

**APPROVED MINUTES  
JUDICIAL INFORMATION SYSTEM COMMITTEE**

**November 30, 2001**

**Members Present:**

Justice Bobbe Bridge, Chair  
Judge C. Kenneth Grosse, Vice Chair  
Ms. Patricia Crandall  
Ms. Cathleen M. Grindle  
Judge James R. Heller  
Ms. Virginia Kirk  
Judge Dale Ramerman  
Judge Clifford L. Stilz  
Judge Michael Trickey, Ex Officio  
Judge Thomas J. Wynne

**Members Absent:**

Mr. Greg Banks  
Mr. N.F. Jackson  
Mr. C. Mel Jewell  
Ms. Mary McQueen  
Judge Vance W. Peterson  
Chief Mike Vandiver  
Ms. Siri Woods

**Staff Present:**

Dr. Tom Clarke  
Mr. Brian Backus  
Ms. Kathy Kuriyama  
Mr. Alan Erickson  
Ms. Kathie McClure

**Guests Present:**

Ms. Bev Hempleman, OFM  
Mr. Rich Johnson, Court of Appeals, Div. I  
Mr. James Lyles, Verifax  
Mr. Jess Nash, Seattle Municipal Court

**CALL TO ORDER**

Justice Bridge called the meeting to order at 10:30 a.m.

The minutes of September 28, 2001 were approved as written.

**INFORMATIONAL**

***BUDGET UPDATE***

***State Revenue Forecast*** -- Justice Bridge reported that the current estimate for the state budget deficit was now \$1.2 billion.

***Supplemental Budget*** -- Dr. Clarke reported that the Supreme Court resubmitted the enterprise data warehouse decision package as part of the supplemental budget, but there is little chance of funding given the current fiscal situation.

***Deferred traffic statute status*** -- Dr. Clarke reported that a proposed change in the statute was no longer being recommended since the language put forward by the DMCJA would produce less revenue overall.

***JIS Fund revenue status*** -- Dr. Clarke reported that revenues were running at a rate of about \$3 million below the original budget estimate. He proposed delaying the appellate electronic filing project to save \$2 million and cutting the infrastructure budget by about

\$1 million. This strategy prevents any layoffs and continues to support the JIS migration plan. The appellate e-filing project will go forward in phases as funds are available.

Judge Grosse found this strategy appropriate since the new ACORDS is not yet in production.

Justice Bridge asked about the reliability of the estimate and if it represented a worst case scenario. Dr. Clarke responded that the reasons for fluctuations in traffic citation filings and revenue were not well understood, but a worst case result would probably be around a \$4 million shortfall.

***ELECTRONIC FILING COURT RULES SUBCOMMITTEE UPDATE*** -- Dr. Clarke reported that the subcommittee had been formed and would hold its first meeting in January 2002.

**Task:** Place list of the subcommittee members in the minutes (see Appendix A).

***E-FILING TECHNICAL STANDARDS HEARING*** -- Dr. Clarke reported that there was not a big turnout at the public hearing, but the attendees were enthusiastic and had things to say. He has also received a number of comments via email, telephone, or in person visits to his office. The two most likely areas for changes are certification and the compliance schedule when the standards change. We may want to back off from formal technical certification in favor of a contract with the parties, especially since we already need a contract for other reasons. Compliance with changes within one year was viewed as an unfunded mandate by some courts. Judge Grosse proposed requiring compliance with the next budget cycle. Dr. Clarke plans to convene the ad hoc e-filing technical standards working group one more time in early January to make final changes to the draft for the next JISC meeting on January 25, 2002.

***PHOTO RADAR UPDATE -- Tom Clarke***

Dr. Clarke reported that Lakewood Municipal Court has been trained in the new procedure using the parking module, but the court administrator has repeatedly postponed implementation for several reasons. Cathy Grindle expressed concern about the procedures being couched in guideline form. She thinks they need to be a JIS mandate.

**Motion:** Judge Stiliz moved that the Committee authorize AOC to terminate the privilege to upload any courts filings of photo radar based speeding tickets in the event they do not comply with the requirement to use the parking module procedure. The Motion was seconded and approved.

***COURTLINK UPDATE -- Brian Backus***

Mr. Backus reported that Lexis has acquired CourtLink and we have negotiated a contract with Lexis that will go into effect when the acquisition is completed.

## **DECISIONS**

### ***DATA EXCHANGE ACCESS PRIVILEGES -- Brian Backus***

Mr. Backus reported that the Data Dissemination Committee approved a recommendation to extend JIS data access controls to all business partners of courts participating in JIS data exchanges. This will be done by contract with the county.

