services funded by the account.

**10.2 Alternative Custom Local Systems, Interfaces, Reports and Services**

**10.2.1 The JIS provides case management automation to courts and clerks and maintains provides a statewide network providing access to the JIS database. To implement this, the JISC selects and provides equipment and services. The JISC plans for, implements, and supports case management applications that provide baseline functionality to the courts of Washington State. The JISC acknowledges that some clerks and courts desire alternative services and/or applications to meet their local needs. Courts and clerks that implement alternative applications or services are responsible for the costs of acquiring, developing, implementing, and maintaining such systems.**

**For those courts and clerks that do not use the statewide vendor - provided solutions as chosen by the Judicial Information Systems Committee, Judicial Information Systems account funds may not be allocated for (a) the local costs to meet the data collection and exchange standards developed by the Administrative Office of the Courts and the Judicial Information Systems Committee, and (b) the costs to acquire, develop, implement or maintain alternative court case management systems.**

**10.2.21 Access to JIS systems will only be through AOC-supported data exchange methods.** Courts may create their own custom user interfaces, reports or services (including data exchanges) consistent with the standard JIS application programming interfaces (API's) for business services or the JIS enterprise data warehouse.



WASHINGTON STATE  
ASSOCIATION OF  
COUNTY CLERKS

**Ruth Gordon, President**  
Jefferson County Clerk  
P.O. Box 1220  
1820 Jefferson Street Room 210  
Port Townsend, WA 98368  
360-385-9128

October 8, 2014

Hon. Justice Mary Fairhurst, Chair  
Judicial Information s Committee  
Administrative Office of the Courts  
P.O. Box 41170  
Olympia, WA 98504-1170

In RE: Comments on Proposed JICSR 13, Proposed Policy 10.2

Dear Justice Fairhurst,

Thank you for the opportunity to comment on the proposed change to JISC Rule 13 and Policy 10.2.

In regard to JICSR 13, the Clerks' Association would support leaving the rule as it is currently formulated.

In regard to Policy 10.2, the a phrase in the first sentence in the second paragraph gives us some concern:

“...do not use the statewide vendor-provided solution as chosen by the Judicial Information Systems Committee....”

There should be no ambiguity as to the right of any court that uses Tyler Odyssey as their case management system to continue to receive JIS funding in support of their electronic court record systems functions. The vendor-provided solution includes functionality that was outside the scope of the original project and we strongly believe that courts that do not use the additional functionalities should in no way be penalized for their decisions in regard to whether they opt to use all the functionalities the COTS provides, or just the case management functions the original RFP included. Accordingly, we are proposing alternate language for the committee's consideration.

With respect,

*Ruth*

Ruth Gordon  
WSACC President  
Jefferson County Clerk

cc: WSACC Members

Current Rule 13

RULE 13 LOCAL COURT SYSTEMS

Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval.

Proposed Rule 13

~~RULE 13—ELECTRONIC COURT RECORD SYSTEMS~~

~~(a) An “electronic court record system” is any electronic court records technology system that is the source of statewide court data identified in the JIS Standards for Alternative Electronic Court Record Systems.~~

~~(b) All electronic court record systems must receive the approval of the Judicial Information System Committee. Notice of the proposed development must be provided to the Judicial Information System Committee and the Administrative Office of the Courts 12 months prior to the purchase or acquisition of software or services.~~

~~(c) Alternative electronic court record systems must comply with the JIS Standards for Alternative Electronic Court Record Systems. These standards must be met in order for a court with an alternative electronic court record system to continue to receive Judicial Information Systems (JIS) account funding or equipment and services funded by the account.~~

~~NOTE~~

~~S: 1.—The JISCR 13 definition of “electronic court record system” refers to the definition of “statewide court data” in the JIS Standards for Alternative Electronic Court Record Systems. Here is that definition, for reference:~~

~~“Statewide court data” refers to data needed for sharing between courts, judicial partners, public dissemination, or is required for statewide compilation in order to facilitate the missions of the Washington Courts, justice system partners, and the AOC.~~

~~2.—The titles of the Standard and Implementation Plan, and all references, will be changed to “Alternative Electronic Court Record Systems” to be consistent with the new JISCR 13 language.~~

**10.2 Alternative Custom Local Systems, Interfaces, Reports and Services**

**10.2.1 The JIS provides case management automation to courts and maintains a statewide network providing access to the JIS database. To implement this, the JISC selects and provides equipment and services. The JISC**



## **King County**

**District Court**  
**Office of the Presiding Judge**  
W1034 King County Courthouse  
516 Third Avenue  
Seattle, Washington 98104  
Telephone: (206) 477-1720  
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**The Honorable Corinna Harn**  
**Chief Presiding Judge**

**Othniel Palomino**  
**Chief Administrative Officer**

October 7, 2014

Justice Mary E. Fairhurst  
Washington State Supreme Court  
P.O. Box 40929  
Olympia, WA 98504-0929

**Subject: Rule 13 and Policy 10.2 Comments**

Dear Justice Fairhurst:

Thank you for the opportunity to provide input with regard to Rule 13 and Rule 10.2

We seek the support of AOC and the JISC for the legitimate and necessary efforts of all courts to meet their obligation to provide court services in a fair, effective and efficient manner. As AOC does not have the band-width to move all levels of courts forward at this time, we ask that AOC and the JISC support those jurisdictions that have found the resources to make improvements in their service delivery, as any improvement to a part of the system will ultimately help to improve the entire system. To the extent that Rules 13 and 10.2 hinder such improvements they are not in the best interests of public safety or quality court services. We are concerned that these rules are too far reaching and will negatively impact justice in the State of Washington.

AOC has said that it opposed the legislature's proviso that limited funding for Superior Courts if they did not use the state-wide system. Rule 10.2 has the effect of expanding the proviso to courts of limited jurisdiction. Even the legislature did not include those courts for whom there still is no effective new case management system available through AOC. We suggest that AOC and the JISC should continue to do what they can rectify the impacts of the legislature's proviso, rather than

expanding it to courts with no current state-funded alternatives other than DISCIS. We also strongly urge you to support all courts by providing the means for effective and efficient data exchange for every court regardless of whether it must continue to struggle with the limitations of DISCIS because it lacks the resources to make improvements or it is able to develop or purchase alternative enhanced systems.

With regard to the JISC approval of alternative case management systems, Rule 13 gives no clarity of what the JISC would be expected to consider, except that the system must meet the JIS Standards for Alternative Court Records Systems. Are there other requirements for receiving approval? If yes, those should be clear from the inception. Even if just the JIS Standards for Alternative Court Records systems would have to be met, those as well are troubling and need further consideration. Most important, when attempting to promote data exchange, is to insure that the users can effectively and efficiently use the system. If it is too complicated, unclear, cumbersome and expensive it is not likely to be successful. While we understand that AOC and the JISC believe that they must develop standards for the legislature, we encourage AOC and the JISC to take the time to test and work through why those standards are being required, what impacts they will have, and whether those or other standards would be better or more effective. The courts have only had a limited time to provide feedback on the standards (and we will be sending what we can by separate letter). There has been not enough time or opportunity to flush out and consider the proposed standards. More time is needed before they become effective and time is not of the essence until there is a data hub which can handle the data.

King County District Court continues to express its willingness to work together with AOC and other courts in all areas; particularly to improve public safety through technology. We understand that AOC is unable to provide a state-wide case management system for courts of limited jurisdiction until after it has completed the implementation of the Superior Court case management system, which is anticipated to be in 2019. Unfortunately the limitations of the current 34-year-old system provided by AOC for courts of limited jurisdiction (DISCIS) are so great that a number of courts have found it necessary to develop or purchase alternative and supplemental systems in order to meet their obligations in an environment of declining resources and increasing responsibilities. The limitations of DISCIS, particularly for a court the size of King County District Court, are causing serious detrimental impacts on King County District Court's ability to manage its caseload and, more importantly, on the customers that it serves. King County District Court has made every effort to be patient and wait for a new system for more than 10 years; in fact, we have built a number of side systems over the years to supplement DISCIS which are now also at the end of their useful life. The impacts from our own separate outdated systems and DISCIS are so severe at this point that improvements cannot be delayed any longer. Therefore, on February 27 of this year, after meeting with Chief Justice Madsen and Justice Fairhurst, Callie Dietz and members of the AOC staff, King County District Court provided notice to AOC under Rule 13 that it intends to purchase a more functional case management system to meet its needs.

King County District Court continues to hope that it can take advantage of a state-wide case management system when it becomes available and we have dedicated considerable resources, when permitted to do so, to support the development process. However, we must move forward and develop an alternative to at least bridge the gap.

We appreciate your consideration.

Sincerely,

A handwritten signature in black ink, appearing to be 'C. Harn', with a long horizontal flourish extending to the right.

Corinna Harn  
Chief Presiding Judge  
King County District Court

THE MUNICIPAL COURT OF SEATTLE



October 7, 2014

Justice Mary E. Fairhurst  
Washington State Supreme Court  
P.O. Box 40929  
Olympia, WA 98504-0929

Callie T. Dietz, Court Administrator  
Washington State Courts  
P.O. Box 41170  
Olympia, WA 98504-1170

**Subject: Rule 13 and Policy 10.2 Revisions**

Dear Justice Fairhurst and Ms. Dietz:

Thank you for providing the court with the revised versions of JISCR 13 and the JIS General Policies 10.2 which we have considered and provide the following comments and questions.

**Court Rule 13 – We have the following questions and concerns:**

Rule 13(b) states that “All electronic court record systems must receive the approval of the Judicial Information System Committee. Notice of the proposed development must be provided to the Judicial Information System Committee and the Administrative Office of the Courts 12 months prior to the purchase or acquisition of software or services.”

**Question:** Seattle Municipal Court has utilized a separate court records system (MCIS) for more than 20 years. What approvals will we be required to secure from the JISC to continue using this system?

Rule 13(c) “Alternative electronic court records systems must comply with the JIS Standards for Alternative Electronic Court Record Systems. These standards must be met in order for a court with an alternative electronic court record system to continue to receive Judicial Information Systems (JIS) account funding or equipment and services funded by the account.”

**Question:** the JIS Standards for Alternative Electronic Court Records Systems are currently under development, and it is clear that these standards will be modified in the future. If the AOC modifies the standards at some future point based on new information, will courts be penalized by having equipment funds withheld if they no

longer comply because of a modification decision impacting the Standards made by the AOC?

Additionally, Seattle Municipal Court cannot currently meet the data standards in their current form without significant business and technology changes. If meeting these standards will be a future mandate, we will plan to work independently with our legislative leaders to secure necessary funding to meet these standards.

**JIS General Policies – We have the following questions and concerns:**

JIS General Policies 4.1.8 Confidentiality Agreements

“An employee of a court or county clerk’s office may access the JIS only if he or she has signed a confidentiality agreement in a form approved by the AOC.” Employees of courts or county clerks’ offices shall review the confidentiality agreement **annually**.

**Question:** New Seattle Municipal Court employees sign a Confidentiality Agreement when hired. This agreement is not reviewed nor updated annually. This proposed change requires annual review of the Confidentiality Agreement without describing why or how this is to occur. Does this proposed change require courts to provide an annual agreement for staff to review and sign?

How do you define annual? Are we to have employees sign these agreements at the beginning of the year, or on their hire date anniversary? Are we expected to maintain these forms in the personnel file or send them to AOC for their retention?

JIS General Policies Section 10.2. – Alternative Systems, Interfaces, Reports and Services

**10.2.1 The JIS provides case management automation to courts and maintains a statewide network providing access to the JIS database. To implement this, the JISC selects and provides equipment and services. The JISC plans for, implements, and supports case management applications that provide baseline functionality to the courts of Washington State. The JISC acknowledges that some courts desire alternative services and/or applications to meet their local needs. Courts that implement alternative applications or services are responsible for the costs of acquiring, developing, implementing, and maintaining such systems.**

**For those courts that do not use the statewide vendor solution as chosen by the Judicial Information Systems Committee, Judicial Information Systems account funds may not be allocated for (a) the costs to meet the data collection and exchange standards developed by the Administrative Office of the Courts and the Judicial Information Systems Committee, and**

**(b) the costs to acquire, develop, implement or maintain alternative court case management systems.**

**Question:** Who decides what “baseline services” a non-JIS system provides? Our existing MCIS system provides our court with Baseline Services as well as expanded functionality necessary to manage the court’s workload. A considerable amount of this functionality may not be found in either the existing JIS system, or in products currently in the market place. We believe that MCIS currently provides Baseline Services and would hope that AOC would focus on building a data exchange to allow access to MCIS by other courts.

**10.2.21 Access to JIS systems will only be through AOC-supported data exchange methods.** Courts may create their own custom user interfaces, reports or services (including data exchanges) consistent with the standard JIS application programming interfaces (API's) for business services or the JIS enterprise data warehouse.

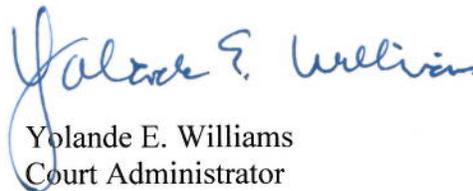
**SMC Concern:** The AOC has informed courts that a data exchange will not be considered or developed until sometime after the Superior Court Tyler Odessey system implementation which is several years from now. The decision not to support courts in creating approved data exchanges must be reconsidered if courts like Seattle Municipal have any expectation to meet these proposed JIS standards. We agree that establishing practical Data Standards benefits all courts. You will recall that four years ago we requested an expansion of our data exchange to include both existing and infraction data elements.

We appreciate this opportunity to consider and submit comments and questions on these two areas of great concern which were identified at the September JISC meeting and await your recommendations on next steps.

Sincerely,



C. Kimi Kondo  
Presiding Judge



Yolande E. Williams  
Court Administrator

Cc: Seattle Municipal Court Judges  
Sam Kurle  
Josh Sattler

Judicial Information System Committee Meeting

October 24, 2014

## **DECISION POINT – JIS General Policies**

### **MOTION:**

I move to amend the JIS General Policies as indicated in the attached draft.

### **I. BACKGROUND**

JIS policies are adopted by the JISC by its authority under RCW 2.68 and JISC Rule 1. The JIS General policies have not been updated for many years and need many amendments to bring them up to date with changes in current technologies and practices.

The JIS General policies also need two substantive additions. The first is to reflect the June 27, 2014 decision of the JISC to remove social security numbers from the Judicial Information System. The second is to address the SC-CMS project risk identified by BlueCrane regarding support of local systems with functionality that duplicates that available in the statewide system.

On September 5, 2014, the JISC discussed the proposed amendments to the General Policies. Policy 10.2 has been revised in accordance with suggestions from JISC members.

### **II. DISCUSSION**

The following list summarizes the proposed amendments to the JIS General Policies:

Section 1 reflects changes in JISC and state policies regarding equipment replacement.

Sections 2, 3 and 4 reflect updates in technology and security practices.

Section 4.5 is a new section 4.5 that codifies the June 27, 2014 JISC decision to eliminate social security numbers in JIS.

Section 5.5 is rewritten to update references to technology and practices regarding the data warehouse.

Section 6 clarifies access to Customer Services.

Section 10.1 is rewritten to reflect the changes in IT Governance since the adoption and implementation of the IT Governance process.

Section 10.2 is added to address the BlueCrane identified risk regarding support for courts with alternate systems.

### **OUTCOME IF NOT PASSED –**

If the amendments to the JIS General Policies are not passed, the policies will remain very out of date, the JISC's recent decision on social security numbers will not be incorporated, and the risk to the SC-CMS project will not be addressed.

Current Rule 13

## RULE 13 LOCAL COURT SYSTEMS

Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval.

Proposed Rule 13

## RULE 13 ELECTRONIC COURT RECORD SYSTEMS

- (a) An “electronic court record system” is any electronic court records technology system that is the source of statewide court data identified in the JIS Data Standards for Alternative Electronic Court Record Systems.

The JIS Data Standards for Alternative Electronic Court Record Systems define “Statewide court data” as “data needed for sharing between courts, judicial partners, public dissemination, or is required for statewide compilation in order to facilitate the missions of the Washington Courts, justice system partners, and the AOC.”

- (b) All electronic court record systems must receive the approval of the Judicial Information System Committee. Notice of the proposed development must be provided to the Judicial Information System Committee and the Administrative Office of the Courts 12 months prior to the purchase or acquisition of software or services.
- (c) Alternative electronic court record systems must comply with the JIS Data Standards for Alternative Electronic Court Record Systems. These standards must be met in order for a court with an alternative electronic court record system to continue to receive Judicial Information Systems (JIS) account funding or equipment and services funded by the account.

Judicial Information System Committee Meeting

October 24, 2014

## **DECISION POINT – JISC Rule 13**

### **MOTION:**

I move to amend the JISC Rule 13 as indicated in the attached draft.

### **I. BACKGROUND**

JISC Rule 1 states that AOC will operate a statewide Judicial Information System to serve the courts of Washington, under the direction of the JISC and with the approval of the Supreme Court pursuant to RCW 2.56. RCW 2.68.010 provides for the JISC to “determine all matters pertaining to the delivery of services available from the judicial information system.”

JISC Rule 13 governs JISC review and approval of local city or county automated court records systems. The rule was adopted in 1976, and has not been amended since. It does not reflect the current realities of technology system development.

The JISC recently adopted the JIS Standard for Local Automated Court Record Systems that provides guidance to courts operating their own systems regarding the minimum data that must be in the statewide judicial information system. The proposed amendments to JISC Rule 13 align the rule with the accompanying JIS Standard.

The JISC discussed Rule 13 on September 5, and members submitted feedback and suggestions. The attached draft of the rule has been revised in consideration of those comments and suggestions.

### **II. DISCUSSION**

With some courts contemplating leaving the statewide Judicial Information System and implementing their own systems, it is crucial for those courts to have direction so they know their responsibilities and what to expect when making those decisions. It is also crucial to public safety for all Washington courts and justice partners to continue to have access to statewide judicial information.

### **OUTCOME IF NOT PASSED –**

If JISCR 13 is not amended to reflect the current reality, Washington will no longer have a statewide system, as required by JISC Rule 1 and Chapters 2.56 and 2.68 RCW.

# JIS Data Standards for Alternative Electronic Court Record Systems

**Effective Date: October 24, 2014**

Revision History	Date	Description
Version 1.0	6/2/2014	Draft for Review and Comment
Version 1.1	6/24/2014	Accepted agreed upon items from King County and Access to Justice comments
Version 1.2	6/25/2014	Accepted additional King County items after receipt of response from Joel McAllister (KC)
Version 1.3	7/1/2014	Added comments from Pierce and Snohomish Counties. Final edits as approved by the JISC
Version 1.32	9/15/2014	Comments from court feedback for review.
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Version 1.35	10/8/14	Added "Data" to standard title, at stakeholder request, and added effective date under title.
Version 1.36	10/10/2014	<u>Revised the scope statement to clarify that courts on JIS already follow existing standards that encompass the standards in this document.</u>

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## PURPOSE

This standard contains the requirements for trial courts to interface independent, automated court record systems with the state Judicial Information System (JIS). These standards are necessary to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

## AUTHORITY

RCW 2.68.010 established the Judicial Information System Committee (JISC).

*“The judicial information system committee, as established by court rule, shall determine all matters pertaining to the delivery of services available from the judicial information system.”*

JISC Rule 1 describes the authority of the Administrative Office for the Courts (AOC) for the JIS.

*“It is the intent of the Supreme Court that a statewide Judicial Information System be developed. The system is to be designed and operated by the Administrator for the Courts under the direction of the Judicial Information System Committee and with the approval of the Supreme Court pursuant to RCW 2.56. The system is to serve the courts of the state of Washington.*

JISC Rule 13 gives the JISC specific responsibility and authority to review and approve county or city proposals to establish their own automated court record systems.

*“Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval.”*

RCW 2.68.050 directs the electronic access to judicial information.

*“The supreme court, the court of appeals and all superior and district courts, through the judicial information system committee, shall:*

- (1) Continue to plan for and implement processes for making judicial information available electronically;*
- (2) Promote and facilitate electronic access to the public of judicial information and services;*
- (3) Establish technical standards for such services;*
- (4) Consider electronic public access needs when planning new information systems or major upgrades of information systems;*
- (5) Develop processes to determine which judicial information the public most wants and needs;*

*(6) Increase capabilities to receive information electronically from the public and transmit forms, applications and other communications and transactions electronically;*

*(7) Use technologies that allow continuous access twenty-four hours a day, seven days per week, involve little or no cost to access, and are capable of being used by persons without extensive technology ability; and*

*(8) Consider and incorporate wherever possible ease of access to electronic technologies by persons with disabilities.”*

RCW 2.56.030 describes the powers and duties of the AOC. The following subsections apply to this standard:

*(1) Examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same;*

*(2) Examine the state of the dockets of the courts and determine the need for assistance by any court;*

*(4) Collect and compile statistical and other data and make reports of the business transacted by the courts, and transmit the same to the chief justice to the end that proper action may be taken in respect thereto;*

*(6) Collect statistical and other data and make reports relating to the expenditure of public moneys, state and local, for the maintenance and operation of the judicial system and the offices connected therewith;*

*(7) Obtain reports from clerks of courts in accordance with law or rules adopted by the supreme court of this state on cases and other judicial business in which action has been delayed beyond periods of time specified by law or rules of court and make report thereof to supreme court of this state;*

*(11) Examine the need for new superior court and district court judge positions under an objective workload analysis. The results of the objective workload analysis shall be reviewed by the board for judicial administration which shall make recommendations to the legislature. It is the intent of the legislature that an objective workload analysis become the basis for creating additional district and superior court positions, and recommendations should address that objective;”*

The Supreme Court of Washington Order No. 25700-B-440 directs the establishment of the Washington State Center for Court Research within the AOC. The order authorizes the collection of data under RCW 2.56.030 for the purpose of: objective and informed research to reach major policy decisions; and to evaluate and respond to executive and legislative branch research affecting the operation of the judicial branch.

