

**APPROVED MINUTES  
JUDICIAL INFORMATION SYSTEM COMMITTEE RETREAT  
Gig Harbor, WA**

**August 2, 2002**

**Members Present:**

Justice Bobbe Bridge, Chair  
Judge C. Kenneth Grosse, Vice Chair  
Judge James R. Heller  
Judge Clifford L. Stilz  
Judge Thomas J. Wynne  
Mr. Dick Carlson  
Ms. Patricia Crandall  
Ms. Cathleen M. Grindle  
Mr. N. F. Jackson  
Ms. Virginia Kirk  
Ms. Mary McQueen  
Ms. Siri Woods

**Members Absent:**

Judge Vance Peterson  
Judge Dale B. Ramerman  
Mr. Gregory Banks  
Chief Mike Vandiver

**Staff Present:**

Dr. Tom Clarke  
Mr. Brian Backus  
Mr. John Bell  
Mr. Alan Erickson  
Mr. Doug Haake  
Ms. Kathy Kuriyama  
Ms. Kathie McClure  
Mr. Victor Moore  
Ms. Yvonne Pettus  
Mr. Dan Sawka  
Ms. Ann Sweeney

**JIS Advisory Committee Members Present:**

Judge Michael Trickey  
Ms. Rena Hollis  
Ms. Andra Motyka

**Guests Present:**

Judge Glenna Hall, SCJA  
Judge Charles Meyer  
Judge David Tracy  
Mr. Larry Barker  
Mr. Laird Hail, Seattle Municipal Court  
Ms. Bev Hempleman, OFM  
Mr. Donald Horowitz, Access to Justice Board  
Ms. Diana Kramer  
Ms. Barb Miner  
Ms. Vickie Sullivan  
Ms. Janet Sweeney

**CALL TO ORDER**

Justice Bridge called the meeting to order at 9:10 a.m. Introductions were made.

**MINUTES**

**Motion:** The minutes of May 24, 2002 were approved as written.

**DRAFT ELECTRONIC FILING COURT RULE**

John Bell reported on the draft Electronic Filing Rule. He also presented the concerns raised by the WSBA Family Law Section and Access to Justice issues. Members of the Committee, Barbara Miner and Don Horowitz commented on the draft rule. Justice Bridge asked that further comments be sent to John Bell within seven days. A revised draft of the rule will be discussed at the September meeting.

## **COMPUTER USAGE POLICY FOR JUDICIAL OFFICERS**

Judge Grosse presented the draft Computer Usage Policy for judicial officers. One remaining concern was the language in section 2 pertaining to “communications related to approved charity events, sports teams and holiday events” and the need to follow the Code of Judicial Conduct. Mary McQueen suggested replacing the proviso with “Provided, that communications that do not violate the Code of Judicial Conduct and are approved by the court shall not be prohibited.” A motion to make this change was made, seconded and approved by voice vote. A motion to recommend the policy as a court rule was made, seconded and approved by voice vote.

## **DRAFT PUBLIC ACCESS COURT RULE**

Judge Grosse gave a status report on the Data Dissemination Subcommittee project to develop a court rule on public access to court records. The direction now is to use the CCJ/COSCA Guidelines on Public Access to Court Records and modify it as needed. He plans to have a draft ready to present at the September 27 Data Dissemination Subcommittee meeting. Mary McQueen noted (1) the need to decide what type of approval process to use for this rule (e.g., should the Supreme Court adopt it by court order) and (2) determine what the Supreme Court should delegate to the JISC.

## **2003-05 JIS MIGRATION FUNDING STRATEGY**

Victor Moore presented a plan to educate the legislature about requested funding of JIS Migration projects in the coming biennium. He also presented a draft letter which judges and others in the court community will be asked to send to their legislators. The letter will be revised and distributed in the fall.

## **BUDGET STATUS**

Victor Moore outlined the current status of the funds contributing to the JIS budget. Revenues for both the PSEA and JIS funds fell significantly below budget forecasts and the 2002 supplemental budget included some across-the-board cuts in the PSEA fund. More recently, WSP emphasis patrols have resulted in improved revenues for both funds that partly balance continued shortfalls in revenue forecasts for local LEA's.

The estimated shortfall in the General fund for the next biennium is still estimated to be at least \$1 billion.

## **ACCOUNTING AUDIT STATUS**

Yvonne Pettus presented the results of the recent accounting audit. The mission was to identify requirements for reporting and disbursing court revenue, to identify gaps in compliance, and recommend changes. Recommendations include adding edits to JIS that would enforce the PSEA split, audit specific courts to ensure that court costs were being appropriately assessed, and amend the IRLJ to ensure infraction penalties are not reduced below the amount necessary to meet statutory requirements. A motion to recommend the amendments to the IRLJ was made, seconded and approved by voice vote.

## **JIS PROJECT PLAN**

Tom Clarke discussed the JIS Migration Schedule and gave a preview of the JIS budget request for the 03/05 Biennium. The request will include Phase 2 of the Migration Plan (including electronic filing and probation case management), the enterprise data warehouse, continued expansion of data exchanges and an upgrade to the mainframe.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 1:00 p.m.

## **FUTURE MEETINGS**

The next JIS Committee meeting will be on September 27, 2002, *10:30 a.m. to 12:00 p.m.* at Two Union Square, Room 1606, Seattle, WA.

The next JIS Data Dissemination Subcommittee meeting will be on September 27, 2002, *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 September 19, 2002, *9:00 a.m. to Noon*, at Two Union Square, Room 1606, Seattle, WA.