**Motion:** Judge Grosse moved that the contracts be signed by all parties accessing the data at the county level. The Motion was seconded by Judge Heller and approved.

### ***PIERCE DATA EXCHANGE IMPACTS -- Tom Clarke***

Dr. Clarke introduced an issue paper summarizing possible changes in the availability of case management data from Pierce Superior Court after the court eliminates SCOMIS data entry in favor of a data exchange between LINX and JIS. Not all LINX case data would be shared with JIS. Therefore, for a court to no longer be part of the JIS means that the JIS will not include a complete case record. The data exchange is designed to sustain a JIS database that supports all statewide data sharing required by statute, by court rule and for the business of the courts in general.

AOC staff is currently working on a recommendation on data elements to be included in the exchange. Since the exchange will have to be phased in, there is time to extend the definition of the required data set if necessary. Justice Bridge summarized the desire of the Committee for an exchange that is complete enough to meet the business requirements of the court system. Several members raised concerns about other courts withdrawing from the JIS if a fully functional data exchange is created.

Justice Bridge suggested that the Committee develop a policy statement identifying which data elements in SCOMIS were mandatory to enter and require Pierce Superior to comply with it. That process is now underway. When the issue paper characterized the proposed exchange as "limited," it was recognizing that local case management systems often contain information that the court system does not require.

**Task:** AOC will identify a draft set of data elements for mandatory input and data sharing at the state level for review by the Committee.

## **COMMITTEE/SUBCOMMITTEE REPORTS**

### **Data Dissemination Subcommittee**

Judge Grosse reported that the Data Dissemination Subcommittee met prior to the JISC meeting. Discussion focused on moving along the new overall policy, which is now in its fourth working draft. The logic is consistent with the earlier work done on GR22. The Committee hopes to have a draft for the JISC with recommendations by March 2002.

### **JIS Advisory Committee**

Ms. Grindle reported that the committee has not met since the last JIS meeting and therefore she had nothing to report. She also reported that the December 6th meeting had been cancelled due to no major agenda items to discuss.

## **RMAC**

Rich Johnson reported that the committee is working on electronic recording of court proceedings. In light of the BJA adoption of the Project 2001 committee recommendation for recording all proceedings in district courts and municipal courts, they hope to develop recommendations by January 2002. The committee also set up a subcommittee to review records retention requirements with the objective of reducing the size of case files. He noted that the JISC is concerned about who keeps the data, how much do we keep, how long do we keep it and in what form. The CMC is more concerned about procedural issues--how do we gather it, who is responsible for it, and what is the procedure to transfer it, etc. The four areas RMAC is interested in are 1) eliminating duplicate documents, 2) relying on automated data for routine matters, 3) electronic rather than paper form for non-essential documents and 4) purging non-essential documents upon archiving. The committee has asked a variety of justice associations for feedback on these issues.

## **OTHER BUSINESS**

There being no further business, the meeting adjourned at 11:30 a.m.

## **FUTURE MEETINGS**

The next JIS Committee meeting will be January 25, 2002, *(in conjunction with the Data Dissemination Subcommittee meeting)*, 10:30 a.m. to Noon, at Two Union Square, Rm. 1606, Seattle, WA.

The next JIS Data Dissemination Subcommittee meeting will be on January 25, 2002, *(in conjunction with the JISC meeting)*, 9:00 a.m. to 10:30 a.m., at Two Union Square, Room 1606, Seattle, WA.

The next JIS Advisory Committee meeting will be on March 21, 2002, 9:00 a.m. to Noon, at Two Union Square, Room 1606, Seattle, WA.

## APPENDIX A

### ELECTRONIC FILING COURT RULES SUBCOMMITTEE MEMBERSHIP LIST

Justice Bobbe Bridge	Chair
Jeff Amram	Administrator, Clark County
Gregory Banks	Prosecuting Attorney for Island County
Tom Clarke	Director of Information Systems Division, AOC
Virginia Kirk	WSBA Representative, Attorney for Port of Seattle
Barbara Miner	King County Clerk
Jerry Merritt	Supreme Court Clerk
Judge Dale Ramerman	King County Superior Court
Judge Kip Stilz	Thurston County District Court
Judge Michael Trickey	King County Superior Court
Marianne Walters	Jefferson County Clerk
Yolande Williams	Seattle Municipal Court Clerk
Bob Winsor	Administrator, Clark County District Court