The Supreme Court of Washington Order No. 25700-B-449 adopting the Access to Justice Technology Principles. The order states the intent that the Principles guide the use of technology in the Washington State court system and by all other persons,

agencies, and bodies under the authority of this Court. The Order further states that these Principles should be considered with other governing law and court rules in deciding the appropriate use of technology in the administration of the courts and the cases that come before such courts, and should be so considered in deciding the appropriate use of technology by all other persons, agencies and bodies under the authority of this Court.

## GUIDANCE

JIS Baselines Services: In its strategic planning efforts throughout recent years, the JISC recognized the need to identify baseline services to guide development initiatives. The JISC established the JIS Baseline Services Workgroup in June 2010. The Workgroup published a report that specified data to be shared and identified common processes needed for Washington State Courts. On October 7, 2011, the JISC approved a resolution that: “*the JIS Baseline Services be referenced in planning of all court information technology projects.*” As such, the report is used as a guideline for section ‘B’ – Shared Data and section ‘C’ – Common Processes.

The Annie E. Casey Foundation’s Juvenile Detention Alternatives Initiative Data Analysis: Recommendation of Standards: This report contains recommendations for a common set of standards for data collection, analysis, and reporting.

The Washington State Access to Justice Technology Principles should be used for technologies in the Washington State justice system. The Access to Justice Technology Principles apply to all courts of law, all clerks of court and court administrators and to all other persons or part of the Washington justice system under the rule-making authority of the Court.

## SCOPE

The information in this standard applies to all Washington State Superior Courts and Courts of Limited Jurisdiction (CLJ) operating an Alternative Electronic Court Record System. Juvenile Departments are included in the scope as each is a division within a Superior Court. It does not include the Supreme Court and Court of Appeals courts as their systems are, by statute, fully supported by the AOC. ~~However, all systems supported by the AOC for all court levels are subject to these standards.~~

This standard does not apply to Superior and CLJ courts using the statewide case management system, as they are already subject to existing JIS policies, standards, guidelines, and business and data rules that encompass the data requirements identified in Appendix ‘B.’

## DEFINITIONS

“Statewide court data” refers to data needed for sharing between courts, judicial partners, public dissemination, or is required for statewide compilation in order to facilitate the missions of the Washington Courts, justice system partners, and the AOC.

“Alternative Electronic Court Record System” is any electronic court records technology system that is the source of judicial data identified in section B below.

“The Judicial Information System (JIS)” is the collection of systems, managed by the AOC, that serve the courts and includes the corresponding databases, data exchanges, and electronic public data access.

“Data Exchange” is a process that makes data available in an electronic form from one computer server to another so that an automated system can process it. Exchanges involve data moving from the AOC to other destinations and data coming into the AOC from external sources.

“The National Information Exchange Model (NIEM)” is an XML-based information exchange framework from the United States. NIEM represents a collaborative partnership of agencies and organizations across all levels of government (federal, state, tribal, and local) and with private industry. The purpose of this partnership is to effectively and efficiently share critical information at key decision points throughout the whole of the justice, public safety, emergency and disaster management, intelligence, and homeland security enterprise.

“Information Exchange Program Documentation (IEPD)” is the documentation (schemas, specifications, meta-data, and other artifacts) describing the data exchange. A developer builds an IEPD from business requirements in order for the IEPD to include both business and technical artifacts that define the information exchange taking place between multiple parties.

## STANDARDS

The following subsections provide the standards for courts that implement and operate an Alternative Electronic Court Record System. There are six sections:

- Section ‘A’, General: provides references to RCW’s, Court General Rules, and JISC rules that must be followed.
- Section ‘B’, Shared Data: contains the data that must be provided by the Alternative Electronic Court Record System to the statewide JIS.
- Section ‘C’, Common Process: provides guidance to provide consistency and quality in the content of the shared data identified in subsection ‘B’ - Shared Data.
- Section ‘D’, Security: identifies the AOC security standards that apply for data sharing and access to the statewide JIS.

- Section 'E', Technical: provides the technical requirements that are required for the exchange of data between systems.
- Section 'F', Responsibilities: provides information on what is expected to be performed by the courts and by the AOC.

## **A. GENERAL**

General Standards describe high-level shared data and business processes that are needed so that a court's implementation and operation of an Alternative Electronic Court Record System does not have a negative impact on the public, other courts, justice system partners, and the AOC. The following existing authoritative references provide the high level standards to be used. Inclusion of these rules provides an easy reference for the courts on what statutes, rules, and other items apply so that they can effectively plan for and operate an alternative system.

1. A court that implements an Alternative Electronic Court Record System will continue to follow RCW's related to the JIS as applicable and prescribed by law. These include:
  - a) [RCW 2.68](#) regarding the JIS;
  - b) [RCW 26.50.160](#) regarding the JIS being the designated statewide repository for criminal and domestic violence case histories;
  - c) [RCW 26.50.070\(5\)](#) and [RCW 7.90.120](#) regarding mandatory information required by JIS within one judicial day after issuance of protection orders ;
  - d) [RCW 10.98.090](#) regarding reporting criminal dispositions to the Washington State Patrol (WSP) from the JIS;
  - e) [RCW 10.97.045](#) regarding disposition data to the initiating agency and state patrol and;
  - f) [RCW 10.98.100](#) regarding compliance audits of criminal history records.
2. A court that implements an Alternative Electronic Court Record System will continue to follow Washington State Court General Rules (GR), specifically:
  - a) [GR 15](#) for the destruction, sealing, and redaction of court records
  - b) [GR 22](#) for the access to family law and guardianship court records
  - c) [GR 31](#) for the access to court records and
  - d) [GR 31.1](#) for the access to administrative records

- e) GR 34 for the waiver of court and clerk's fees and charges in civil matters on the basis of indigency
3. A court that implements an Alternative Electronic Court Record System will continue to follow JIS rules, specifically:
- a) [Rule 5](#) regarding standard data elements;
  - b) [Rule 6](#) regarding the AOC providing the courts standard reports
  - c) [Rule 7](#) regarding codes and case numbers
  - d) [Rule 8](#) regarding retention
  - e) [Rule 9](#) regarding the JIS serving as the communications link for courts with other courts and organizations and
  - f) [Rule 10](#) regarding attorney identification numbers
  - g) [Rule 11](#) regarding security
  - h) [Rule 15](#) regarding data dissemination, including the local rules consistent with the JIS Data Dissemination Policy and
  - i) [Rule 18](#) regarding removing juvenile data when only a truancy record exists

## **B. SHARED DATA**

These standards identify the data required to ensure that the existing JIS, the statewide data repository, and any Alternative Electronic Court Record System database are able to complete necessary transactions and provide synchronized information to users.

A court that implements an Alternative Electronic Court Record System ~~will~~shall send the shared data identified in these standards to the JIS. The court shall comply with these standards through direct data entry into a JIS system or by electronic data exchange. All data elements which have been marked as "Baseline" with a 'B' in columns corresponding to the court level, in Appendix 'A' shall be effective as of the approval date of the standard. The implementation of the shared data (court applicability and timing) shall be governed by the Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

Detailed business and technical requirements for the shared data elements listed in Appendix 'A' will be provided in a separated Procedure and Guideline Document.

This subsection is divided into four parts:

- The Shared Data Element Standards identify the data elements that require sharing.
- The Codes Standards specify the valid values contained in the shared data elements.
- The Data Element Time Standards provide the requirements for when the data is to be provided.
- Data Quality Standards that ensure that data is complete and correct.

**Assumptions:** There must be a thorough understanding of data exchanged between systems. Data elements must be translatable between systems. Changes to data and business rules which may affect the data must be reviewed, understood, and accepted by both the AOC and the Alternative Electronic Court Record System providers.

### 1. Shared Data Standards:

JISC Rule 5 requires a standard court data element dictionary:

*“A standard court data element dictionary for the Judicial Information System shall be prepared and maintained by the Administrator for the Courts with the approval of the Judicial Information System Committee. Any modifications, additions, or deletions from the standard court data element dictionary must be reviewed and approved by the Judicial Information System Committee.”*

The standards listed below identify a standard number, title, business requirement, a rationale, shared data (business names), and applicable court levels. Appendix A is used to translate the ‘Shared Data’ name to a list of one or more data elements. Data exchange specifications for each element will be provided in the Information Exchange Package Documentation (IEPD) for Web Services or other specifications for bulk data exchanges.

<b>(1)</b>	<b>Title</b>	Party Information
	<b>Requirement</b>	Additions and updates to person data in accordance with the statewide person business rules.
	<b>Rationale:</b>	Needed for participation on a case; unique identification of litigants for statewide case history; location of parties for correspondence and contact; and serving of warrants.
	<b>Shared Data</b>	Person Organization Official Attorney Person Association Address Phone Email Electronic Contact
	<b>Court Level</b>	Superior, Juvenile, and CLJ

<b>(2)</b>	<b>Title</b>	Case Filing and Update
	<b>Requirement:</b>	The initial filing and updates of all matters initiated in a Superior Court or Court of Limited Jurisdiction court. Also, the creation and update of juvenile referrals and diversions.
	<b>Rationale:</b>	Needed for statewide case statistics, judicial needs assessment, person case history, public information, and research.
	<b>Shared Data</b>	Case Significant Document Index Information Citation Case Relationship Process Control Number
	<b>Court Level</b>	Superior, Juvenile, and CLJ
<b>(3)</b>	<b>Title</b>	Case Participation
	<b>Requirement:</b>	Creation and update of primary participants together with party type, party information, and relationships to other parties.
	<b>Rationale:</b>	Needed for judicial decision making, person case history, family courts, and public information.
	<b>Shared Data</b>	Participant Attorney Participant Association
	<b>Court Level</b>	Superior, Juvenile, and CLJ
<b>(4)</b>	<b>Title</b>	Case Charge
	<b>Requirement:</b>	Addition of original charges, amendments through final resolution.
	<b>Rationale:</b>	Needed for statewide case statistics, judicial decision making, person case history, sharing with judicial partners, and public information.
	<b>Shared Data</b>	Charge
	<b>Court Level</b>	Superior, Juvenile, and CLJ
<b>(5)</b>	<b>Title</b>	Significant Document Index Information
	<b>Requirement:</b>	Creation and update of index information on all significant documents (orders, judgments, stipulations, agreements, etc.) that are needed for statewide data sharing and caseload reporting.
	<b>Rationale:</b>	Needed for statewide case statistics, domestic violence processing, judicial decision making, firearms reporting, and voting rights.

	<b>Shared Data</b>	Significant Document Index Information Significant Document Parties
		Superior, Juvenile, and CLJ

<b>(6)</b>	<b>Title</b>	Warrant Information
	<b>Requirement:</b>	Order Issuing Warrant and status processing update though final disposition.
	<b>Rationale:</b>	Needed for cross jurisdictional warrant processing and judicial decision making.
	<b>Shared Data</b>	Warrant Information
	<b>Court Level</b>	Superior and CLJ

<b>(7)</b>	<b>Requirement:</b>	Failure To Appear (FTA)
	<b>Requirement:</b>	Order issuing FTA and status update process through final disposition.
	<b>Rationale</b>	Needed for judicial decision making and integration with Department of Licensing FTA and FTA adjudication.
	<b>Shared Data</b>	Failure to Appear
	<b>Court level</b>	CLJ

<b>(8)</b>	<b>Title</b>	Proceeding
	<b>Requirement:</b>	Creation and update of proceedings and associated outcomes.
	<b>Rationale:</b>	Needed for statewide statistics and judicial needs assessment.
	<b>Shared Data</b>	Proceeding
	<b>Court Level</b>	Superior and CLJ

<b>(9)</b>	<b>Title</b>	Case Status
	<b>Requirement:</b>	Case resolution, completion, and closure (with associated dates) together with a history of case-management statuses through which the case progresses, and the duration of each status.
	<b>Rationale:</b>	Needed for statewide statistics and judicial needs assessment.
	<b>Shared Data</b>	Case Status
	<b>Court Level</b>	Superior, Juvenile, and CLJ

<b>(10)</b>	<b>Title</b>	Case Conditions
	<b>Requirement:</b>	Creation and update of case outcome conditions that must be satisfied. These include, but are not limited to: items for a judgment and sentence, diversion

		agreement, probation violation, civil judgment, or other similar instruments.
	<b>Rationale:</b>	Needed for statewide statistics and compliance monitoring, research, and judicial decision making.
	<b>Shared Data</b>	Conditions
	<b>Court Level</b>	Superior, Juvenile, and CLJ

<b>(11)</b>	<b>Title</b>	Case Association
	<b>Requirement:</b>	Creation and update of related cases.
	<b>Rationale:</b>	Needed for consolidate cases, referral case association, appeals, and public information (judgment case to originating case).
	<b>Shared Data</b>	Case Association
	<b>Court level</b>	Superior, Juvenile, CLJ

<b>(12)</b>	<b>Title</b>	Accounting Case Detail
	<b>Requirement:</b>	Sharing of case accounting for sharing between courts and the AOC information on receivables, payables and distributions.
	<b>Rationale:</b>	Needed for judicial decision making (obligations on a case), Legal Financial Obligation (LFO) billing, Court Local revenue Report, statistical reporting, research, and legislative analysis and financial auditing.
	<b>Shared Data</b>	Accounting Case Detail
	<b>Court Level</b>	Superior and CLJ

<b>(13)</b>	<b>Title</b>	Accounting Summary
	<b>Requirement:</b>	Creation and update of monthly ledger balance by Budgeting, Accounting, and Reporting System (BARS) Account.
	<b>Rationale:</b>	Needed for statewide statistics and legislative analysis.
	<b>Shared Data</b>	Accounting Summary
	<b>Court Level</b>	Superior and CLJ

<b>(14)</b>	<b>Title</b>	Detention Episode
	<b>Requirement:</b>	Creation and update of detention episode summary information.
	<b>Rationale:</b>	Needed for statistical research aimed at the: reduction on the reliance of secure confinement; improvement of public safety; reduction of racial disparities and bias; cost savings; and support of juvenile justice reforms.
	<b>Shared Data</b>	Detention Episode Summary

	Detention Episode Population
<b>Court Level</b>	Juvenile

## 2. Code Standards:

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes). Therefore the codes standards apply to the data that is being shared.

Code standards control what data values are used to represent a business event. For example, the finding of 'Guilty' for a charge count is represented by the letter 'G'.

JISC Rule 7 Codes and Case Numbers specifies that: *"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."*

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes). Appendix 'A' lists the shared data elements. All elements that have a name suffixed with the word 'Code' will have a set of valid values. The valid values will be defined in the data exchange's IEPD. For courts that perform double data entry into JIS, the code values are those enforced by the JIS screens.

## 3. Data Element Time Standards:

Data Element Time Standards control the time in which a business event must be reported to the JIS. For example, a domestic violence protection order is required to be entered into the JIS within one judicial day after issuance. The domestic violence protection order time standards is based on statute.

The data element time standards are based on the following criteria:

- a) Statute;
- b) Court rules;
- c) Public safety;
- d) Judicial decision making; and
- e) Reporting needs.

The following time categories are used:

- a) ~~24 hours~~ "One Day – data shall be provided no later than one business day after the business event occurred and was being entered into the alternative system.

In instances where state statute or other mandates require data be entered into the JIS sooner, those mandates shall prevail (see general standards).

- a)b) Two Day – data shall be provided within two business days after the event occurred and was entered into the alternative system. This category is used to get most all case information that is not required to be current except for the court of origination.
- b) ~~Weekly~~ – data shall be provided once a week. All activity for the previous week (Sunday thru Saturday) shall be provided one day after the close of business for the reporting week ending Saturday; and
- c) **Monthly** – data for the previous month shall be provided by the 10<sup>th</sup> day of the following month. This category is used generally for statistical data that is not used for operational decision making (caseload statistics).

Time Standards Table

Id	Event	Time category
1	Case <del>filings-initiation</del> and updates for well-identified individuals. This is for both civil and non-civil cases in accordance with the person business rules (except for parking/vehicle related violations). Accounting Case Detail associated with these cases.	<del>24 hours</del> <u>One Day</u>
<del>2</del>	<del>Detention Daily Population</del>	<del>24 hours</del>
3	Case filings and updates for non-well-identified individuals. Accounting Case Detail associated with these cases.	<u>Two Day</u> <del>Weekly</del>
4	Parking/vehicle related violations cases with non-well-identified persons. Accounting Case Detail associated with these cases.	Monthly
5	Accounting Summary	Monthly
6	Detention Summary <u>Detention Daily Population</u>	Monthly

**4. DATA QUALITY**

Local Automated Court Record Systems shall work with the AOC in compliance with Data Quality Service Level Agreements (SLA) to ensure that court data meets the data quality standards for critical data elements when sending data to the JIS. This ensures quality information is transferred downstream and made available to the public. The SLA will also specify roles, responsibilities, notification, development of data quality rules between systems, measuring and monitoring processes between systems, escalation strategies, and timeliness of resolution for identified issues impacting quality of information for statewide data and information the AOC is required, by statute, to provide to external partners (i.e. background check data to the WSP).

**Standards:**

The Shared Data Standards above identify the data that must be provided. The data quality standards apply to the data that is shared. Data that is shared must be consistent with the data from the alternative system.

Courts that operate an Alternative Electronic Court Record Systems shall work with AOC to ensure that data has:

- a) Uniqueness: No entity exists more than once within the data set. What this means is that if a case at a court exists, that case will have a unique identification. For example, a case should not have two different identifications (case numbers), making it appear that there are two instead of one.
- b) Accuracy: The degree with which data correctly represents the “real-life” objects they are intended to model. Accuracy measures the degree to which the computerized records reflect the authoritative court records. For example, the computerized record should show a guilty finding when the Order for Judgment and sentence is ‘Guilty.’
- c) Timeliness: Adheres to case management court time standards and transfer of information within expected time for accessibility and availability of information.
- d) Consistency: Data values in one data set are consistent with values in another data set.
- e) Completeness: Certain attributes are expected to be assigned values in a data set.
- f) Conformance: The degree to which instances of data are exchanged, stored or presented in a format consistent with other system similar attribute values.

**C. COMMON PROCESS**

Common process standards are needed to provide consistency and quality in the content of the shared data identified in subsection ‘B’, Shared Data. These processes are not mandatory unless required by law.

**Assumptions:** Alternative Electronic Court Record Systems will operate independent of the JIS.

**Standards:**

- 1. A court should follow Person Business Rule 3.0 and all subsections when adding persons to the JIS database.
- 2. A court should record a date of death based only on official documentation received from Department of Health or from court orders.

3. A court should consult the JIS for statewide case history for a well identified individual unless the court has an established process for using fingerprint and photo for identifying a person.
4. A court should consult the JIS for determining protection orders for an individual.
5. A court shall consult the JIS prior to entry of a final parenting plan (RCW 26.09.182).

## **D. SECURITY**

This section provides security standards that shall be followed.

**Assumption(s):** Alternative Electronic Court Record Systems shall ensure that data is properly secured, both locally and when exchanging data with central systems. The following standards are not intended to provide an exhaustive list of appropriate security controls. Rather, they provide minimums necessary to provide a reasonable level of protection for the exchange of court data. Courts assume responsibility for the protection of all data in their custody and shall adhere to all relevant RCW's, General Rules of Court, Federal Regulations and other regulatory requirements.

### **Standards:**

1. The court using an Alternative Electronic Court Record System shall comply with the JIS IT Security Policy only as it applies to access and data exchange with the JIS. The JIS IT Security Policy directs that the AOC Information Technology Security Standards be followed. The standards that apply to the exchange of information are the [AOC ISD Infrastructure Policies](#):
  - a) 1.10 regarding password security;
  - b) 1.11 regarding network access;
  - c) 1.15 regarding user account deletion;
  - d) 1.26 regarding firewall access;
  - e) 7.10 regarding incident response; and
  - f) 7.12 regarding audit records and auditable events.
2. When there are no documented JIS IT Policy/Standards, then the current version of the National Institute of Standards and Technology (NIST) 800-53 'Security and Privacy Controls for Federal Information Systems and Organizations' shall be used.

## **E. TECHNICAL**

This set of standards will address the technical requirements that will impact the exchange of data between systems. These Technical Standards are for the integration between the statewide JIS and an Alternative Electronic Court Record Systems.

### **Assumption(s)**

- None.

### **Standards:**

1. Software interfaces shall conform to the following open industry standards:
  - a) Web Services through HTTP(s) based on WS-\* Standards;
  - b) Content Access through HTTP/HTML based Web Sites;
  - c) File Drop through Secured File Transmission Protocol; and
  - d) IBM Message Queue Service.
2. Information Exchange Model shall conform to the National Information Exchange Model (NIEM) standards and as enhanced with the AOC JIS extensions.

## **RESPONSIBILITIES**

As a court moves toward implementing an alternative system, the services provided by the AOC and those provided by a court will change. This section identifies services where there is an expectation for change in responsibility for providing services related to this standard. These are to be used to assist in planning for, transitioning to, and operating an Alternative Electronic Court Record System.

### Court Responsibilities:

1. A court shall be responsible for the development, maintenance, and operation of integration components to provide required data to the AOC.
2. A court shall be responsible for monitoring legislative and rule changes that impact their system and making the changes needed by the date required.
3. A court shall be responsible for its own disaster recovery plan, including data backups and restoration procedures. Disaster recovery planning and testing is performed to ensure that a court can sustain business continuity in the event of a disaster that impairs its Alternative Electronic Court Record System and integration linkages with the statewide system.
4. A court shall ensure auditability of their system, including audit logs recording user activities, exceptions, and information security events necessary to detect and audit unauthorized information-processing activities. The AOC currently provides audit records for JIS systems to track the identity of a person changing

or accessing JIS data and the date and time it was changed/access. The JIS audit trails are used periodically as evidence in court cases for unauthorized data access. The alternative systems are expected to have a similar capability for tracking changes and data access.

5. A court shall use the codes list provided by the AOC. The data sent to the AOC via data entry or data exchange shall conform to the standard codes values defined for those methods. Translation for the alternative system to the standard code is expected to be performed by the originating court.

AOC Responsibilities:

1. The AOC shall be responsible for the development, maintenance, and operation of integration components to consume data.
2. The AOC shall provide access to shared data through applications or data services.
3. The AOC shall publish a catalog of data exchange services.
4. The AOC should assist ~~local~~ courts in a technical advisory role in service usage.
5. The AOC shall publish code lists for the courts based on the AOC and court Service level Agreement (SLA) prior to the codes becoming effective.
6. The AOC shall be responsible to notify in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their systems, and to work with the affected courts to minimize any such potential impact.

Shared Responsibilities: -

1. The Information Technology Governance (ITG) process shall be used for governing changes in data elements (new, revised, codes changes, etc.), data exchange transport methods (message content, format, security, etc.), or other items that impact the client side (court) technology components.
- ~~4.2.~~ \_\_\_\_\_ The AOC and the court will work cooperatively on processes for identifying, correcting, and monitoring data quality as specified in subsection B.4 issues.
- ~~2.3.~~ \_\_\_\_\_ The AOC and the court will coordinate disaster recovery testing for the integration components between the two systems.
- ~~3.~~ The AOC shall publish code lists for the courts at least 60 days prior to the codes becoming effective.
- ~~4.~~ The AOC shall be responsible to notify courts at least 60 days in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their local data exchange services, and to work with the affected courts to minimize any such potential impact
- ~~5.4.~~ \_\_\_\_\_ Changes that are required by legislative mandate, court rule, or other authority must be completed based on the effective date imposed by the originating authority. Changes that are originated from a source other than law/rule shall be made effective in a reasonable time frame as agreed to between

[the parties involved. If an agreement cannot be made, the JISC shall determine the effective date of the change.](#)

## **REVIEW CYCLE**

This standard is reviewed and updated as needed.

## **OWNERS**

This JIS Standard supports JISC Rule 13 and is owned by the JISC.

## APPENDIX A

### Shared Data Elements

The table below provides the standards for the data to be shared. The following is a description of each column:

**Shared Data** – The Name of the Shared Data group. This name can be used to cross reference back to subsection B.1 In the “Shared Data” cell. This provides a business name for the group of data elements to be shared.

**Element Number** – A sequential Number assigned to each individual data element.

**Element Name** – the business related name for the shared data element.

**Definition** – The definition for either the Share Data group or the Data Element.

**Standards Requirement** – By Court Level if the data element is required – ‘B’ –Baseline, ‘ F’ – Future, NA – Not Applicable

**Sup** – Superior

**CLJ** – Court of Limited Jurisdiction

**Juv** – Juvenile Department

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Accounting Summary		Accounting Summary provides the total debit and credit amounts for a given court, BARS Account Number, Case Classification Code, Jurisdiction Code, and Accounting Date. One record is needed for each court, BARS Account Number, Case Classification Code, Jurisdiction Code every accounting date (365 days a year).	B	B	NA
1	Court Code	Code that identifies the court.	B	B	NA
2	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA

**APPENDIX A**  
**Shared Data Elements**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
3	Case Classification Code	Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA
4	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA
5	Accounting Date	Date data in which the accounting information was effective.	B	B	NA
6	Debit Amount	The total debit amount for the court, jurisdiction, account, and accounting date.	B	B	NA
7	Credit Amount	The total credit amount for the court, jurisdiction, account, and accounting date.	B	B	NA
<b>Accounting Case Detail</b>		Accounting Case Detail provides the most granular level of financial information for a case. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions throughout the life of a case.	B	B	NA
8	Court Code	Code that identifies the court.	B	B	NA
9	Transaction Identifier	Court-defined unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA
10	Case Identifier	Court defined unique case identifier.	B	B	NA

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
11	Person Identifier	The statewide identifier for the person for which the transaction applies. If the transaction is not associated with a person, then this can be blank.	B	B	NA
12	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA
13	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA
14	Accounting Date	Date data in which the accounting transaction was effective.	B	B	NA
15	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA
16	Accounting Amount	The dollar amount allocated to the BARS account for the transaction.	B	B	NA
17	Primary Law Number	The statewide standard law number, when available, for which the transaction applies.	B	B	NA
18	Cost Fee Code	The statewide standard cost fee code, when available, for which the transaction applies.	B	B	NA
19	Transaction Code	A standard code that specifies the transaction that was made.	B	B	NA
20	Adjustment Reason Code	A code which identifies the reason for an adjustment.	B	B	NA

**APPENDIX A**  
**Shared Data Elements**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Address</b>		Address provides information on a person's location or contact. The address type (location) can be various types (residence, mailing, other correspondence, confidential, etc.).	B	B	B
21	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	B
22	Address Type Code	A code which specifies the address type.	B	B	B
23	Address Line 1 Text	The first line of the address per US postal standards.	B	B	B
24	Address Line 2 Text	The second line of the address per US postal standards.	B	B	B
25	Address Line 3 Text	The third line of the address per US postal standards.	B	B	B
26	Address City Name	The legal name of the city or location.	B	B	B
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B
28	Address State Code	The state code for the location.	B	B	B
29	Address County Code	The Washington state county code for the location.	B	B	B
30	Address Country Code	The location country code.	B	B	B
31	Address Begin Date	The first date that the address is applicable for the person.	B	B	B
32	Address End Date	The last date that the address is applicable for the person.	B	B	B
33	Address Status Code	A code which designates the status of the address (undeliverable, returned, or other etc.).	B	B	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Case Association</b>		A case association is the relationship of one case to another related case. Examples are CLJ case and the associated superior court case when appealed, A probable cause hearing/case and the actual legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B
34	Case Association Identifier	A unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	F	B
35	Case Identifier	Court defined unique case identifier.	B	F	B
36	Case Association Type Code	A code that identifies the type of associations (linked, consolidated, etc.).	B	F	B
37	Case Association Role Type Code	A code that specifies the role of the case in the association (primary, secondary, etc.).	B	F	B
<b>Case</b>		A case is the primary business item that is used to manage and track status for issues filed in a court.	B	B	B
38	Case Identifier	Court defined unique case identifier.	B	B	B
39	Court Code	A code that uniquely identifies a court. The code is unique statewide.	B	B	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
40	Case Number	A court-assigned number that is used for externally identifying a case. The case number is unique within a court code.	B	B	B
41	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	B
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case.	B	B	B
43	Case Filing Date	The date in which the case was filed in the court.	B	B	B
44	Case Title Text	The court case tile.	B	B	B
45	Case Security Status Code	A code which specifies the security level (confidential, sealed, public, etc.).	B	B	B
<b>Case Status</b>		Case status provides information on the different stages of a case through its lifecycle (resolution, completion, closure, etc.).	B	B	B
46	Case Identifier	Court defined unique case identifier.	B	B	B
47	Case Status Type Code	A code identifying the type of case status (resolution, completion, closure, etc.).	B	B	B
48	Case Status Code	A code identifying the case status for the type.	B	B	B
49	Case Status Date	The date associated with the case status.	B	B	B
<b>Charge</b>		An allegation as to a violation of law.	B	B	B

**APPENDIX A**  
**Shared Data Elements**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
50	Person Identifier	The statewide identifier for the person for which the charge applies.	B	B	B
51	Case Identifier	Court defined unique case identifier.	B	B	B
52	Charge Identifier	A unique identifier for the charge provided by the court.	B	Y	B
53	Charge Information Number	A sequential number assigned to the charging document. Court case types this data element is non applicable.	B	NA	NA
54	Charge Information Date	The date from the charging document.	B	B	B
55	Charge Count Number	A sequentially assigned number, starting at one for each charge count.	B	B	B
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B
57	Charge Primary Local Law Number	The law number as recorded in the local system for the primary charge.	B	B	B
58	Charge Primary Standard Law Number	The statewide equivalent (if any) for the charge primary local law number.	F	F	F
59	Charge Primary Result Code	A code which specifies the outcome as decided by the court, related to the primary charge.	B	B	B
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result code (example, Alford plea for a guilty result).	F	B	F
61	Charge Primary Result Date	The date of the primary charge result finding.	B	B	B

**APPENDIX A**  
**Shared Data Elements**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
62	Charge Special Allegation Law Number	The law number of any special allegation (deadly weapon, sexual motivation, etc.) for the charge.	Y	F	Y
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	F	Y
64	Charge Special Allegation Result Date	The date of the special allegation.	F	F	F
65	Charge Modifier Law Number	The law number of any inchoate modifier (attempted, conspiracy, etc., etc.) for the charge.	B	F	B
66	Charge Definition Law Number	The law number for any definitional laws cited in the charging document for the charge count.	B	F	B
67	Charge Domestic Violence Code	A code which specifies domestic violence applicability for the charge count.	B	B	B
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	B	B	B
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge.	B	B	B
70	Charge Plea Date	The date on which the plea was made.	B	B	B
71	Charge Sentence Date	The date on which sentencing, if any, was made on the charge.	B	B	B
72	Charge Sentence Judicial Official Identifier	The identifier of the judicial officer who made the sentencing.	B	B	B
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	NA	NA	B

**APPENDIX A**  
**Shared Data Elements**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases.	NA	NA	B
<b>Citation</b>		A document issued to a person that contains the alleged violation of law.	NA	B	NA
75	Case Identifier	Court defined unique case identifier.	NA	B	NA
76	Citation Date	The date that the citation was issued.	NA	B	NA
77	Originating Agency Code	A code which identifies the agency that originated the citation.	NA	B	NA
78	Originating Agency Number	The number assigned to the citation as provided by the originating agency. The originating agency number can be different or the same as the case number filed by the court.	NA	B	NA
79	Citation Amount	The fine dollar amount from the citation.	NA	B	NA
80	Citation Accident Code	A code that indicates if an accident was involved.	NA	B	NA
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	NA	B	NA
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation.	NA	B	NA
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent.	NA	B	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
86	Citation THC Level Count	The THC level as tested.	NA	B	NA
87	Vehicle License Number	The vehicle license plate number.	NA	B	NA
88	Vehicle License State Code	The vehicle license plate number state code.	NA	B	NA
<b>Condition</b>		An item that must be satisfied to resolve the issues on a case (charges, judgments, and other orders).	F	B	B
89	Condition Identifier	A unique identifier for the condition provided by the court.	F	B	B
90	Document Number	The number or identifier from the source document that imposed the condition. This has the same value as a corresponding entry for a Significant Document Index entry.	F	F	F
91	Case Identifier	Court defined unique case identifier.	F	B	B
92	Person Identifier	The statewide identifier for the person for whom the address applies.	F	B	B
93	Official Identifier	The statewide identifier for the official who imposed the condition.	F	B	B
94	Condition Date	The date that the condition was imposed.	F	B	B
95	Condition Type Code	The type of condition imposed (fine, jail, class, etc.).	F	B	B
96	Condition Amount	An amount, if applicable.	F	B	B
97	Condition Time Count	The amount of time for the condition, if applicable. The time is measured based on the time unit code.	F	B	B
98	Condition Time Unit Code	The time units (hour, day, month, etc.) that is for the condition time unit count.	F	B	B
99	Condition Review Date	The next date on which the condition is scheduled for review.	F	B	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
100	Condition Completion Date	The date on which the condition was completed.	F	B	B
101	Condition Completion Code	A code specifying the type of completion (completed, not completed, paid, etc.).	F	B	B
<b>Detention Episode Population</b>		Detention population tracks the status of a detainee for each day they are considered part of a facilities population. There is one record for each record per detainee per day.	NA	NA	B
102	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
103	Case Identifier	Court defined unique case identifier.	NA	NA	B
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B
105	Detention Population Episode Reporting Date	The calendar date for which the detention population applies.	NA	NA	B
106	Detention Population Reporting Time	The time in which the detention population was measured.	NA	NA	B
107	Detention Population Code	A code identifying the population status for the person in the facility (in facility, temporary leave, furlough, etc.).	NA	NA	B
<b>Detention Episode Summary</b>		Detention Episode contains the information for a detention episode. There is one record for each episode as measured from initial intake to final release.	NA	NA	B
108	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
109	Case Identifier	Court-defined unique case identifier.	NA	NA	B
110	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
111	Detention Episode Intake Code	A code that identifies the intake decision (screen, release, hold, etc.).	NA	NA	B
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (screen, release, hold, etc.).	NA	NA	B
115	Detention Episode Admission Date	The date of the admission decision.	NA	NA	B
116	Detention Episode Admission Time	The time of the admission decision.	NA	NA	B
117	Detention Episode Primary Charge Code	A code that identifies the charge decision (screen, release, hold, etc.).	NA	NA	B
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (screen, release, hold, etc.).	NA	NA	B
119	Detention Episode Release Reason Code	A code that identifies the reason decision (screen, release, hold, etc.).	NA	NA	B
120	Detention Episode Release Date	The date of the release decision.	NA	NA	B
121	Detention Episode Release Time	The time of the release decision.	NA	NA	B
122	Detention Episode Time Served Hours Count	The count of the hours served.	NA	NA	B
<b>Electronic Contact</b>		Electronic Contact provides a record of electronic contact methods and locations (email, web page, etc.).	F	F	F
123	Electronic Contact Identifier	Unique identifier for the Electronic Contact as provided by the court.	F	F	F
124	Person Identifier	The statewide identifier for the person for which the address applies.	F	F	F

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
124	Electronic Contact Type Code	A code that identifies the electronic contact type (email, webpage, etc.).	F	F	F
126	Electronic Contact Address Text	The electronic contact address.	F	F	F
127	Electronic Contact Begin Date	The start date for the electronic contact.	F	F	F
128	Electronic Contact End Date	The end date for the electronic contact.	F	F	F
<b>Failure To Appear</b>		Failure To Appear provides a record for each failure to appear.	NA	B	NA
129	FTA Identifier	Unique identifier for the FTA as provided by the court.	NA	B	NA
130	Case Identifier	Court-defined unique case identifier.	NA	B	NA
131	Person Identifier	The statewide identifier for the person for whom the address applies.	NA	B	NA
132	FTA Order Date	The date on which the FTA was ordered.	NA	B	NA
133	FTA Issuance Date	The date on which the FTA was issued.	NA	B	NA
134	FTA Adjudication Date	The date the FTA was adjudicated.	NA	B	NA
<b>Official</b>		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	B	B	B
135	Official Identifier	Statewide identifier of an official.	B	B	B
136	Official Name	Official name.	B	B	B
137	Organization Identifier	The unique identifier for the organization to which the official belongs (court, LEA, etc.).	B	B	B
138	Official Title	The title for the official when applicable.	B	B	B
139	Official Type Code	A code which specifies the type of official (judge, law enforcement officer, attorney, etc.).	B	B	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
140	Official Sub Type Code	A code which further qualifies the official type.	B	B	B
141	Official Status Code	The status of the official. (active, inactive, etc.).	B	B	B
142	Official Begin Date	The start date for the official.	B	B	B
143	Official End Date	The end date for the official.	B	B	B
<b>Organization</b>		Organization provides a record for each organization that is used in other records provided. See Office.	B	B	B
144	Organization Identifier	A statewide unique identifier for the organization.	B	B	B
145	Organization Name	The organization name.	B	B	B
146	Organization Type Code	A code that identifies the type of organization (court, LEA, etc.).	B	B	B
147	Organization Sub Type Code	A code that identifies the sub-type within the type.	B	B	B
148	Organization Status Code	The status of the organization when applicable.	B	B	B
149	Organization Begin Date	The organization begin effective date.	B	B	B
150	Organization End Date	The organization end effective date.	B	B	B
<b>Participant</b>		Participant provides a record of each participant on a case.	B	B	B
151	Participant Identifier	A unique identifier for the participant.	B	B	B
152	Case Identifier	Court-defined unique case identifier.	B	B	B
153	Person Identifier	The statewide identifier for the person to which the address applies.	B	B	B
154	Participant Type Code	A code for the role of the person on the case (defendant, petitioner, etc.).	B	B	B
155	Participant Status Code	The status of the participant on the case.	B	B	B
156	Participant Begin Date	The participant begin effective date.	B	B	B
157	Participant End Date	The participant end effective date.	B	B	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
158	Participant Security Code	A code that identifies the security status for the participant (open, confidential, etc.).	B	B	B
<b>Participant Association</b>		Participant Association provides a record for the association between participants on a case, when applicable.	B	B	B
159	Participant Association Identifier	An identifier in each record used to associate participants.	B	B	B
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (family relationship, victim, etc.).	B	B	B
161	Case Identifier	The unique identifier for the case.	B	B	B
162	Participant Identifier	The unique identifier for the participant.	B	B	B
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association.	B	B	B
164	Participant Association Begin Date	The participant association begin.	B	B	B
165	Participant Association End Date	The participant association end.	B	B	B
<b>Person</b>		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case.	B	B	B
166	Person Identifier	The statewide identifier for the person.	B	B	B
167	Person First Name	The person's first name.	B	B	B
168	Person Last Name	The person's last name.	B	B	B
169	Person Middle Name	The person's middle name.	B	B	B
170	Person Birth Date	The person's date of birth.	B	B	B
171	Person Death Date	The person's date of death.	B	B	B
172	Person Gender Code	A code that identifies the person's gender.	B	B	B

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
173	Person Race Code	A code that identifies the person's race.	B	B	B
174	Person Ethnicity Code	The code of that identifies the person's ethnicity.	B	B	B
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B
176	Person Driver License Number	The driver's license number.	B	B	B
177	Person Driver License State Code	A code for the state code that issued the driver's license.	B	B	B
178	Person Driver License Expire Date	The driver's license expiration date.	B	B	B
179	Person Department Of Corrections Number	The identification number provided by the Department of Corrections.	B	B	B
180	Person Juvenile Number	The identification number used for juveniles in Washington State.	B	B	B
181	Person FBI Number	The identification number provided by the Federal Bureau of investigation.	B	B	B
182	Person Height Inch Count	The person's height in inches.	B	B	B
183	Person Weight Count	The person's weight in pounds.	B	B	B
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B
186	Person Physical Description Text	A textual description of the person including identifying characters, scars, marks, and tattoos.	B	B	B
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B
<b>Person Association</b>		Person Association provide a linkage of one person record to another. These associations can be other records: alias, facility relationship etc.	B	B	B
188	Person Association Identifier	An identifier in each record used to associate persons.	B	B	B

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### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
189	Person Association Type	A code which specifies the type of association between one or more parties (alias, family relationship, etc.).	B	B	B
190	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B
191	Person Association Role Code	A code for the role of the person in the relationship (true name, alias, parent, child, etc.).	B	B	B
192	Person Association Begin Date	The person association begin effective date.	B	B	B
193	Person Association End Date	The person association end effective date.	B	B	B
<b>Person</b>		Phone provides a record of phone number contacts for a person.	B	B	B
192	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B
193	Phone Type Code	A code that identifies the phone number type (home, cell, etc.).	B	B	B
194	Phone Number	The phone number.	B	B	B
195	Phone Begin Date	The phone number begin effective date.	B	B	B
196	Phone End Date	The phone end effective date.	B	B	B
<b>Proceeding</b>		Proceeding provides a record hearings for a case.	B #6	B	NA
197	Proceeding Identifier	A unique identifier provided by the court for the proceeding.	B	B	NA
198	Case Identifier	Court-defined unique case identifier.	B	B	NA
199	Proceeding Type Code	A code that identifies the type of proceeding.	B	B	NA
200	Proceeding Schedule Date	The scheduled proceeding date.	B	B	NA
201	Proceeding Schedule Time	The scheduled proceeding time.	F	B	NA

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
202	Proceeding Schedule Official Identifier	The identifier of the official scheduled to hear the proceeding.	B	B	NA
203	Proceeding Actual Date	The actual date of the proceeding.	F	B	NA
204	Proceeding Actual Official Identifier	The official that heard the proceeding.	F	B	NA
205	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	F	B	NA
206	Proceeding Status Date	The date associated with the proceeding status code.	F	B	NA
207	Proceeding Status Reason Code	A code that further qualifies the proceeding status when applicable (not held reason, etc.).	F	B	NA
<b>Process Control Number</b>		Process Control Number provides a record of each process control number assigned by Washington State Patrol (WSP).	B	B	NA
208	Case Identifier	Court defined unique case identifier.	B	B	NA
209	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	NA
210	Originating Agency Identifier	The originating agency.	B	B	NA
211	Process Control Number	The process control number (PCN) assigned by WSP.	B	B	NA
212	Process Control Number Arrest Date	The date of the arrest for which the PCN was assigned.	B	B	NA
213	Process Control Number Date	The date the PCN number was assigned.	B	B	NA

## APPENDIX A

### Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
<b>Significant Document Index Information</b>		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This does not mean document images; it is the significant data contained in the documents.	B	B	B
214	Case Identifier	Court-defined unique case identifier.	B	B	B
215	Document Identifier	A unique identifier assigned by the court.	B	B	B
216	Document Type Code	The document type (judgment and sentence, order, etc.).	B	B	B
217	Document File Date	The document file.	B	B	B
218	Document Decision Code	A code that type of decision when applicable.	B	B	B
219	Document Decision Date	The document decision date.	B	B	B
220	Document Expiration Date	The document expiration date.	B	B	B
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	B	B	B
222	Document Authorizing Official Identifier	The identifier of the official that authorized the document.	B	B	B
<b>Significant Document Party</b>		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	B	B	B

**APPENDIX A**  
**Shared Data Elements**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
223	Case Identifier	Court-defined unique case identifier.	B	B	B
224	Document Identifier	A unique identifier assigned by the court.	B	B	B
225	Document Party Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B
226	Document Party Decision Code	A code that specifies the role of the party (protects, restrains, etc.)	B	B	B
<b>Warrant Information</b>		Warrant Information provides a record for each warrant.	B	B	NA
227	Case Identifier	Court defined unique case identifier.	B	B	NA
228	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	NA
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA
231	Warrant Cancelled Date	The date the warrant was cancelled, when applicable.	F	B	NA
232	Warrant Recalled Date	The date the warrant was recalled, when applicable.	F	B	NA
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	F	B	NA
234	Return Adjudication Date	The date the adjudication was returned to the Department of Licensing (DOL), when applicable.	F	B	NA
235	Warrant Type Code	A code that specifies the warrant type (Bench, Administrative, etc.).	F	B	NA
236	Warrant Service Date	The date that the warrant was served, when applicable.	F	B	NA

**APPENDIX A**  
**Shared Data Elements**

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
237	Warrant Expire Date	The warrant expiration date.	F	B	NA
238	Warrant Bail Amount	The bail amount on the warrant.	F	B	NA
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA

# Implementation Plan – JIS Data Standards for Alternative Electronic Court Record Systems

**Effective Date: October 24, 2014**

Revision History	Date	Description
Version 1.0	10/08/2014	Initial Version
Version 1.1	10/08/2014	Added Data to title at stakeholder request
<u>Version 1.2</u>	<u>10/10/2014</u>	<u>Removed the five-year phased implementation for existing courts not using JIS as their primary case management system.</u>

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## **PURPOSE**

The purpose of this document is to provide an Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

## **AUTHORITY**

The JIS Data Standards for Alternative Electronic Court Record Systems, as approved on October 24, 2014 by the Judicial Information System Committee (JISC), specifies that this Implementation Plan shall be followed.

## **BACKGROUND**

JISC Rule 13 requires that courts must request approval from the JISC to leave the centralized JIS and to use an Alternative Electronic Court Record System. Some courts are already using an alternative system and some courts might be contemplating moving to an alternative system.

The standard contains the requirements and responsibilities for trial courts to interface their Alternative Electronic Court Record System with the state Judicial Information System (JIS). These standards are necessary to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

## **PURPOSE**

The purpose of this document is to specify a phased implementation plan for the standards so that trial courts not currently using JIS as their primary case management system can meet the requirements of the standard.

## **IMPLEMENTATION REQUIREMENTS**

The JISC recognizes and acknowledges that some courts have not used JIS as their primary case management system for many years, so the implementation plan addresses both courts that are currently using other case management systems, and courts that may use other case management systems in the future.

### **A. TRIAL COURTS USING JIS AS THEIR PRIMARY SYSTEM AS OF APRIL 4, 2014**

Trial courts using JIS as their primary case management system on or after April 4<sup>th</sup>, 2014 shall provide all data specified as baseline for their court level in the JIS Data Standards for Alternative Electronic Court Record Systems on the date they stop using JIS as their primary case management system.

## **B. TRIAL COURTS NOT USING JIS AS THEIR PRIMARY SYSTEM AS OF APRIL 4, 2014**

Trial courts not using JIS as their primary case management system as of April 4, 2014, shall meet the following implementation requirement (Seattle Municipal, Spokane Municipal, and Pierce Superior):

Courts shall continue to enter data into JIS at the same level entered as of April 4, 2014. A high level analysis of the alignment with the shared data standard as of June 2013 is contained in Appendix 'A'.

~~Courts will have until five years from standards effective date to fully comply with the baseline standards for their court level defined in the JIS Data Standards for Alternative Electronic Court Record Systems. Baseline data elements for each court level are identified in appendix 'B'. A cross reference of the baseline data to implementation schedule is listed in Appendix 'C'.~~

~~Trial Courts must meet the standards in the following increments:~~

<b>Phase</b>	<b>Time Requirement</b>	<b>Description of Objective</b>
<del>1</del>	<del>1 Year</del>	<del>Public Safety and Mandates</del>
<del>2</del>	<del>2 Years</del>	<del>Party Information</del>
<del>3</del>	<del>3 years</del>	<del>Case Information for Judicial Decision Making (Well Identified Parties)</del>
<del>4</del>	<del>4 Years</del>	<del>Remaining Case Information for Public Access and Caseload Statistics Detention Information for Research (Juvenile Detention Alternatives Initiative)</del>
<del>5</del>	<del>5 Years</del>	<del>Accounting Information</del>

~~A description of the data elements and required for each phase is provided in Appendix 'C'~~

## APPENDIX 'A'

### ANALYSIS OF COURT ALIGNMENT TO SHARED DATA STANDARDS

Court Name	Seattle Municipal	Spokane Municipal	Pierce Superior
Accounting Summary	No	Old Only	Yes
Accounting Detail	No	Old Only	Yes
Party Information	Partial	Partial	Partial
Case Filing and Update	Criminal	Yes	Yes
Case Participation	Partial	Partial	Partial
Case Charge	Partial	Partial	Partial
Case Order	Yes	Partial	Partial
Warrant	No	Partial	Yes
Failure to Appear	No	Partial	Yes
Proceeding	No	Partial	No
Case Status	Partial	Partial	Yes
Judgment	No	Partial	Yes
Sentence	No	Partial	Yes
Compliance Monitoring	No	Partial	NA
Case Association	NA	NA	Yes

## APPENDIX 'B' SHARED DATA ELEMENTS

The table below provides the standards for the data to be shared. The following is a description of each column:

**Shared Data** – The Name of the Shared Data group. This name can be used to cross reference back to subsection B.1 In the “Shared Data” cell. This provides a business name for the group of data elements to be shared.

**Element Number** – A sequential Number assigned to each individual data element.

**Element Name** – the business-related name for the shared data element.

**Definition** – The definition for either the Shared Data group or the Data Element.

**Standards Requirement** – By Court Level if the data element is required – ‘B’ –Baseline, ‘F’ – Future, NA – Not Applicable

**Sup** – Superior

**CLJ** – Court of Limited Jurisdiction

**Juv** – Juvenile Department

**Supported by Current Application Support** – Identifies if the data element is currently supported by a JIS application for the court level using a ‘Y’ – Yes, and ‘N’ – No, NA – Not Applicable

**Sup** – Superior

**CLJ** – Court of Limited Jurisdiction

**Juv** – Juvenile Department

**Supported by Current Exchange Support** – Identifies which data element is supported by a data exchange using a ‘Y’ – Yes, and ‘N’ – No, NA – Not Applicable

**Sup** – Superior

**CLJ** – Court of Limited Jurisdiction

**Juv** – Juvenile Department

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
<b>Accounting Summary</b>		Accounting Summary provides the total debit and credit amounts for a given court, BARS Account Number, Case Classification Code, Jurisdiction Code, and Accounting Date. One record is needed for each court, BARS Account Number, Case Classification Code, Jurisdiction Code every accounting date (365 days a year).	B	B	NA	Y	Y	Y	N	N	NA
1	Court Code	Code that identifies the court.	B	B	NA	Y	Y	NA	N	N	NA
2	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA	Y	Y	NA	N	N	NA
3	Case Classification Code	Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil,	B	B	NA	Y	Y	NA	N	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
		etc.), case type, and cause code.									
4	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA	Y	Y	NA	N	N	NA
5	Accounting Date	Date data in which the accounting information was effective.	B	B	NA	Y	Y	NA	N	N	NA
6	Debit Amount	The total debit amount for the court, jurisdiction, account, and accounting date.	B	B	NA	Y	Y	NA	N	N	NA
7	Credit Amount	The total credit amount for the court, jurisdiction, account, and accounting date.	B	B	NA	Y	Y	NA	N	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
<b>Accounting Case Detail</b>		Accounting Case Detail provides the most granular level of financial information for a case. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions throughout the life of a case.	B	B	NA	Y	Y	NA	N	N	NA
8	Court Code	Code that identifies the court.	B	B	NA	Y	Y	NA	N	N	NA
9	Transaction Identifier	Court-defined unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA	Y	Y	NA	N	N	NA
10	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	N	N	NA
11	Person Identifier	The statewide identifier for the person for which the transaction applies. If the transaction is not associated with a person, then this can be blank.	B	B	NA	Y	Y	NA	N	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
12	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA	Y	Y	NA	N	N	NA
13	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA	Y	Y	NA	N	N	NA
14	Accounting Date	Date data in which the accounting transaction was effective.	B	B	NA	Y	Y	NA	N	N	NA
15	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA	Y	Y	NA	N	N	NA
16	Accounting Amount	The dollar amount allocated to the BARS account for the transaction.	B	B	NA	Y	Y	NA	N	N	NA
17	Primary Law Number	The statewide standard law number, when available, for which the transaction applies.	B	B	NA	Y	Y	NA	N	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
18	Cost Fee Code	The statewide standard cost fee code, when available, for which the transaction applies.	B	B	NA	Y	Y	NA	N	N	NA
19	Transaction Code	A standard code that specifies the transaction that was made.	B	B	NA	Y	Y	NA	N	N	NA
20	Adjustment Reason Code	A code which identifies the reason for an adjustment.	B	B	NA	Y	Y	NA	N	N	NA
<b>Address</b>		Address provides information on a person's location or contact. The address type (location) can be various types (residence, mailing, other correspondence, confidential, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
21	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
22	Address Type Code	A code which specifies the address type.	B	B	B	Y	Y	Y	Y	Y	Y
23	Address Line 1 Text	The first line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
24	Address Line 2 Text	The second line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y
25	Address Line 3 Text	The third line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y
26	Address City Name	The legal name of the city or location.	B	B	B	Y	Y	Y	Y	Y	Y
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B	Y	Y	Y	Y	Y	Y
28	Address State Code	The state code for the location.	B	B	B	Y	Y	Y	Y	Y	Y
29	Address County Code	The Washington state county code for the location.	B	B	B	Y	Y	Y	Y	Y	Y
30	Address Country Code	The location country code.	B	B	B	Y	Y	Y	Y	Y	Y
31	Address Begin Date	The first date that the address is applicable for the person.	B	B	B	Y	Y	Y	Y	Y	Y
32	Address End Date	The last date that the address is applicable for the person.	B	B	B	Y	Y	Y	Y	Y	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
33	Address Status Code	A code which designates the status of the address (undeliverable, returned, or other etc.).	B	B	B	Y	Y	Y	Y	Y	Y
<b>Case Association</b>		A case association is the relationship of one case to another related case. Examples are CLJ case and the associated superior court case when appealed, A probable cause hearing/case and the actual legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B	Y	N	Y	Y	N	N
34	Case Association Identifier	A unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	F	B	Y	N	Y	Y	N	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
35	Case Identifier	Court defined unique case identifier.	B	F	B	Y	N	Y	Y	N	Y
36	Case Association Type Code	A code that identifies the type of associations (linked, consolidated, etc.).	B	F	B	Y	N	Y	Y	N	Y
37	Case Association Role Type Code	A code that specifies the role of the case in the association (primary, secondary, etc.).	B	F	B	Y	N	Y	Y	N	Y
<b>Case</b>		A case is the primary business item that is used to manage and track status for issues filed in a court.	B	B	B	Y	Y	Y	Y	N	N
38	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
39	Court Code	A code that uniquely identifies a court. The code is unique statewide.	B	B	B	Y	Y	Y	Y	N	N
40	Case Number	A court-assigned number that is used for externally identifying a case. The case number is unique within a court code.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
41	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	B	Y	Y	Y	Y	N	N
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case.	B	B	B	Y	Y	Y	Y	N	N
43	Case Filing Date	The date in which the case was filed in the court.	B	B	B	Y	Y	Y	Y	N	N
44	Case Title Text	The court case tile.	B	B	B	Y	Y	Y	Y	N	N
45	Case Security Status Code	A code which specifies the security level (confidential, sealed, public, etc.).	B	B	B	Y	Y	Y	Y	N	N
<b>Case Status</b>		Case status provides information on the different stages of a case through its lifecycle (resolution, completion, closure, etc.).	B	B	B	Y	Y	Y	Y	N	Y
46	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
47	Case Status Type Code	A code identifying the type of case status (resolution, completion, closure, etc.).	B	B	B	Y	Y	Y	Y	N	N
48	Case Status Code	A code identifying the case status for the type.	B	B	B	Y	Y	Y	Y	N	N
49	Case Status Date	The date associated with the case status.	B	B	B	Y	Y	Y	Y	N	N
<b>Charge</b>		An allegation as to a violation of law.	B	B	B	Y	Y	Y	Y	N	N
50	Person Identifier	The statewide identifier for the person for which the charge applies.	B	B	B	Y	Y	Y	Y	N	N
51	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
52	Charge Identifier	A unique identifier for the charge provided by the court.	B	Y	B	Y	Y	N	Y	N	N
53	Charge Information Number	A sequential number assigned to the charging document. Court case types this data element is non applicable.	B	NA	NA	Y	NA	NA	Y	NA	NA
54	Charge Information Date	The date from the charging document.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
55	Charge Count Number	A sequentially assigned number, starting at one for each charge count.	B	B	B	Y	Y	Y	Y	N	N
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B	Y	Y	Y	Y	N	N
57	Charge Primary Local Law Number	The law number as recorded in the local system for the primary charge.	B	B	B	Y	Y	Y	Y	N	N
58	Charge Primary Standard Law Number	The statewide equivalent (if any) for the charge primary local law number.	F	F	F	Y	Y	Y	Y	N	N
59	Charge Primary Result Code	A code which specifies the outcome as decided by the court, related to the primary charge.	B	B	B	Y	Y	Y	Y	N	N
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result code (example, Alford plea for a guilty result).	F	B	F	N	Y	N	N	N	N
61	Charge Primary Result Date	The date of the primary charge result finding.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
62	Charge Special Allegation Law Number	The law number of any special allegation (deadly weapon, sexual motivation, etc.) for the charge.	Y	F	Y	Y	Y	Y	Y	N	N
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	F	Y	Y	N	Y	Y	N	Y
64	Charge Special Allegation Result Date	The date of the special allegation.	F	F	F	Y	N	Y	Y	N	N
65	Charge Modifier Law Number	The law number of any inchoate modifier (attempted, conspiracy, etc., etc.) for the charge.	B	F	B	Y	N	Y	Y	N	N
66	Charge Definition Law Number	The law number for any definitional laws cited in the charging document for the charge count.	B	F	B	Y	N	Y	Y	N	N
67	Charge Domestic Violence Code	A code which specifies domestic violence applicability for the charge count.	B	B	B	Y	Y	Y	Y	N	N
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge.	B	B	B	Y	Y	Y	Y	N	N
70	Charge Plea Date	The date on which the plea was made.	B	B	B	Y	Y	Y	Y	N	N
71	Charge Sentence Date	The date on which sentencing, if any, was made on the charge.	B	B	B	Y	Y	Y	Y	N	N
72	Charge Sentence Judicial Official Identifier	The identifier of the judicial officer who made the sentencing.	B	B	B	Y	Y	Y	Y	N	N
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	NA	NA	B	N	N	Y	N	N	Y
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases.	NA	NA	B	N	N	Y	N	N	Y
<b>Citation</b>		A document issued to a person that contains the alleged violation of law.	NA	B	NA	NA	B	NA	NA	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
75	Case Identifier	Court defined unique case identifier.	NA	B	NA	NA	Y	NA	NA	N	NA
76	Citation Date	The date that the citation was issued.	NA	B	NA	NA	Y	NA	NA	N	NA
77	Originating Agency Code	A code which identifies the agency that originated the citation.	NA	B	NA	NA	Y	NA	NA	N	NA
78	Originating Agency Number	The number assigned to the citation as provided by the originating agency. The originating agency number can be different or the same as the case number filed by the court.	NA	B	NA	NA	Y	NA	NA	N	NA
79	Citation Amount	The fine dollar amount from the citation.	NA	B	NA	NA	Y	NA	NA	N	NA
80	Citation Accident Code	A code that indicates if an accident was involved.	NA	B	NA	NA	Y	NA	NA	N	NA
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	NA	B	NA	NA	Y	NA	NA	N	NA
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation.	NA	B	NA	NA	Y	NA	NA	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA	NA	Y	NA	NA	N	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent.	NA	B	NA	NA	Y	NA	NA	N	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA	NA	Y	NA	NA	N	NA
86	Citation THC Level Count	The THC level as tested.	NA	B	NA	NA	Y	NA	NA	N	NA
87	Vehicle License Number	The vehicle license plate number.	NA	B	NA	NA	Y	NA	NA	N	NA
88	Vehicle License State Code	The vehicle license plate number state code.	NA	B	NA	NA	Y	NA	NA	N	NA
<b>Condition</b>		An item that must be satisfied to resolve the issues on a case (charges, judgments, and other orders).	F	B	B	N	Y	Y	N	N	N
89	Condition Identifier	A unique identifier for the condition provided by the court.	F	B	B	N	Y	Y	N	N	N
90	Document Number	The number or identifier from the source document that imposed the condition. This has the same value as a corresponding entry for a Significant Document Index entry.	F	F	F	N	N	N	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
91	Case Identifier	Court defined unique case identifier.	F	B	B	N	Y	Y	N	N	N
92	Person Identifier	The statewide identifier for the person for whom the address applies.	F	B	B	N	Y	Y	N	N	N
93	Official Identifier	The statewide identifier for the official who imposed the condition.	F	B	B	N	Y	Y	N	N	N
94	Condition Date	The date that the condition was imposed.	F	B	B	N	Y	Y	N	N	N
95	Condition Type Code	The type of condition imposed (fine, jail, class, etc.).	F	B	B	N	Y	Y	N	N	N
96	Condition Amount	An amount, if applicable.	F	B	B	N	Y	Y	N	N	N
97	Condition Time Count	The amount of time for the condition, if applicable. The time is measured based on the time unit code.	F	B	B	N	Y	Y	N	N	N
98	Condition Time Unit Code	The time units (hour, day, month, etc.) that is for the condition time unit count.	F	B	B	N	Y	Y	N	N	N
99	Condition Review Date	The next date on which the condition is scheduled for review.	F	B	B	N	Y	Y	N	N	N
100	Condition Completion Date	The date on which the condition was completed.	F	B	B	N	Y	Y	N	N	N
101	Condition Completion Code	A code specifying the type of completion (completed, not completed, paid, etc.).	F	B	B	N	Y	Y	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
<b>Detention Episode Population</b>		Detention population tracks the status of a detainee for each day they are considered part of a facilities population. There is one record for each record per detainee per day.	NA	NA	B	NA	NA	Y	NA	NA	N
102	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B	NA	NA	Y	NA	NA	N
103	Case Identifier	Court defined unique case identifier.	NA	NA	B	NA	NA	Y	NA	NA	N
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B	NA	NA	Y	NA	NA	N
105	Detention Population Episode Reporting Date	The calendar date for which the detention population applies.	NA	NA	B	NA	NA	Y	NA	NA	N
106	Detention Population Reporting Time	The time in which the detention population was measured.	NA	NA	B	NA	NA	Y	NA	NA	N
107	Detention Population Code	A code identifying the population status for the person in the facility (in facility, temporary leave, furlough, etc.).	NA	NA	B	NA	NA	Y	NA	NA	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
<b>Detention Episode Summary</b>		Detention Episode contains the information for a detention episode. There is one record for each episode as measured from initial intake to final release.	NA	NA	B	NA	NA	Y	N	N	N
108	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B	NA	NA	Y	NA	NA	N
109	Case Identifier	Court-defined unique case identifier.	NA	NA	B	NA	NA	Y	NA	NA	N
110	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B	NA	NA	Y	NA	NA	N
111	Detention Episode Intake Code	A code that identifies the intake decision (screen, release, hold, etc.).	NA	NA	B	NA	NA	Y	NA	NA	N
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B	NA	NA	Y	NA	NA	N
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B	NA	NA	Y	NA	NA	N
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (screen, release, hold, etc.).	NA	NA	B	NA	NA	Y	NA	NA	N
115	Detention Episode Admission Date	The date of the admission decision.	NA	NA	B	NA	NA	Y	NA	NA	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
116	Detention Episode Admission Time	The time of the admission decision.	NA	NA	B	NA	NA	Y	NA	NA	N
117	Detention Episode Primary Charge Code	A code that identifies the charge decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
119	Detention Episode Release Reason Code	A code that identifies the reason decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
120	Detention Episode Release Date	The date of the release decision.	NA	NA	B	NA	NA	Y	NA	NA	N
121	Detention Episode Release Time	The time of the release decision.	NA	NA	B	NA	NA	Y	NA	NA	N
122	Detention Episode Time Served Hours Count	The count of the hours served.	NA	NA	B	NA	NA	Y	NA	NA	N
<b>Electronic Contact</b>		Electronic Contact provides a record of electronic contact methods and locations (email, web page, etc.).	F	F	F	Y	Y	Y	N	N	N
123	Electronic Contact Identifier	Unique identifier for the Electronic Contact as provided by the court.	F	F	F	Y	Y	Y	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
124	Person Identifier	The statewide identifier for the person for which the address applies.	F	F	F	Y	Y	Y	N	N	N
124	Electronic Contact Type Code	A code that identifies the electronic contact type (email, webpage, etc.).	F	F	F	Y	Y	Y	N	N	N
126	Electronic Contact Address Text	The electronic contact address.	F	F	F	Y	Y	Y	N	N	N
127	Electronic Contact Begin Date	The start date for the electronic contact.	F	F	F	Y	Y	Y	N	N	N
128	Electronic Contact End Date	The end date for the electronic contact.	F	F	F	Y	Y	Y	N	N	N
<b>Failure To Appear</b>		Failure To Appear provides a record for each failure to appear.	NA	B	NA	NA	Y	NA	NA	N	NA
129	FTA Identifier	Unique identifier for the FTA as provided by the court.	NA	B	NA	NA	Y	NA	NA	N	NA
130	Case Identifier	Court-defined unique case identifier.	NA	B	NA	NA	Y	NA	NA	N	NA
131	Person Identifier	The statewide identifier for the person for whom the address applies.	NA	B	NA	NA	Y	NA	NA	N	NA
132	FTA Order Date	The date on which the FTA was ordered.	NA	B	NA	NA	Y	NA	NA	N	NA
133	FTA Issuance Date	The date on which the FTA was issued.	NA	B	NA	NA	Y	NA	NA	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
134	FTA Adjudication Date	The date the FTA was adjudicated.	NA	B	NA	NA	Y	NA	NA	N	NA
<b>Official</b>		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	B	B	B	Y	Y	Y	N	N	N
135	Official Identifier	Statewide identifier of an official.	B	B	B	NA	Y	NA	N	N	N
136	Official Name	Official name.	B	B	B	Y	Y	Y	N	N	N
137	Organization Identifier	The unique identifier for the organization to which the official belongs (court, LEA, etc.).	B	B	B	NA	Y	NA	N	N	N
138	Official Title	The title for the official when applicable.	B	B	B	Y	Y	Y	N	N	N
139	Official Type Code	A code which specifies the type of official (judge, law enforcement officer, attorney, etc.).	B	B	B	NA	Y	NA	N	N	N
140	Official Sub Type Code	A code which further qualifies the official type.	B	B	B	Y	Y	Y	N	N	N
141	Official Status Code	The status of the official. (active, inactive, etc.).	B	B	B	NA	Y	NA	N	N	N
142	Official Begin Date	The start date for the official.	B	B	B	Y	Y	Y	N	N	N
143	Official End Date	The end date for the official.	B	B	B	NA	Y	NA	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
<b>Organization</b>		Organization provides a record for each organization that is used in other records provided. See Office.	B	B	B	Y	Y	Y	N	N	N
144	Organization Identifier	A statewide unique identifier for the organization.	B	B	B	NA	Y	NA	N	N	N
145	Organization Name	The organization name.	B	B	B	Y	Y	Y	N	N	N
146	Organization Type Code	A code that identifies the type of organization (court, LEA, etc.).	B	B	B	NA	Y	NA	N	N	N
147	Organization Sub Type Code	A code that identifies the sub-type within the type.	B	B	B	Y	Y	Y	N	N	N
148	Organization Status Code	The status of the organization when applicable.	B	B	B	NA	Y	NA	N	N	N
149	Organization Begin Date	The organization begin effective date.	B	B	B	Y	Y	Y	N	N	N
150	Organization End Date	The organization end effective date.	B	B	B	NA	Y	NA	N	N	N
<b>Participant</b>		Participant provides a record of each participant on a case.	B	B	B	Y	Y	Y	Y	N	N
151	Participant Identifier	A unique identifier for the participant.	B	B	B	Y	Y	Y	Y	N	N
152	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
153	Person Identifier	The statewide identifier for the person to which the address applies.	B	B	B	Y	Y	Y	Y	N	N
154	Participant Type Code	A code for the role of the person on the case (defendant, petitioner, etc.).	B	B	B	Y	Y	Y	Y	N	N
155	Participant Status Code	The status of the participant on the case.	B	B	B	Y	Y	Y	Y	N	N
156	Participant Begin Date	The participant begin effective date.	B	B	B	Y	Y	Y	Y	N	N
157	Participant End Date	The participant end effective date.	B	B	B	Y	Y	Y	Y	N	N
158	Participant Security Code	A code that identifies the security status for the participant (open, confidential, etc.).	B	B	B	Y	Y	Y	Y	N	N
<b>Participant Association</b>		Participant Association provides a record for the association between participants on a case, when applicable.	B	B	B	Y	Y	Y	N	N	N
159	Participant Association Identifier	An identifier in each record used to associate participants.	B	B	B	Y	Y	Y	N	N	N
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (family relationship, victim, etc.).	B	B	B	Y	Y	Y	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
161	Case Identifier	The unique identifier for the case.	B	B	B	Y	Y	Y	N	N	N
162	Participant Identifier	The unique identifier for the participant.	B	B	B	Y	Y	Y	N	N	N
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association.	B	B	B	Y	Y	Y	N	N	N
164	Participant Association Begin Date	The participant association begin.	B	B	B	Y	Y	Y	N	N	N
165	Participant Association End Date	The participant association end.	B	B	B	Y	Y	Y	N	N	N
<b>Person</b>		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case.	B	B	B	Y	Y	Y	Y	Y	Y
166	Person Identifier	The statewide identifier for the person.	B	B	B	Y	Y	Y	Y	Y	Y
167	Person First Name	The person's first name.	B	B	B	Y	Y	Y	Y	Y	Y
168	Person Last Name	The person's last name.	B	B	B	Y	Y	Y	Y	Y	Y
169	Person Middle Name	The person's middle name.	B	B	B	Y	Y	Y	Y	Y	Y
170	Person Birth Date	The person's date of birth.	B	B	B	Y	Y	Y	Y	Y	Y
171	Person Death Date	The person's date of death.	B	B	B	Y	Y	Y	Y	Y	Y
172	Person Gender Code	A code that identifies the person's gender.	B	B	B	Y	Y	Y	Y	Y	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
173	Person Race Code	A code that identifies the person's race.	B	B	B	Y	Y	Y	Y	Y	Y
174	Person Ethnicity Code	The code of that identifies the person's ethnicity.	B	B	B	Y	Y	Y	Y	Y	Y
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B	Y	Y	Y	Y	Y	Y
176	Person Driver License Number	The driver's license number.	B	B	B	Y	Y	Y	Y	Y	Y
177	Person Driver License State Code	A code for the state code that issued the driver's license.	B	B	B	Y	Y	Y	Y	Y	Y
178	Person Driver License Expire Date	The driver's license expiration date.	B	B	B	Y	Y	Y	Y	Y	Y
179	Person Department Of Corrections Number	The identification number provided by the Department of Corrections.	B	B	B	Y	Y	Y	Y	Y	Y
180	Person Juvenile Number	The identification number used for juveniles in Washington State.	B	B	B	Y	Y	Y	Y	Y	Y
181	Person FBI Number	The identification number provided by the Federal Bureau of investigation.	B	B	B	Y	Y	Y	Y	Y	Y
182	Person Height Inch Count	The person's height in inches.	B	B	B	Y	Y	Y	Y	Y	Y
183	Person Weight Count	The person's weight in pounds.	B	B	B	Y	Y	Y	Y	Y	Y
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B	Y	Y	Y	Y	Y	Y
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B	Y	Y	Y	Y	Y	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
186	Person Physical Description Text	A textual description of the person including identifying characters, scars, marks, and tattoos.	B	B	B	Y	Y	Y	Y	Y	Y
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B	Y	Y	Y	Y	Y	Y
<b>Person Association</b>		Person Association provide a linkage of one person record to another. These associations can be other records: alias, facility relationship etc.	B	B	B	Y	Y	Y	Y	Y	Y
188	Person Association Identifier	An identifier in each record used to associate persons.	B	B	B	Y	Y	Y	Y	Y	Y
189	Person Association Type	A code which specifies the type of association between one or more parties (alias, family relationship, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
190	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
191	Person Association Role Code	A code for the role of the person in the relationship (true name, alias, parent, child, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
192	Person Association Begin Date	The person association begin effective date.	B	B	B	Y	Y	Y	Y	Y	Y

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
193	Person Association End Date	The person association end effective date.	B	B	B	Y	Y	Y	Y	Y	Y
<b>Person</b>		Phone provides a record of phone number contacts for a person.	B	B	B	Y	Y	Y	Y	Y	Y
192	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
193	Phone Type Code	A code that identifies the phone number type (home, cell, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
194	Phone Number	The phone number.	B	B	B	Y	Y	Y	Y	Y	Y
195	Phone Begin Date	The phone number begin effective date.	B	B	B	Y	Y	Y	Y	Y	Y
196	Phone End Date	The phone end effective date.	B	B	B	Y	Y	Y	Y	Y	Y
<b>Proceeding</b>		Proceeding provides a record hearings for a case.	B #6	B	NA	Y	Y	NA	Y	N	NA
197	Proceeding Identifier	A unique identifier provided by the court for the proceeding.	B	B	NA	N	Y	NA	N	N	NA
198	Case Identifier	Court-defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	NA
199	Proceeding Type Code	A code that identifies the type of proceeding.	B	B	NA	Y	Y	NA	Y	N	NA
200	Proceeding Schedule Date	The scheduled proceeding date.	B	B	NA	Y	Y	NA	Y	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
201	Proceeding Schedule Time	The scheduled proceeding time.	F	B	NA	N	Y	NA	N	N	NA
202	Proceeding Schedule Official Identifier	The identifier of the official scheduled to hear the proceeding.	B	B	NA	Y	Y	NA	Y	N	NA
203	Proceeding Actual Date	The actual date of the proceeding.	F	B	NA	N	Y	NA	N	N	NA
204	Proceeding Actual Official Identifier	The official that heard the proceeding.	F	B	NA	N	Y	NA	N	N	NA
205	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	F	B	NA	N	Y	NA	N	N	NA
206	Proceeding Status Date	The date associated with the proceeding status code.	F	B	NA	N	Y	NA	N	N	NA
207	Proceeding Status Reason Code	A code that further qualifies the proceeding status when applicable (not held reason, etc.).	F	B	NA	N	Y	NA	N	N	NA
<b>Process Control Number</b>		Process Control Number provides a record of each process control number assigned by Washington State Patrol (WSP).	B	B	NA	Y	Y	NA	Y	N	NA
208	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	NA

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
209	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	NA	Y	Y	NA	Y	N	NA
210	Originating Agency Identifier	The originating agency.	B	B	NA	Y	Y	NA	Y	N	NA
211	Process Control Number	The process control number (PCN) assigned by WSP.	B	B	NA	Y	Y	NA	Y	N	NA
212	Process Control Number Arrest Date	The date of the arrest for which the PCN was assigned.	B	B	NA	Y	Y	NA	Y	N	NA
213	Process Control Number Date	The date the PCN number was assigned.	B	B	NA	Y	Y	NA	Y	N	NA
<b>Significant Document Index Information</b>		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This does not mean document images; it is the significant data contained in the documents.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
214	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
215	Document Identifier	A unique identifier assigned by the court.	B	B	B	Y	Y	Y	Y	N	N
216	Document Type Code	The document type (judgment and sentence, order, etc.).	B	B	B	Y	Y	Y	Y	N	N
217	Document File Date	The document file.	B	B	B	Y	Y	Y	Y	N	N
218	Document Decision Code	A code that type of decision when applicable.	B	B	B	Y	Y	Y	Y	N	N
219	Document Decision Date	The document decision date.	B	B	B	Y	Y	Y	Y	N	N
220	Document Expiration Date	The document expiration date.	B	B	B	Y	Y	Y	Y	N	N
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	B	B	B	Y	Y	Y	Y	N	N
222	Document Authorizing Official Identifier	The identifier of the official that authorized the document.	B	B	B	Y	Y	Y	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
<b>Significant Document Party</b>		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	B	B	B	Y	Y	Y	Y	N	N
223	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
224	Document Identifier	A unique identifier assigned by the court.	B	B	B	Y	Y	Y	Y	N	N
225	Document Party Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	N	N
226	Document Party Decision Code	A code that specifies the role of the party (protects, restrains, etc.)	B	B	B	Y	Y	Y	Y	N	N
<b>Warrant Information</b>		Warrant Information provides a record for each warrant.	B	B	NA	Y	Y	NA	Y	N	N
227	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
228	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	NA	Y	Y	NA	Y	N	N
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA	Y	Y	NA	Y	N	N
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA	Y	Y	NA	Y	N	N
231	Warrant Cancelled Date	The date the warrant was cancelled, when applicable.	F	B	NA	N	Y	NA	N	N	N
232	Warrant Recalled Date	The date the warrant was recalled, when applicable.	F	B	NA	N	Y	NA	N	N	N
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	F	B	NA	N	Y	NA	N	N	N
234	Return Adjudication Date	The date the adjudication was returned to the Department of Licensing (DOL), when applicable.	F	B	NA	N	Y	NA	N	N	N
235	Warrant Type Code	A code that specifies the warrant type (Bench, Administrative, etc.).	F	B	NA	N	Y	NA	N	N	N
236	Warrant Service Date	The date that the warrant was served, when applicable.	F	B	NA	N	Y	NA	N	N	N
237	Warrant Expire Date	The warrant expiration date.	F	B	NA	N	Y	NA	N	N	N

## APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
238	Warrant Bail Amount	The bail amount on the warrant.	F	B	NA	N	Y	NA	N	N	N
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA	N	Y	NA	N	N	N

## APPENDIX 'C' SHARED DATA ELEMENTS TO IMPLEMENTATION PHASES

The following chart provides the requirements for what data is needed for each implementation phase. A high level description of each phase is provided on the following page following the chart. Each phase has one or more business objectives. For each objective, the data needed is indicated with a green box. The names of the data areas are identical to the ones in the Shared Data Standards spreadsheet in appendix 'B'.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB							
	Phase	Objective	Accounting	Accounting Detail	Address	Case	Case Association	Case Party	Case Status	Charge	Citation	Condition	Detention Episode	Population	Detention Episode	Electronic Contact	Failure to Appear	Official	Organization	Participant	Participant	Association	Person	Person Association	Phone	Proceeding	Process Control	Number	Signification	Document Index	Information	Signification	Document Party	Warrant	
1	1	Criminal Case History			X	X	X	X	X										X			X			X	X									
2	1	Domestic Violence Orders			X	X	X																				X	X			X				
3	1	Warrants			X	X																											X		
4	1	Firearms			X	X																													
5	2	Individual Identification		X											X							X		X											
6	2	Individual Associations																					X												
7	2	Officials and Organizations															X	X																	
8	3	Individual Case History			X	X	X	X	X	X	X									X	X														
9	3	Referral History			X	X	X	X	X	X		X								X	X	X	X				X	X		X					
10	3	Case Conditions										X																							
11	3	Failure to Appear														X																			
12	4	Civil Case Summary			X	X	X	X			X								X	X				X		X	X		X		X				
13	4	Juvenile Detention History										X	X																						
14	5	Court Accounting Summary	X																																
15	5	Case Accounting Detail		X																															

## APPENDIX 'C' SHARED DATA ELEMENTS TO IMPLEMENTATION PHASES

### Phase Descriptions:

Phase 1 — ~~Phase 1 shall provide all information needed to support public safety and mandates. A court shall provide information on all cases that are considered for criminal history, have domestic violence issues, have warrants, or have decisions affecting firearms rights. For CLJ's this includes criminal cases (criminal traffic and criminal non-traffic), domestic violence related cases, or any other cases that have a warrant. For Superior Courts this includes criminal cases, juvenile offender cases, domestic violence related cases, cases that affect firearms rights, or any other cases that have a warrant.~~

Phase 2 — ~~Phase 2 shall provide information needed to parties that are well identified. This information is needed for sharing between case management applications and is needed for providing a statewide view to individual and defendant case history (phase 3).~~

Phase 3 — ~~Phase 3 shall provide information needed to support judicial decision making using data from all courts statewide. It provides information related to cases that have well identified individuals.~~

Phase 4 — ~~Phase 4 shall provide information needed to support public information sharing and the compilation of complete statewide caseload statistics.~~

Phase 5 — ~~Phase 5 shall provide information needed for accounting related business functions. It supports financial planning and is required to respond to legislative requests.~~

# JIS Data Standards for Alternative Electronic Court Record Systems Frequently Asked Questions (FAQ)

10/01/2014

1. Will courts that are not now directly using a JIS supported application to manage court cases, be expected to meet these standards, or will they be “grandfathered” in?

~~Yes, all courts are expected to meet the standards. However, the Standards Implementation Plan provides for a five-year incremental compliance plan for courts that are currently not using JIS as their primary case management system. The plan provides an incremental phase in period for courts to provide the most important data in the earlier years, such as data needed for public safety, followed by less significant data in the subsequent years (individual case history, proceedings, caseload statistics, etc.).~~

The Implementation plan for the JIS Data Standards for Alternative Electronic Court Record Systems requires trial courts not using JIS as their primary case management system as of April 4, 2014 (Seattle Municipal, Spokane Municipal, and Pierce Superior) to continue to enter data into JIS at the same level entered as of April 4, 2014.

The previous version (version 1.2) of the implementation plan, required a five-year phase-in of the standards

2. If a court already has an established method for transmitting required data to the Department of Licensing or to Washington State Patrol, will they have to change the existing data exchange to conform to these guidelines?

*No, the standards do not require changes to your existing data exchanges with the Department of Licensing (DOL) and the Washington State Patrol (WSP). The AOC does not have any authority over the data standards required by DOL and WSP. These standards only apply for data between alternative court systems and the JIS.*

3. Will courts be required to provide AOC/JIS all of the “shared data elements” in Appendix A?

*No, courts will not have to share all of the shared data elements. Courts will only have to provide the shared data elements that are identified as “baseline” for their court level. For example, Detention Population and Detention Episode are only for juvenile departments.*

4. How would we resolve a situation where a non-JIS court is prepared to develop its portion of the data exchange, but due to a lack of AOC resources, the ISD division is not ready?

For courts that are currently not using JIS as their primary case management system, see answer to FAQ #1.

For courts that leave JIS in the future, there are two ways for non-JIS courts to meet the requirements:

- 1) through an automated data exchange or
- 2) via direct data entry into JIS.

# JIS Data Standards for Alternative Electronic Court Record Systems Frequently Asked Questions (FAQ)

10/01/2014

AOC resources are currently focused on legacy system replacement efforts. Requests for AOC resources can be made through the ITG process. AOC will focus on working to implement the data exchanges with non-Odyssey (Pierce County and King County) superior courts after the state-wide implementation of Odyssey is completed. Eventually, the INH team will develop services for non-JIS courts of limited jurisdiction.

5. Are the time standards for data sharing new or are they currently in place?

*These time standards are partially what is done currently and partially needed to maintain the status quo.*

6. How was it determined what data elements should be included in the standards?

*There was a very extensive process used to identify the data elements for the standards. The starting point of the standard data elements came from the JIS Baseline Services. The JIS baseline Services Identified 13 major CMS functions and 64 sub-functions. Each sub-function was evaluated by a JISC workgroup to determine its applicability for shared data and common process. The workgroup had consensus on 40 of the shared data sub-functions. Those 40 were used to limit the initial scope.*

*Next, the following statewide level outputs were analyzed. The data elements from each were cataloged and cross referenced:*

Name	Type	Source
Judicial Output Browser System Screens	Existing JIS Output	JIS Application
JIS Statewide Screens	Existing JIS Output	JIS Application
CLJ Statistical Reports	Existing Output	Data Warehouse
Superior Court Caseload Reports	Existing Output	Data Warehouse
SCOMIS Docket Analysis	Analysis of SCOMIS Docket	Enterprise Architecture
JIS Table and Column Analysis	JIS Database Analysis	JIS database
Odyssey Table and Column Analysis	Odyssey	JIS database
Required Data Fields for DX Non-JIS Courts (SMC)	Proposal for expanded Seattle Municipal Court Upload to JIS	ITG 27 Governance Request
JIS Data Exchanges	Registry of Operational Data Exchanges	Maintenance Team

Table 1 Major statewide outputs and data sources

# JIS Data Standards for Alternative Electronic Court Record Systems Frequently Asked Questions (FAQ)

10/01/2014

*Next a list of reasons (rationales) for requiring data to be shared outside of an individual court was developed. This list included: state statute or other mandates, judicial decision making, judicial needs, caseload statistics, etc. The list of common shared data elements was then evaluated against the rationale. Data elements that were supported by a rationale were kept, all other data elements were discarded.*

*Next, data elements with the same meaning and usage were consolidated. The data elements were then assigned to sub-functions from baseline services – participant, case, participant, charge etc.*

*The final step was to vet the data elements with AOC personnel that are considered experts in certain areas. The AOC staff were from: AOC Data and Development (Data Warehouse), Database Administrations, Architecture and Strategy, Court Business Liaisons, Trail Court Services and Judicial Education, Court Business and Technology Integration (business analysts and others), Management Services (accounting data), and Court Innovation – Washington State Center for Court Research.*

*The result is 255 data elements, 215 of which are unique (some elements such as case identifier, person identifier, etc. are repeated in multiple groups.). These data elements represent a very small percentage as compared to the existing JIS and the new Odyssey databases. The JIS database currently has 3,834 data elements and the Odyssey database has in excess of 30,000 data elements.*

7. Where did the data element names come from? Some of the data element names in Appendix 'A' Shared Data Elements do not make sense for my court. For example, 'Conditions' is confusing for Superior Courts.

*When naming the data elements an attempt was made to have a common name that spanned all court levels. It was anticipated that some of the names used might need additional reconciliation to bring a common understanding between court levels. During the development of the standards, the terminology from the National Center for State Court (NCSC) Consolidated Case Management System Functional Standards was used whenever appropriate.*

8. Why do the standards include data elements that are not being provided today?

*The standards are a combination of what is available now plus what is needed in the future. The standards includes data elements that are needed but not currently available in the existing applications. One example is detailed conditions of sentence from the Judgment and Sentence for Superior Courts. This data is needed for sharing between courts, probation, and other organizations such and Juvenile Rehabilitation Association (JRA). The detailed conditions of sentence are not completely provided in a common (non-textual) format by SCOMIS. The Standards for Alternative Court Electronic Record Systems anticipates that this information will be provided in new replacement systems for the courts.*

# JIS Data Standards for Alternative Electronic Court Record Systems Frequently Asked Questions (FAQ)

10/01/2014

*As such, the data is marked as a “future” requirement in the standards.*

9. There are no references to data exchanges for NCOs, warrants, convictions. Should there be something that is responsive to the Washington State Patrol (WSP) CJIS Security requirements?

*The standards fully support No Contact Orders (NCO's) using the standards from the 'Significant Document Index' and 'Significant Document Index parties'. Warrants and convictions are also fully supported. The Criminal Justice Information System (CJIS) security requirements are not applicable to this standard as there is not proposed direct interaction between CJIS and JIS (information from AOC Information Security Officer, Terry Overton).*

10. If a data exchange is required to meet these data standards, will funding to support the data exchange be available through the AOC?”

*No. In accordance with the 2014 legislative budget proviso, funding for the local court part of the data exchange work is the responsibility of that court. The legislature has directed that all courts use a common set of data standards.*

11. Will courts have the ability to add to the AOC managed code list to reflect any local ordinances that may have different existing local codes? As new laws are adopted additional updates will be required, so it is important to know how local codes will be handled as part of these new standards.”

*The data standards have the requirement to provide both the local law along with the statewide standard law. Any local law will be accepted providing that a valid statewide standard law is also provided.*

12. The Information Networking Hub (INH) is a fundamental component supporting the Data Standards, yet there is little or no current information about the status of INH and the inter-play between it and the Data Standards.

*The INH project involves several major efforts.*

#### *Work Completed*

- INH has developed 21 data exchange services in addition to 66 data exchange services developed as part of the Superior Court Data Exchange (SCDX) project. These 87 services together will be utilized to support the SC-CMS integration efforts.*

#### *Work Currently Underway*

# JIS Data Standards for Alternative Electronic Court Record Systems Frequently Asked Questions (FAQ)

10/01/2014

- *The primary focus of the INH team at this time is on the integration between JIS and Odyssey for the SC-CMS project.*
- *The INH project team is working on an Enterprise Data Repository (EDR) prototype. This effort will help create a design and strategy for developing a comprehensive central data repository that can store and share statewide data with disparate court systems based on the JIS data standards.*

## *Future Plans*

- *AOC will focus on working to implement the 87 data exchanges with non-Odyssey (Pierce County and King County) superior courts after the state-wide implementation of Odyssey is completed.*
- *The INH team will eventually develop services to support a CLJ Case Management System. AOC has presented a budget decision package for potential inclusion in the request for the upcoming legislative session. No funding has yet been authorized for this effort.*

13. The standards have several policy statements included or inferred in them. Having policies to guide the standards is essential in developing consistent and appropriate data standards. We are concerned that the policies are either unintentional or un-vetted outcomes of the standards rather than being developed in a transparent and thorough process.

*In 2014, the legislature issued a proviso which requires AOC and the JISC to develop the JIS standards. AOC based the development of the standards on JISC Rule 13 and the JIS General Policies, which are revised, reviewed and approved by the JISC through an established process. The intent of the policy-like statements in the standard is not to replace those policies or rules, but to elaborate, supplement and clarify the JIS policies and rules in the context of the standards.*

14. The Stated Purpose of the JIS Data Standards (page 2) indicates that this document "contains the requirements for trial courts to interface independent automated court record systems with the state Judicial Information System." We agree that an "interface" is essential and note that duplicate data entry is not an interface. "

*The use of the word "interface" is proper as used in the standards document on page 2. The exchange can be between software, computer hardware, peripheral devices, humans and combinations of these.*

15. This policy contains references to a variety of statutes, court rules and general rules, which cause some confusion and lack of clarity. Very few of the rules or statutes pertain to a statewide data standard. We ask that they be removed from this document."

*The authoritative references (Court Rules and Statutes) noted in the Standard provide direction to a court if they choose to operate an alternative electronic court record system.*

# JIS Data Standards for Alternative Electronic Court Record Systems Frequently Asked Questions (FAQ)

10/01/2014

*Inclusion of these rules provides an easy reference for the courts on what statutes, rules, and other items apply so that they can effectively plan for and operate an alternative system.*

16. Data should not only be provided by the courts to the AOC, but courts should also be able to have access to data that is provided by other courts and clerks. Our understanding is that no exchange mechanism is in place for us to use, and when it is, it will be only a one way avenue for courts to send data to the state. In the interest of public safety, the data exchange initiative should be a two way initiative.”

*The purpose of this standard is to address the issue that statewide justice data is not lost when courts choose to move off of JIS. We also agree that two-way data exchanges are beneficial. For courts needing data from the statewide database, AOC currently supports a large number of data exchanges, data feeds, and reports. AOC is currently working on the revision or definition of standards and specifications for these outbound data exchanges and reports through other programs and projects.*

17. Roughly 40% of the data contained within JIS is from courts that are not now using JIS, or from courts that are planning to migrate to other systems (King County District, King County Superior Court and County Clerk's Office, Seattle Municipal Court, Pierce County Superior Court, and Spokane Municipal Court). Given the volume of data managed by these courts, it is important that their data be made available to other courts in a timely and cost effective manner. All courts in the state should have accurate, real-time information about defendants with cases in other courts. There is a significant public safety risk by our current state where multiple systems have to be accessed to gather current case information. In developing these Data Standards and in discussing data exchange mechanisms, AOC's intent should be to develop standards and mechanisms that are reasonable, manageable and acceptable to us all and not just to the smaller courts. It would be unfortunate if AOC prevented courts that need to develop local systems from having a cost effective mechanism for providing their data to other courts across the state.

*AOC acknowledges and recognizes that King County provides a significant percentage of data that is currently being used by other courts statewide. The purpose of the standard is to continue the vital needs by all courts to have this information, and to ensure, that if a court chooses to move away from the statewide JIS, that this data is still available for all courts statewide.*

Judicial Information System Committee Meeting, October 24, 2014

## **DECISION POINT – JIS Data Standards and Implementation Plan for Alternative Electronic Court Record Systems**

### **MOTIONS:**

1. I move that the JISC approve the attached JIS Data Standards and Implementation Plan for Alternative Electronic Court Record Systems.

### **I. BACKGROUND**

JISC Rule 13 requires courts to request approval from the JISC to leave the centralized JIS and to use a Local Court Automated Record System. Some courts are already using other case management systems than the statewide system, and other courts have notified the JISC that they plan to move to alternative case management systems.

In 2014, the legislature approved the SC-CMS budget with a proviso requiring AOC and the JISC to develop statewide data collection and exchange standards. On June 27, 2014, the JISC approved a data standard, subject to continuing input from concerned parties, with the expectation that JISC would make necessary adjustments at the September JISC meeting. Due to the timing and quantity of the feedback AOC received, approval of the revised standard was pushed to October 24. AOC received written feedback, and met with stakeholders on August 12, August 20, and October 6, 2014.

### **II. DISCUSSION**

The standards contain the 215 data elements that courts with alternative case management systems must share with the statewide Judicial Information System (JIS). The Implementation Plan addresses how courts that currently have alternate systems must comply with the data standards, and how courts that move to an alternate system in the future must comply with the standards. Statewide standards are necessary to ensure the integrity and availability of statewide information on which all courts, judicial partners, AOC and the public depend.

### **III. OUTCOME IF NOT PASSED –**

If the JISC does not approve the statewide data collection and exchange standards, AOC will be out of compliance with a legislative mandate, which could threaten SC-CMS and CLJ-CMS funding. In addition, not having complete information in the statewide Judicial Information System jeopardizes public safety. Judicial officers will not have all of the information they need for judicial decision making. Court staff will not have necessary information for serving the public at the courthouse. Judicial partners (WSP, DOL, DSHS, SOS) will not have complete information, which could result in problems for law enforcement, firearms compliance, protection of vulnerable adults, and other critical needs. It could also result in non-compliance with statutes, court rules, and other mandates.

# **Superior Court Case Management System (SC-CMS) Project Update**

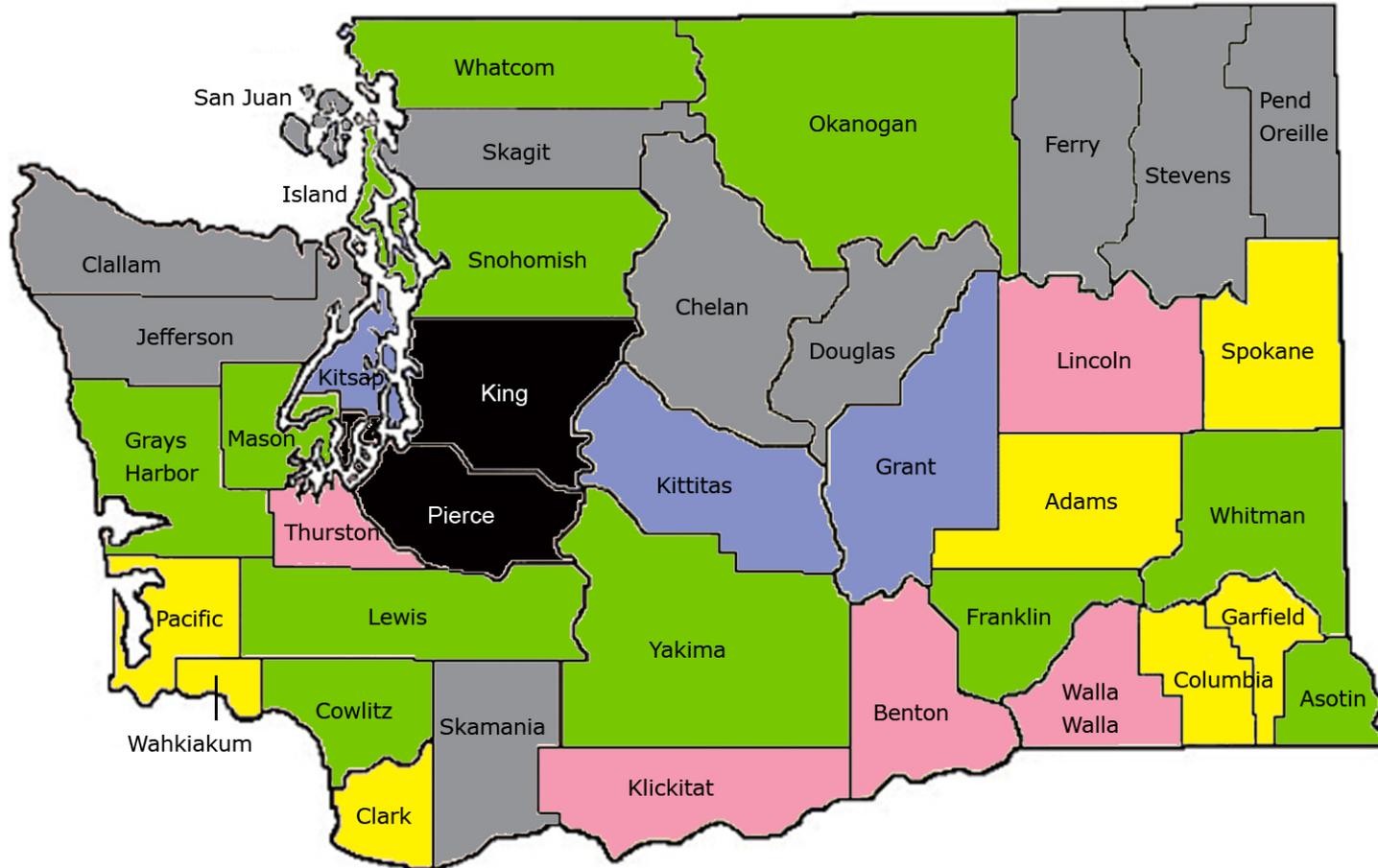
Maribeth Sapinoso, AOC Project Manager  
Marie Constantineau, AOC Deputy Project Manager

October 24, 2014

# Recent Activities

- ✓ DMS Responses as of October 8, 2014:
  - 30 Counties have responded
    - 12 Odyssey DMS
    - 10 Link Only (“Pointer”)
    - 5 Lack of agreement
    - 3 Undecided
    - 7 Awaiting response

# DMS Selection as of October 8, 2014



-  = Odyssey DMS
-  = Link Only (Pointer)
-  = Lack of Agreement
-  = Undecided
-  = Awaiting Response

## Recent Activities (*cont'd*)

- ✓ Project Steering Committee Decisions
  - ✓ Thurston County was selected as an Early Adopter.
  - ✓ Snohomish County's request to be a Pilot was not approved.
  - ✓ Benton, Klickitat, and Walla Walla, at their request, were withdrawn as Early Adopters.

Pilot: Lewis County

Early Adopters: Franklin, Thurston, Yakima

- ✓ Identified order of statewide rollout plan

## Recent Activities (*cont'd*)

- ✓ Conducted Kick Off meeting with Early Adopters – September 16, 2014.
- ✓ Completed first Pilot stakeholder meeting – September 22, 2014.
- ✓ Completed second data conversion push
  - Total *Party* Records Converted: **10.4 Million**
  - Total *Case* Records Converted: **888,241**
- ✓ Completed first data conversion training/review with Pilot power users – October 7-9, 2014.

# Work In Progress

- Customizing “Help” in Odyssey for the State of Washington.
- Preparing project update for upcoming Association of City and County Information Systems (ACCIS) conference – October 22, 2014.
- Preparing for on site kickoff with Early Adopter technical staff – November 5 & 6, 2014.
- Scheduling meetings with 3<sup>rd</sup> party DMS vendors for Link Only (“Pointer”).

# Next Steps

- Accept delivery of Tyler integration and application development
- Begin unit testing of application development
- Develop DMS prototype for Link Only option
- Complete Pilot site business process reviews
- Prepare for integration testing

## Phase 3 – Pilot Implementation

MILESTONES or PROJECT DELIVERABLES	CURRENT PLAN DATE
✓ Second Data Conversion Push	August 2014
✓ DMS Intent decisions received	October 2014
✓ Third Data Conversion Push	October 2014
Tyler Development (Integration) Work Completed	October 2014
Integration Testing Begins	Jan – Mar 2015
Fourth Data Conversion Push	January 2015
Local Court Configuration Completed	January 2015
Integration Testing Completed	May 2015
Pilot Mock Go-Live	February 2015
Pilot End User Training Complete	May 2015
Pilot Go-Live Conversion Activities Begin	June 2015

# **INH**

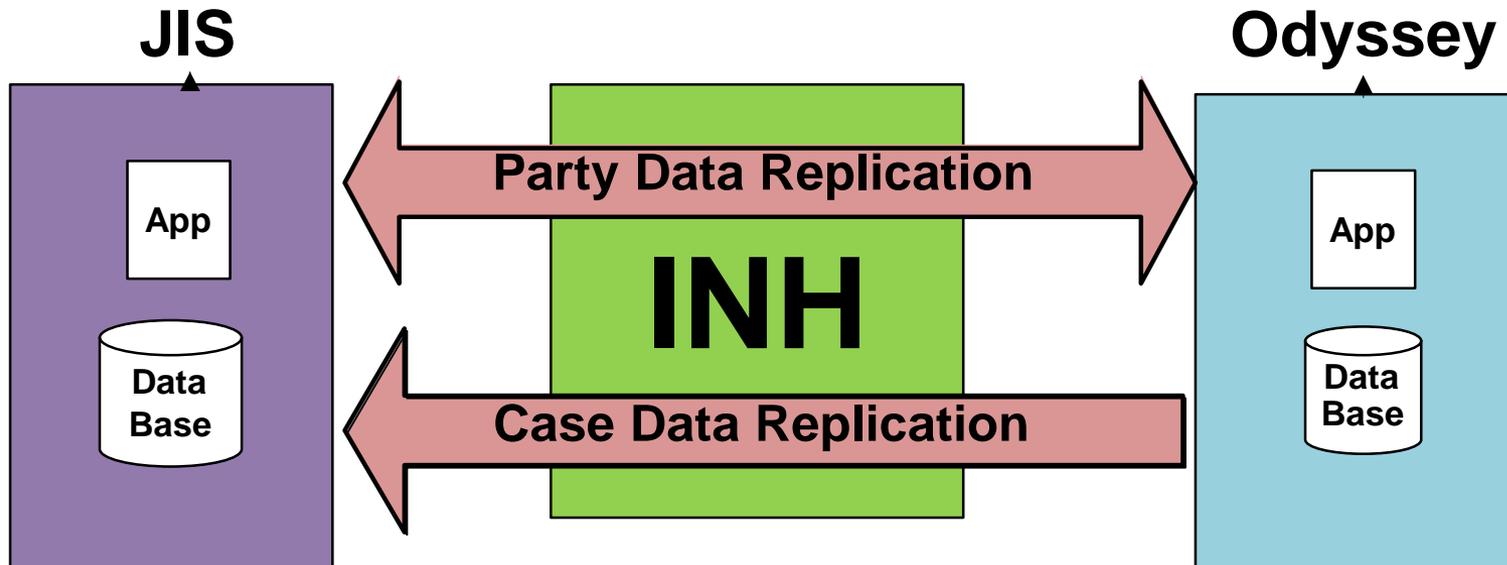
# **SC-CMS Integration Support**

## **Project Status Update**

Dan Belles, PMP - Project Manager

October 24, 2014

# SC-CMS Integration Solution\*



\* Short term solution for SC- CMS Pilot Site/Early Adopters.

# SC-CMS Integration Support Recent Activities

## Party Data Replication

- Continue solution design effort
- Continue development of solution

## Case Data Replication

- Analyze and test services for case data replication

## Document Management System (DMS)

- Gather requirements/create initial design
- Start initial AOC development

# Schedule

SC-CMS Integration	2013			2014												2015									
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
Party Data Replication	Phase 1 Design						Phase 1 Development																		
	Phase 2 Design																								Phase 2 Development
																Internal QA Testing									
																UAT Integration Testing									
Case Data Replication													1. Tyler delivers case builds & 2. Testing and acceptance of 80+ services begins												
Third Party DMS* (Link Only Option)													Tyler delivers DMS build												
													AOC Design, Develop Prototypes, Engage Counties			AOC Testing & Documentation			AOC Complete Development						
																	 <b>Pilot Site Go Live</b>								

\*The DMS integration timeline does not include development of services by 3<sup>rd</sup> Party DMS Vendors for the Link Only Option.

# Risk #1: Critical Project Inter-dependencies

## Risk

- Project inter-dependencies and decisions made by SC-CMS and the integration support projects impact each project's deliverables and major milestones

## Mitigation

- The Inter-Project Coordination Team (IPCT) has been established to ensure communication and collaboration between the projects in order to identify, track and address risks and issues

# Risk #2: Case Data Replication

## Risk

- Tyler's case data replication solution will use some of the existing INH/SCDX services to send case data to JIS from Odyssey. Unforeseen issues discovered in using one or more of these services could impact the solution design, increase complexity and level of effort and impact the schedule

## Mitigation

- This risk is being mitigated by working with Tyler and SC-CMS to analyze existing services and identifying the potential differences and solutions

# **Risk #3: Third Party DMS Integration with Odyssey (Link Only Option)**

## **Risk**

- Unknown differences in logic/functionality/data between the Third Party DMS, Odyssey will increase the complexity, level of effort and testing and impact the implementation schedule

## **Mitigation**

- This risk will be mitigated by working with the Third Party vendors, the SC-CMS Project and Tyler to identify possible differences and develop solutions

# Issue

## Party Data Replication

- Person (party) business rules for “aliases” and “well-identified/non well-identified persons” are handled very differently in JIS and Odyssey. The complexity in resolving these differences is impacting the project’s ability to create a final design, and to complete development and testing in time for Pilot Site Go Live

## Mitigation

- The SC-CMS and integration project teams are analyzing the impacts and options and developing contingency plans for the Pilot Site Go Live. Additional developer/tester resources are being added to address the impact on schedule

# Next Steps

## SC-CMS Integration Support

Milestone	Date
Party Data Requirements Analysis and Design	Nov 2014
Party Data Development	Jan - Mar 2015
Party Data Internal QA Testing	Mar - Jun 2015
Party Data UAT/Integration Testing	Mar - Jun 2015
Case Data Builds Delivered By Tyler	Oct 2014
Case Data Tyler Builds Testing & Acceptance	Nov - Dec 2015
Initial Testing of Tyler DMS builds	Jan - Mar 2015
Pilot Site Go Live	Feb - Jun 2015



*bluecrane*  
**MANAGEMENT CONSULTING  
FOR STATE AND LOCAL  
GOVERNMENTS**

*EXECUTIVE ADVISEMENT*

*QUALITY ASSURANCE*

*PROJECT OVERSIGHT*

*PROJECT MANAGEMENT*

*INDEPENDENT VERIFICATION AND  
VALIDATION (IV&V)*

*RISK REDUCTION*

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

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

**SC-CMS Project**

**September 30, 2014**

Prepared by  
**Bluecrane, Inc.**





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## Part 1: Executive Summary and Assessment Dashboard

### *Executive Summary*

This report provides the September 2014 quality assurance (QA) assessment by Bluecrane, Inc. (“*bluecrane*”) for the State of Washington Administrative Office of the Courts (AOC) Superior Court – Case Management System (SC-CMS) Project. In this report, we debut a new, simplified reporting format. The first part of the report, this Executive Summary, provides a narrative overview along with a brief Executive Dashboard that highlights only those risks rated red, yellow, or blue. Immediately following the Executive Summary is our detailed report that includes a rolling 3-month history of risk ratings for each item assessed.

For September, we continue to identify two key risks that have been raised in prior months:

**Schedule risk.** In previous reports we identified a risk that the tracking mechanisms in the SC-CMS sub-projects did not contain an adequate level of detail and did not have adequate dependencies identified between individual tasks to provide a high-level of confidence that project milestones including the June, 2015 pilot go-live date could be met.

In the past several months, additional effort has been applied to schedule tracking including the assignment of a project manager dedicated to the SC-CMS party replication sub-project that is part of the overall Information Networking Hub (INH) project. The SC-CMS/INH project manager has been working with the development team to understand the remaining work and develop a detailed set of tasks for completion of the sub-project. However, a refined work estimate will not be available until the SC-CMS/INH party replication design is completed in October. Based on preliminary estimates, the SC-CMS/INH party replication sub-project will likely have to be extended several months. It is not yet clear what impact the extension of this sub-project will have on the overall SC-CMS project schedule and on the pilot go-live date. Based on this preliminary estimate, AOC has allocated additional technical and testing resources to the SC-CMS/INH party replication sub-project.

**County ancillary systems that duplicate the functionality of Odyssey.** As noted in previous reports, the purchase by counties of products that provide the same functionality as Odyssey components results in duplicated functionality and costs. A policy was developed and presented to the JISC in September. The JISC suggested several changes to the policy wording. An update will be made to the policy and presented at the next JISC meeting.



### ***Executive Dashboard – Risks At-a-Glance***

Category	Area of Assessment	Urgency	Noteworthy Risks/Comments
<b>Extreme Risks</b>			
(No Extreme Risks to Report)			
<b>Noteworthy Risks</b>			
(No Noteworthy Risks to Report)			
<b>Risks Being Addressed</b>			
Project Management and Sponsorship	Schedule	Urgent Consideration	<ul style="list-style-type: none"> <li>In previous reports we identified a risk that although quite a lot of the work has been identified at a high level, the project schedules and various tracking lists did not contain an adequate level of detail and did not have adequate dependencies identified between individual tasks to provide a high-level of confidence that project milestones including the June 2015 pilot go-live date could be met.</li> <li>Efforts to identify the work required to complete the INH party replication and develop estimates continued in September.</li> <li>Based on preliminary estimates, the INH party replication sub-project will likely have to be extended several months.</li> <li>Additional technical and testing resources have been allocated to the INH party replication sub-project.</li> </ul>



Category	Area of Assessment	Urgency	Noteworthy Risks/Comments
Project Management and Sponsorship	Staffing	Urgent Consideration	<ul style="list-style-type: none"> <li>Resources allocated to project scheduling activities have been inadequate to provide the detailed information required for a high-level of confidence that the schedule is achievable.</li> <li>In September, additional effort was placed on the INH party replication subproject to refine the project schedule and these effort will continue in October.</li> <li>Additional effort also continued to be applied to add detail to other areas of the SC-CMS project schedule.</li> </ul>
Application	Application Interfaces	Urgent Consideration	<ul style="list-style-type: none"> <li>Integration work activities are being tracked in multiple schedules and lists by multiple project managers. In the past, the project schedules have not been sufficiently decomposed and dependencies have not been adequately tracked.</li> <li>In September, there were some efforts to add details to the schedules and additional effort is anticipated in October when the INH Party Replication will be complete.</li> </ul>
Project Management and Sponsorship	Governance	Serious Consideration	<ul style="list-style-type: none"> <li>Currently, AOC does not have a policy regarding the support of county ancillary systems that duplicate the functionality of AOC systems that are in the process of being implemented. The purchase by counties of products that provide the same functionality as Odyssey components duplicate functionality and costs.</li> <li>A policy was developed and presented to the JISC in September. The JISC suggested several changes to the policy wording. An update will be made to the policy and presented at the next JISC meeting.</li> </ul>



Category	Area of Assessment	Urgency	Noteworthy Risks/Comments
Project Management and Sponsorship	Scope	Serious Consideration	<ul style="list-style-type: none"><li>The risk of duplicated functionality (and associated costs) discussed above under Governance, has ramifications related to Scope as well.</li></ul>



## Part 2: *bluecrane* Detailed Assessment Report for September 2014

<b><i>bluecrane</i> Quality Assurance Dashboard for the Washington AOC SC-CMS Project</b>	
<b>Project Area Summary</b>	
<b>Project Area</b>	<b>Highest Level of Assessed Risk</b>
<b>Project Management and Sponsorship</b>	<b>Risk Being Addressed</b>
<b>People</b>	<b>No Risk Identified</b>
<b>Application</b>	<b>Risk Being Addressed</b>
<b>Data</b>	<b>No Risk Identified</b>
<b>Infrastructure</b>	<b>No Risk Identified</b>



Category:	Project Management and Sponsorship	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Governance	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Urgency:	Serious Consideration			

**Observation/Risk 1:** Currently, AOC does not have a policy regarding the support of county ancillary systems that duplicate the functionality of AOC systems that are in the process of being implemented. The purchase by counties of products that provide the same functionality as Odyssey components duplicates functionality and costs. This is a risk that should be addressed by AOC, and potentially, the JISC.

**Risk/Impact:** If counties or courts continue to implement custom-developed or purchased systems that have overlapping functionality with SC-CMS, then the scope, complexity, and cost of SC-CMS will almost certainly increase, adding risk to the project. Counties would bear not only the one-time implementation costs of the one-off, stand-alone software, but would have on-going maintenance costs for the software as well. Likewise, AOC would incur on-going maintenance costs for custom interfaces if one-off, stand-alone systems are implemented. Failure to mitigate this risk now with a defined policy and approach fosters a continuing high degree of uncertainty.

**Recommendation:** AOC and/or the JISC should adopt a policy regarding the implementation of ancillary systems by counties that provide duplicative functionality of systems being implemented by AOC. Existing policies should be reviewed to see if modification of a current policy would provide the necessary guidance for counties. If an existing policy cannot be modified, then a new policy should be adopted to outline the AOC support guidelines for county systems.

**Status:** A meeting with AOC IT managers was conducted in July to discuss the issue. A policy was developed and presented to the JISC in September. The JISC suggested several changes to the policy wording. An update will be made to the policy and presented at the next JISC meeting.



Category:	Project Management and Sponsorship	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Scope	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Urgency:	Serious Consideration			

**Observation/Risk 1:** The scope of the SC-CMS project is established in the SC-CMS RFP requirements and deliverables as established by the SC-CMS contract with Tyler Technologies. The risk of duplicated functionality (and associated costs) discussed above under Governance has ramifications related to project scope as well.

**Risk/Impact:** Over time, several Washington counties have implemented ancillary systems to supplement the lack of functionality in the legacy systems that SC-CMS will replace. Replacement of these ancillary systems with SC-CMS functionality is an important aspect of the SC-CMS implementation in order to realize cost savings and improved reliability inherent in an integrated system. If counties continue to implement custom-developed or purchased systems that have overlapping functionality with SC-CMS, then the scope, complexity, and cost of the SC-CMS project will almost certainly increase, adding risk to the project. Duration of the project may also have to be extended. Counties will bear not only the one-time implementation costs of the one-off, stand-alone software, but will have on-going maintenance costs for the software. Likewise, AOC will incur on-going maintenance costs for custom interfaces if one-off, stand-alone systems are implemented.

**Recommendation:** AOC should work with counties to help them understand the capabilities of Odyssey components, including SessionWorks Judges Edition and the functionality, integration, and cost advantages of using Odyssey components.

**Status:** A meeting with AOC IT managers was conducted in July to discuss the issue. A policy was developed and presented to the JISC in September. The JISC suggested several changes to the policy wording. An update will be made to the policy and presented at the next JISC meeting.



Category:	Project Management and Sponsorship	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Schedule	Risk	Risk Being Addressed	Risk Being Addressed
Urgency:	Urgent Consideration			

**Observation/Risk – Lack of Schedule Decomposition and Integration:** Successful on-time delivery of the SC-CMS Project requires the ability to estimate and plan the work required to complete the project, monitor the plan as the project progresses, and make adjustments to keep the project on track. Additionally, the SC-CMS Project has dependencies on integration components that are being developed as part of the Information Networking Hub (INH) Project as well as two projects under the umbrella effort known as Commercial-off-the-Shelf Preparation (COTS Prep). All of this project work must planned, monitored, and adjustments made as needed to meet the pilot go-live date of June 2015.

In order to ensure adequate tracking of the AOC SC-CMS efforts, Tyler SC-CMS work, INH, and COTS Prep, it is necessary to have (1) project schedules for each individual project that are at a level of detail adequate to determine resource requirements to achieve timing commitments and (2) an integrated view of the schedules that provides a level of confidence that dependencies between and among the individual projects are being tracked and coordinated so that the overall combined efforts are on-track for timely completion.

In previous reports we identified a risk that although quite a lot of the work has been identified at a high level, the project schedules and various tracking lists did not contain an adequate level of detail and did not have adequate dependencies identified between individual tasks to provide a high-level of confidence that project milestones including the June 2015 pilot go-live date could be met. Additionally, the activities that are being tracked are lacking properties that have been identified in the SC-CMS Schedule Management Plan as necessary to adequately plan and track progress toward successful completion of project deliverables. Examples of schedule management variances include high level activities that do not have an assigned resource, and lack of a schedule baseline.

We identified several causes to the schedule situation:

- Lack of resources to adequately develop and maintain the schedules to the level of detail required to use the schedules and lists to accurately determine the probability of meeting milestones leading up to pilot go-live in June, 2015.
- The schedule work is documented and tracked in different formats including Microsoft Project schedules, Excel spreadsheets, and the whiteboard in the project room. Related activities are tracked in different schedules and lists, making the tracking of dependencies very difficult.
- Related project work is being tracked by different people making it difficult to get a holistic view of the project work.



**Impact:** The amount of work to complete project activities may be underestimated or resources may be over-allocated. If inaccurate estimates are not identified until late in a work activity, a delay in the completion of those components could result in a delay of the SC-CMS pilot go-live date. Additionally, lack of identifying dependencies between work activities may result in delayed milestones or unintentional misrepresentation of scheduled activities.

**Recommendation:**

- AOC should conduct a multi-day schedule review session with project managers and stakeholders to:
  - a. Review and identify all work required to launch the pilot site including: requirements, design, development, conversion, testing (unit, system, integration, performance, UAT), county readiness, training, support, deployment, work performed by the CUWG, BAs, CBO, SC-CMS project team, AOC testing team, AOC M&O team, AOC infrastructure team, counties, end-users, and Tyler.
  - b. Develop reasonable estimates for the identified work
  - c. Identify dependencies between various work efforts
  - d. Allocate resources based on capacity
  - e. Avoid compromising quality of work activities by shortening them to meet previously published milestone dates.
- The various project schedules, spreadsheets, and other activity tracking documents should be updated to reflect the identified project work
- The project schedules should be monitored and updated as new information is made available

**Status:** Efforts to identify the work required to complete the INH party replication and develop estimates continued in September. The INH project manager has stated that a refined work estimate will not be available until the INH party replication design is completed in October. Based on preliminary estimates, the INH party replication sub-project will likely have to be extended several months. It is not yet clear what impact the extension of this sub-project will have on the overall SC-CMS project schedule and on the pilot go-live date. Additional technical and testing resources have been allocated to the INH party replication sub-project.



Category:	Project Management and Sponsorship	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Budget	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

**Observation:** When information/results are available from the Pilot County implementation, the Steering Committee will reassess the local cost framework, potentially revise the framework based on the Pilot County experience, and then make a recommendation to the JISC for cost sharing between the State and the local levels for the next phase of SC-CMS.



Category:	Project Management and Sponsorship	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Project Communications	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

**Observation:** The project utilizes several approaches to communicate information to project stakeholders. Project status is communicated to AOC management, project team members, and other AOC stakeholders in multiple weekly meetings. Project Steering Committee Meetings are conducted monthly. Information is provided to representatives of the Judges, Clerks, and Administrators associations who pass information to the association members through their normal communication paths.

**Status:** The SC-CMS project publishes a weekly status report. Tyler provides a monthly status report.

**Recommendation:** Although there are multiple approaches to communicating project status and organizational change management information, it would be advisable for the project to conduct periodic surveys to determine the effectiveness of the various forms of communication being utilized. Effectiveness could be measured by gauging the project-related knowledge of internal and external stakeholders at all levels. Based on the results of surveys, approaches to project communications can be revised. Some approaches may be eliminated if they are found to be ineffective, or supplemental communications may be necessary to augment the current forms of communications.



Category:	Project Management and Sponsorship	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Staffing and Project Facilities	Risk	Risk Being Addressed	Risk Being Addressed
Urgency:	Urgent Consideration			

**Observation/Risk:** Resources allocated to project scheduling activities are inadequate to provide the detailed information required for a high-level of confidence that the schedule is achievable.

**Impact:** As detailed in the Schedule assessment area, the lack of dedicated schedule management resources has resulted in inadequate tracking of project activities.

**Recommendation:** Additional resources should be allocated to develop the level of schedule detail required to adequately manage project activities and estimate resources and time required for future work. A temporary focused allocation of resources would result in the development of a detailed schedule. Schedule management resources could then be dropped to a lower level after the detailed schedule was in place.

**Status:** In September, additional effort was placed on the INH party replication subproject to refine the project schedule. Efforts to develop a detailed INH party replication schedule will continue in October. Additional effort also continued to be applied to add detail to other areas of the SC-CMS project schedule.



Category:	Project Management and Sponsorship	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Change Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

**Observation:** The scope and budget have been baselined. All requests for changes to scope or budget will go through the SC-CMS change management process. Many of the work activities in the project schedules have not been baselined.

Category:	Project Management and Sponsorship	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Risk Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

**Observation:** The project risk log has a list of identified risks.

Category:	Project Management and Sponsorship	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Issue Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

**Observation:** The project issue log has a list of identified issues.



Category:	Project Management and Sponsorship	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Quality Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

**Observation:** The project team has developed a Quality Management Plan.

Category:	People	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Stakeholder Engagement	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

**Observation:** Stakeholder engagement and organizational change management activities are underway, however these activities are not being tracked in a project schedule.

Category:	People	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Business Processes / System Functionality	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

**Observation:** Process flows that represent the current state of court business processes have been developed and reviewed by the CUWG. The business processes will be utilized in upcoming configuration activities to identify how Washington courts processes will be supported by Odyssey.



Category:	People	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Contract Management / Deliverables Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

**Observation/Risk:** The list and schedule of vendor deliverables are identified in the Tyler contract and are being managed by the project team.



Category:	Application	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Application Architecture	Risk Being Addressed	Risk Being Addressed	No Risk Identified
Urgency:	N/A			

**Observation/Risk:** In the past several months, county clerks have expressed concerns with using the integrated Odyssey document management solution that the State is offering through the SC-CMS Project.

**Impact:** If the clerks do not use Odyssey to store copies of documents, then there will be additional costs to integrate third-party document management solutions. The integration of third-party solutions introduces additional risks (technical, schedule, and scope) to the SC-CMS Project. If, on the other hand, the Odyssey document management solution does not meet all of the identified document management needs of the courts, court personnel may experience the inability to efficiently perform their responsibilities.

**Recommendation:** The project team should ensure that the entire set of court document management requirements are understood and will be adequately met by the Odyssey document management solution.

**Status:** Four alternatives for the implementation of document management in SC-CMS that will meet the clerk’s requirements were developed in February and presented to representatives of the county clerks in March and to representatives of the judges and administrators in April. Two of the four options were identified by the representatives of the three groups as viable. One option is to use the Odyssey document management functionality as it exists in the product and another is to require existing, third-party document management solutions to be accessible within Odyssey via a “link.” The first option can be implemented with existing Odyssey functionality. The integration with third-party document management solutions is estimated to cost an additional \$150,000. Lewis, the Pilot County, chose to use Odyssey for document management. The early adopter counties have selected their DMS options as well.



Category:	Application	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Requirements Management	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

**Observation:** The project's business analysts have loaded the SC-CMS requirements into the Rational Requirements Composer (RRC) requirements management tool that is being used to document requirements and for traceability. The CBO and CUWG will document Use Cases for the To-Be processes as needed.



Category:	Application	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Application Interfaces	Risk	Risk Being Addressed	Risk Being Addressed
Urgency:	Urgent Consideration			

**Observation/Risk:** In previous reports, we had identified a concern that software components required to integrate Odyssey with other AOC and state systems would not be completed in time to begin User Acceptance Testing which was originally scheduled to for November, 2014. This observation was based on a lack of decomposition and lack of identification of dependencies in the SC-CMS, INH, and COTS-Prep projects. In September, the begin date for INH UAT was moved to February, 2015.

**Impact:** If integration UAT does not begin on schedule, the planned pilot go-live date may not be met or the testing effort may be compressed.

**Recommendation:** See Schedule recommendation above.

**Status:** See Schedule status above.



Category:	Data	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Data Preparation	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

**Observation:** The AOC Data Quality Coordinator will coordinate preparation of data in AOC and local court applications. One of the activities is the development of a data profiling report which will identify anomalies in data stored in JIS. The AOC System Support Technician will prepare and extract SCOMIS data for each superior court and county clerk office in the format that Tyler can import into Odyssey.

**Status:** The Pilot County has communicated that it would like the opportunity to clean up its data prior to going live.

Category:	Data	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Data Conversion	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A	No Risk Identified	No Risk Identified	No Risk Identified

**Observation:** Conversion activities for the Pilot County continued in September.



Category:	Infrastructure	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Statewide Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

**Observation:** The Odyssey staging environment was rebuilt in August to resolve problems with the ability to log on to the test Odyssey system.

Category:	Infrastructure	Jul 2014	Aug 2014	Sep 2014
Area of Assessment:	Local Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Urgency:	N/A			

**Observation:** The project team has begun discussions with the pilot county on local infrastructure readiness activities.



### Part 3: Review of *bluecrane* Approach

We began our Quality Assurance engagement for the AOC SC-CMS Project by developing an understanding of the project at a macro level. We started by analyzing the following five “Project Areas”:

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

It is not our practice to duplicate Project Management activities by following and analyzing each task and each deliverable that our clients are tracking in their project management software (such as Microsoft Project). Rather, we identify those groups of tasks and deliverables that are key “signposts” in the project. While there are numerous tasks that may slip a few days or even weeks, get rescheduled, and not have a major impact on the project, there are always a number of significant “task groups” and deliverables which should be tracked over time because any risk to those items – in terms of schedule, scope, or cost – have a potentially significant impact on project success.

We de-compose the five Project Areas listed above into the next lower level of our assessment taxonomy. We refer to this next lower level as the “area of assessment” level. The list of areas of assessment grows over the life of the project. The following list is provided as an example of typical areas of assessment:

- ***Project Management and Sponsorship***
  - Governance
  - Scope
  - Schedule
  - Budget
  - Communication
  - Staffing and Project Facilities
  - Change Management
  - Risk Management
  - Issue Management
  - Quality Management
- ***People***
  - Stakeholder Engagement
  - Business Processes/System Functionality
  - Vendor Procurement



- Contract Management/Deliverables Management
- Training and Training Facilities
- Local Court Preparation
- User Support
- **Application**
  - Application Architecture
  - Requirements Management
  - Implementation
  - Application Interfaces
  - Application Infrastructure
  - Reporting
  - Testing
  - Tools
- **Data**
  - Data Preparation
  - Data Conversion
  - Data Security
- **Infrastructure**
  - Statewide Infrastructure
  - Local Infrastructure
  - Technical Help Desk

For each area of assessment within a Project Area, we document in our QA Dashboard our observations, any issues and/or risks that we have assessed, and our recommendations. For each area we assess activities in the following three stages of delivery:

- **Planning** – is the project doing an acceptable level of planning?
- **Executing** – assuming adequate planning has been done, is the project performing tasks in alignment with the plans the project has established?
- **Results** – are the expected results being realized? (A project that does a good job of planning and executing those plans, but does not realize the results expected by stakeholders, is a less than successful project. Ultimately, *results are what the project is all about!*)



Assessed status is rated at a macro-level using the scale shown in the table below.

Assessed Status	Meaning
Extreme Risk	<b>Extreme Risk:</b> a risk that project management must address or the entire project is at risk of failure; these risks are “show-stoppers”
Risk	<b>Risk:</b> a risk that is significant enough to merit management attention but not one that is deemed a “show-stopper”
Risk Being Addressed	<b>Risk Being Addressed:</b> a risk item in this category is one that was formerly red or yellow, but in our opinion, is now being addressed adequately and should be reviewed at the next assessment with an expectation that this item becomes green at that time
No Identified Risk	<b>No Risk:</b> “All Systems Go” for this item
Not Started	<b>Not Started:</b> this particular item has not started yet or is not yet assessed
Completed or Not Applicable	<b>Completed/Not Applicable:</b> this particular item has been completed or has been deemed “not applicable” but remains a part of the assessment for traceability purposes.

We recognize that simultaneously addressing all risk areas identified at any given time is a daunting task – and not advisable. Therefore, we prioritize risk items in our monthly reports as:

1. Very Urgent Consideration
2. Urgent Consideration
3. Serious Consideration

Given the current phase of the SC-CMS Project, these priorities translate to:

1. Very Urgent Consideration – Potential Impact to Configuration of the System
2. Urgent Consideration – Potential Impact to Project’s Readiness for Implementation
3. Serious Consideration – Potential Impact to the Successful Management of the Project



Rating risks at the macro-level using the assessed status and urgency scales described above provides a method for creating a snapshot that project personnel and executive management can review quickly, getting an immediate sense of project risks. The macro-level ratings are further refined by describing in detail what the risk/issue is and what remedial actions are being taken/should be taken to address the risk/issue. The result is a framework for AOC SC-CMS management to evaluate project risks – in terms of business objectives and traditional project management tasks.

We summarize the *bluecrane* QA Dashboard in Part 1 of our monthly report for review with client executives and project management. Part 2 of our monthly report provides the detailed QA Dashboard with all of the elements described above.

# **ITG Request 45 – Appellate Courts Enterprise Content Management System (AC-ECMS)**

## **Project Update**

Martin Kravik, Project Manager

October 24, 2014

# Recent Activities

- ✓ Functional Specification was accepted on August 18, 2014
- ✓ Contract amendments were executed
  - Modified licensing based on Functional Specification review
  - Modified project schedule based on the final Functional Specification
  - There was no increase in project cost
  - Projected end date moved to September 2014

## Recent Activities (cont.)

- System configuration will occur in four iterations rather than one as originally proposed
  - A. Base system and document structure
  - B. WorkView and associated workflows
  - C. Screening, motion and judicial workflows
  - D. Supreme Court specific workflows
- Iteration A – Base System and Document Structure is underway
- Modifications to eFiling are underway
- Requirements analysis for JIS Link/Appellate Court Data modifications is underway

# Next Steps

- Finalize Iteration A – Base System and Document Structure:
  - Configuration
  - Training
  - User acceptance testing
  - Production ready
- Begin Iteration B – WorkView and Associated Workflows
- Begin document conversion
- Continue eFiling modifications
- Begin JIS Link/Appellate Court Data modification design



# Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
4	0	0

# Significant Risk Status

Risk	Probability/Impact	Mitigation
0	0	0

## Active Project Issues

Total Project Issues			
Low Urgency	Medium Urgency	High Urgency	Closed
1	0	0	6

## Significant Issues Status

Issue	Urgency/Impact	Action
None		

# Project Milestones

Milestone	Date
✓ Functional Specification Document accepted	August 2014
Iteration A - Base system and doc structure	December 2014
Iteration B – WorkView and Associated Workflows	April 2015
Iteration C – Screening, Motion, and Judicial Workflows	June 2015
Iteration D – Supreme Court Specific Workflows	August 2015
Document Mapping Specification	January 2015
Document Conversion – COA Division I	August 2015
Document Conversion – COA Division II	August 2015
Document Conversion – COA Division III	August 2015
eFiling Modifications	March 2015
JIS Link Modifications	August 2015
Production (Go Live) complete	August 2015

# **Court of Limited Jurisdiction Case Management System (CLJ-CMS)**

## **Project Update**

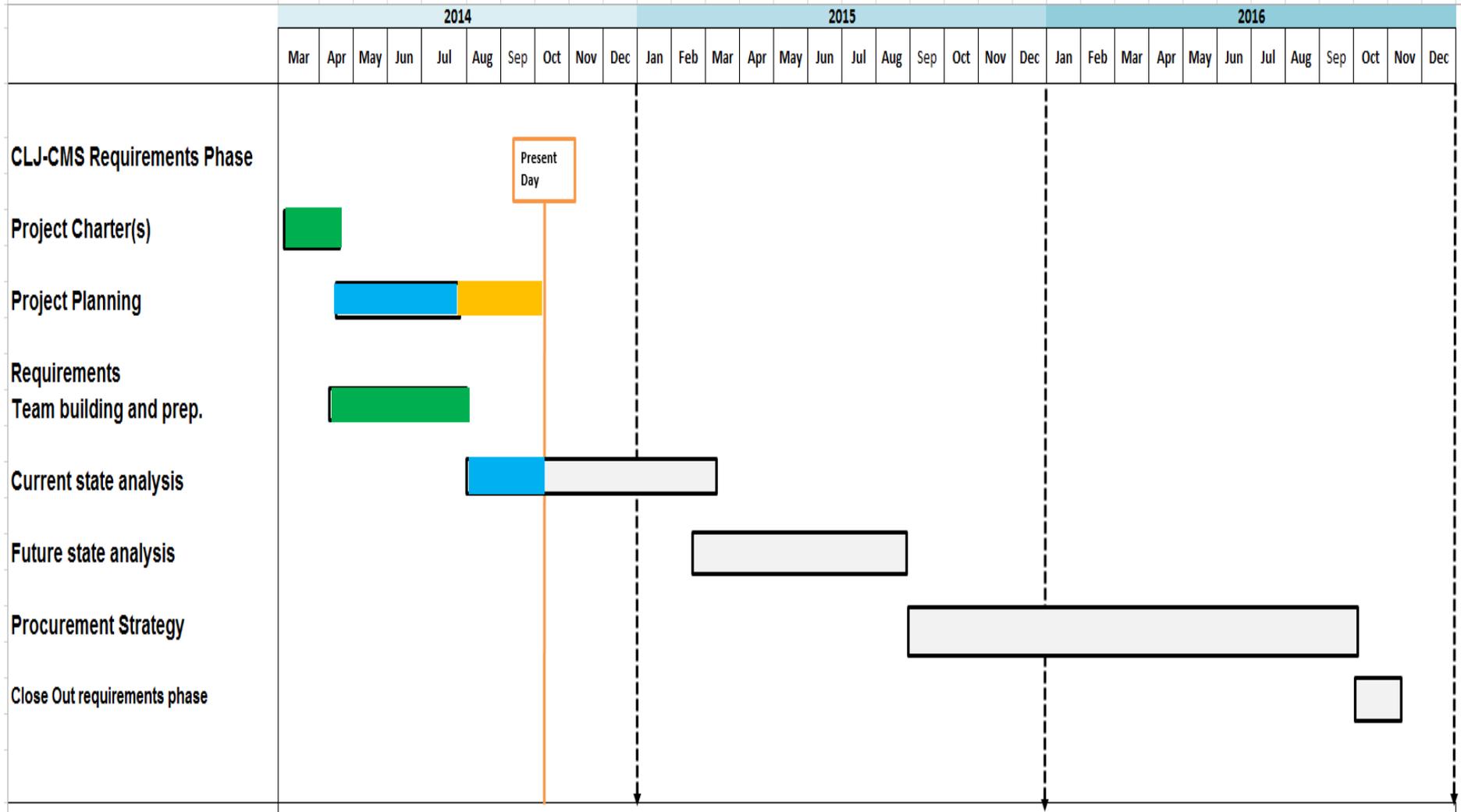
Mike Walsh, PMP - Project Manager

October 24, 2014

# Recent Activities

- ✓ Project focus has shifted from planning to requirements capture
- ❑ Continue current state requirements gathering
- ❑ Inside courts project website creation is delayed due to resources constraints
  - The site will contain status, presentations, CUWG and other pertinent project documents
- ❑ Approval of Organizational Change Management and Communications Plans are delayed, but not affecting project progress

# Schedule



# Active Project Risks

Low Urgency	Medium Urgency	High Urgency	Closed
0	1	1	0

## High Urgency Risk Status

	Urgency/Impact	Action
<p>The CLJs do not share a single vision of what services (data services versus case management system application) AOC should provide on a state-wide basis.</p> <p>A non-unified vision for the statewide case management solution may disrupt forward progress.</p>	High/Med	<p>JISC approved the standard data elements.</p> <p>Court leadership and AOC both agree that a statewide case management solution is the priority.</p> <p>The project team continues to seek input from KCDC and SMC during requirements gathering.</p>
<p>The project may be delayed if appropriate resources and subject matter experts are not available.</p>	Med/Med	<p>Watch -Evaluate once CUWG meeting commitments ramp up.</p>

# Next Steps

Milestone	Date
Complete Quality Management Planning	October 2014
Finalize Organization Change and Communication Management Plans	October 2014
Complete capture/validation of “current state” requirements	February 2015

# **ITG Request 41 - CLJ Revised Computer Records Retention and Destruction**

## **Project Update**

Kate Kruller, PMP - Project Manager

October 24, 2014



# Project Objectives

- Eliminate all Courts of Limited Jurisdiction computer record archiving in JIS applications
- Revise destruction of case records processes in JIS, based upon the records retention policy from the Data Dissemination Committee

# Recent Activity

- Quality Assurance Test is in progress
  - Preliminary Rules system testing prior to deployment (including existing rules, plus eTicket and VRV compliance rules)
  - Testing resources are constrained due to priority of other projects

# Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
0	0	2

# Significant Risk Status

Risk	Probability/Impact	Mitigation
Schedule Delay	High	Project Executive Sponsor authorizes any ITG 41 Project delays, if necessary
ISD staff redirects away from the project	High	Work with ISD Functional Managers and Leadership to resolve the conflict through negotiation or prioritization decisions

# Active Project Issues

Total Project Issues			
Active	Monitor	Deferred	Closed
1	0	0	0

# Significant Issues Status

Issue	Urgency/Impact	Action
Test/QA Resource Availability	High	<ul style="list-style-type: none"> <li>• Continue to request resource</li> <li>• Code is ready for test</li> <li>• Utilize resources when available</li> </ul>

# Next Steps

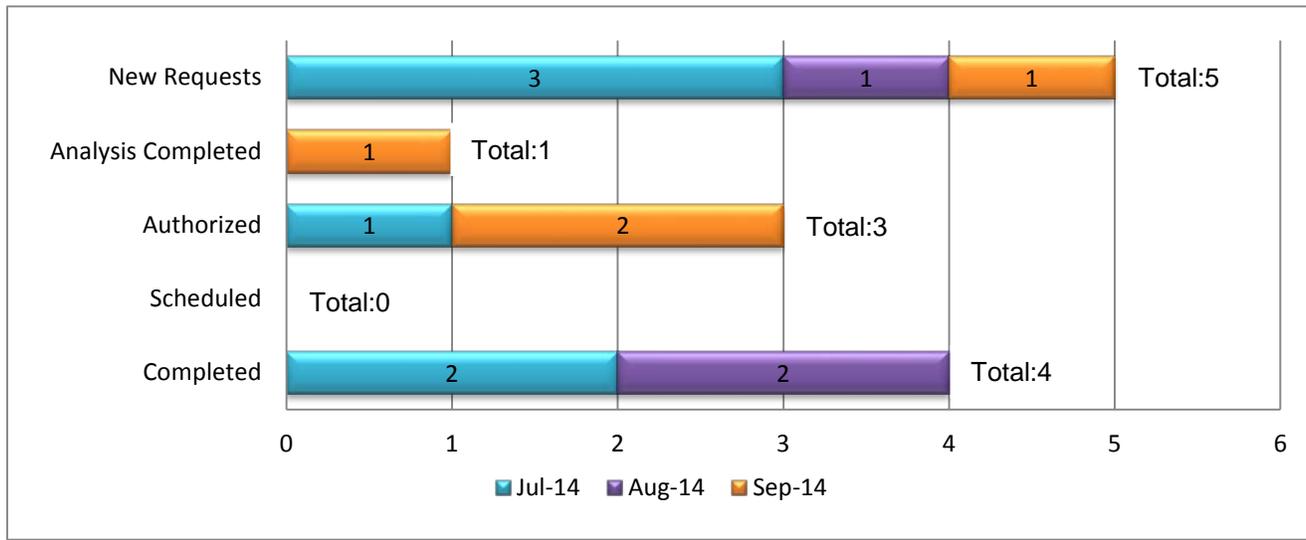
- Continue Quality Assurance Test, October - December 2014
  - Preliminary Rules system testing prior to deployment
- Implement Preliminary Rules – Pilot, January - February 2015
  - Restart destruction of records using preliminary rules applied to cases in Pilot Courts
  - Updated Destruction of Records Report (DORR)
- Implement Preliminary Rules - All remaining CLJ courts, March 2015 - October, 2015
- New Rules Iteration Development, October, 2014 – August 2015
  - New records retention and destruction rules programming

**Completed JIS IT Governance Requests**

None

**Status Charts**

**Requests Completing Key Milestones**



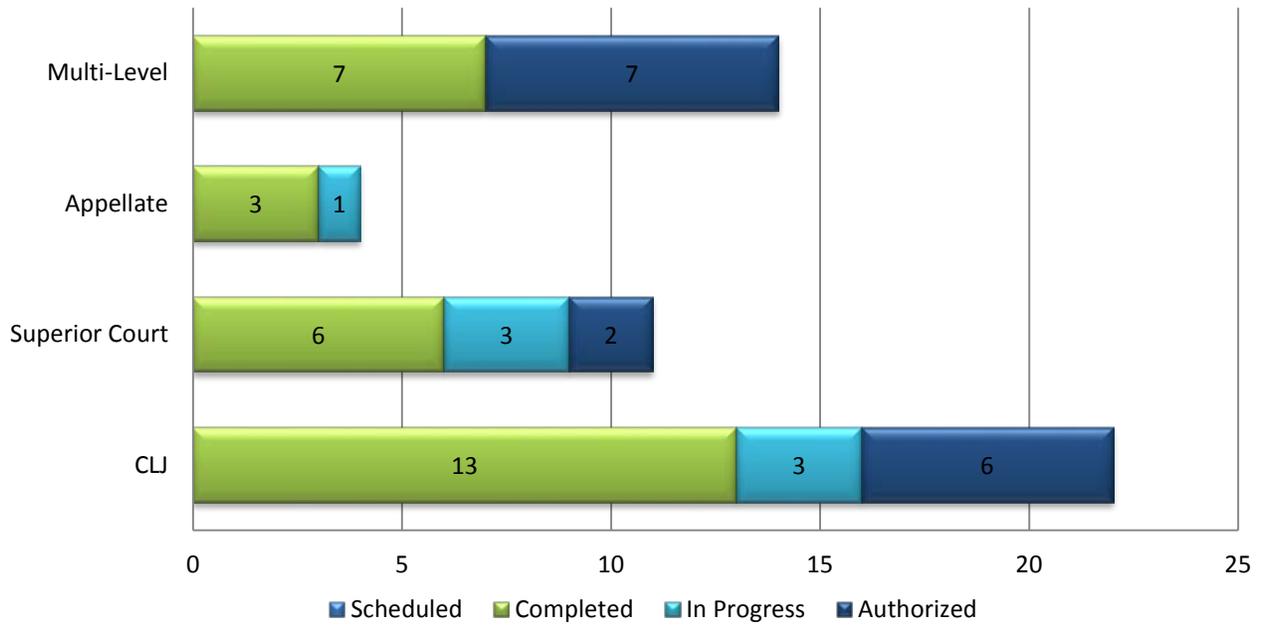
**Current Active Requests by:**

Endorsing Group			
Court of Appeals Executive Committee	1	District & Municipal Court Management Association	13
Superior Court Judges Association	3	Data Management Steering Committee	0
Washington State Association of County Clerks	3	Data Dissemination Committee	1
Washington State Association of Juvenile Court Administrators	4	Codes Committee	4
District & Municipal Court Judges Association	5	Administrative Office of the Courts	7
Misdemeanant Corrections Association	1		

Court Level User Group	
Appellate Court	1
Superior Court	7
Courts of Limited Jurisdiction	12
Multi Court Level	10

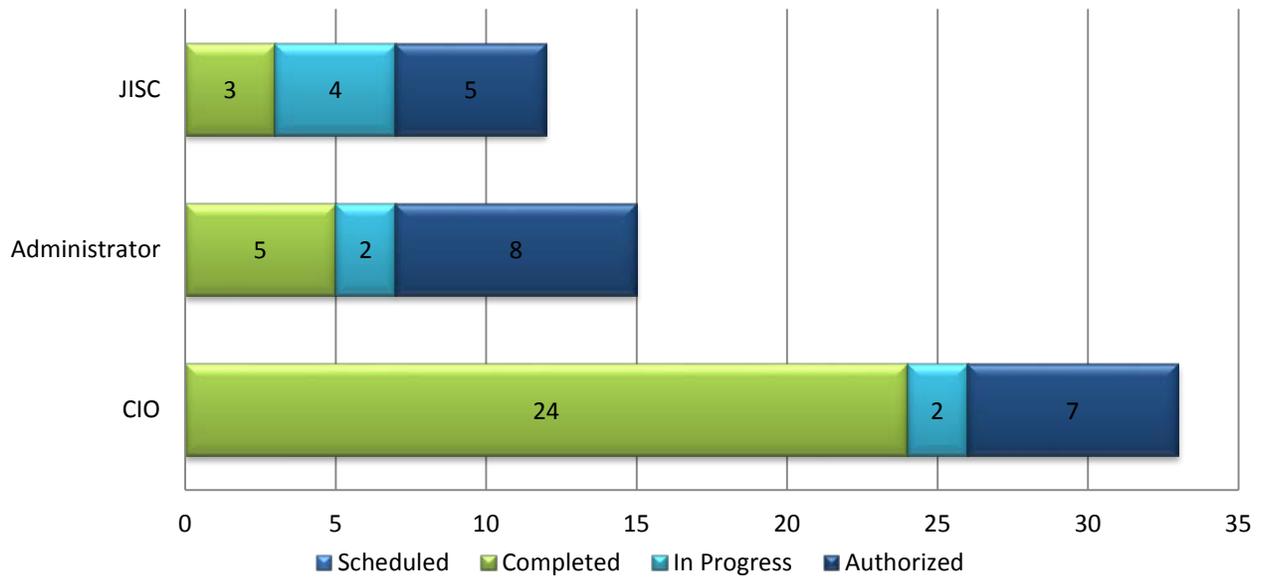
### Status of Requests by CLUG

Since ITG Inception



### Status of Requests by Authorizing Authority

Since ITG Inception



<b>JISC Priorities</b>					
<b>Priority</b>	<b>ITG #</b>	<b>Request Name</b>	<b>Status</b>	<b>Approving Authority</b>	<b>CLUG Importance</b>
1	002	Superior Court Case Management System	In Progress	JISC	High
2	045	Appellate Court ECMS	In Progress	JISC	High
3	041	CLJ Revised Computer Records and Destruction Process	In Progress	JISC	High
4	102	Request for new Case Management System to replace JIS (ITG 174 – CLJ Probation Case Management Included)	In Progress	JISC	High
5	027	Expanded Seattle Municipal Court Case Data Transfer	Authorized	JISC	High
6	062	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
7	007	SCOMIS Field for CPG Number	Authorized	JISC	High
8	026	Prioritize Restitution recipients	Authorized	JISC	Medium
9	031	Combine True Name and Aliases for Timepay	Authorized	JISC	Medium

### Appellate CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	045	Appellate Courts ECMS	In Progress	JISC	High

### Superior CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	107	PACT Domain 1 Integration	Authorized	Administrator	High
2	007	SCOMIS Field for CPG Number	Authorized	JISC	High
3	158	Implementation of MAYSI-2	Authorized	CIO	High
4	181	Kitsap SmartBench Export	In Progress	Administrator	High

### Non-Prioritized Requests

N/A	002	Superior Court Case Management System	In Progress	JISC	High
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### Courts of Limited Jurisdiction CLUG Priorities

Priority	ITG #	Request Name	Status	Approving Authority	CLUG Importance
1	102	New Case Management System to Replace JIS	In Progress	JISC	High
2	174	CLJ Probation Case Management System	Awaiting Auth.	CIO	High
3	027	Expanded Seattle Muni Case Data Transfer	Authorized	JISC	High
4	041	CLJ Revised Computer Records Retention and Destruction Process	In Progress	JISC	High
5	106	Allow Criminal Hearing Notices to Print on Plain Paper and Allow Entries	Awaiting Authorization	Administrator	Medium
6	032	Batch Enter Attorneys to Multiple Cases	Authorized	CIO	Medium
7	068	Full Print on Docket Public View	Authorized	Administrator	Medium
8	046	CAR Screen in JIS	Authorized	CIO	Medium
9	171	Connect CDT and AKA	In Progress	CIO	Medium
10	031	Combine True Name & Aliases for Time Pay	Authorized	JISC	Medium
11	026	Prioritize Restitution Recipients	Authorized	JISC	Medium

<b>Multi Court Level CLUG Priorities</b>					
<b>Priority</b>	<b>ITG #</b>	<b>Request Name</b>	<b>Status</b>	<b>Approving Authority</b>	<b>CLUG Importance</b>
1	152	DCH and Sealed Juvenile Cases	Authorized	CIO	High
2	087	Allow JIS Password to be Changed in JABS	Authorized	CIO	Medium
3	178	Race & Ethnicity Data Fields	Authorized	Administrator	Medium
4	116	Display of Charge Title Without Modifier of Attempt	Authorized	Administrator	Medium
5	062	Automate Courts DCXT Table Entries	Authorized	JISC	Medium
6	141	Add Bond Transferred Disposition Code	Authorized	CIO	Medium
<b>Non-Prioritized Requests</b>					
N/A	003	Imaging and Viewing of Court Documents	Authorized	Administrator	Not Specified