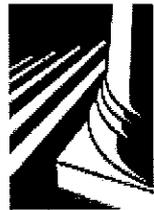


# **BOARD FOR JUDICIAL ADMINISTRATION**



**WASHINGTON  
COURTS**

## **MEETING PACKET**

**FRIDAY, SEPTEMBER 16, 2011  
9:30 A.M.**

**AOC SEATAC OFFICE  
SEATAC, WASHINGTON**

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## Board for Judicial Administration Membership

### VOTING MEMBERS:

**Chief Justice Barbara Madsen**, Chair  
Supreme Court

**Judge Chris Wickham**, Member Chair  
Superior Court Judges' Association  
Thurston County Superior Court

**Judge Marlin J. Appelwick**  
Court of Appeals, Division I

**Judge Ronald Culpepper**  
Superior Court Judges' Association  
Pierce County Superior Court

**Judge Deborah Fleck**  
Superior Court Judges' Association  
King County Superior Court

**Judge Janet Garrow**  
District and Municipal Court Judges'  
Association  
King County District Court

**Judge Laura Inveen**, President  
Superior Court Judges' Association  
King County Superior Court

**Judge Teresa Kulik**  
Court of Appeals, Division III

**Judge Michael Lambo**  
District and Municipal Court Judges'  
Association  
Kirkland Municipal Court

**Judge Jack Nevin**  
District and Municipal Court Judges'  
Association  
Pierce County District Court

**Justice Susan Owens**  
Supreme Court

**Judge Christine Quinn-Brintnall**  
Court of Appeals, Division II

**Judge Kevin Ringus**  
District and Municipal Court Judges'  
Association  
Fife Municipal Court

**Judge Scott Sparks**  
Superior Court Judges' Association  
Kittitas County Superior Court

**Judge Gregory Tripp**, President  
District and Municipal Court Judges'  
Association  
Spokane County District Court

### NON-VOTING MEMBERS:

**Mr. Steven Crossland**, President-Elect  
Washington State Bar Association

**Judge Sara Derr**, President-Elect  
District and Municipal Court Judges'  
Association  
Spokane County District Court

**Mr. Jeff Hall**  
State Court Administrator

**Ms. Paula Littlewood**, Executive Director  
Washington State Bar Association

**Judge Craig Matheson**, President-Elect  
Superior Court Judges' Association  
Benton and Franklin Superior Courts

**Judge Ann Schindler**, Presiding Chief Judge  
Court of Appeals, Division I

**Mr. Steven Toole**, President  
Washington State Bar Association

# Board for Judicial Administration

September 16, 2011  
 9:30 a.m. – Noon  
 AOC SeaTac Office  
 SeaTac, Washington

## Agenda

1. Call to Order	Chief Justice Barbara Madsen	
2. Welcome and Introductions	Chief Justice Barbara Madsen	
<b>Action Items</b>		
3. July 15, 2011 Meeting Minutes <b>Action: Motion to approve the minutes of the July 15 BJA meeting</b>	Chief Justice Barbara Madsen	Tab 1
<b>Reports and Information</b>		
4. Budget Update	Mr. Ramsey Radwan	
5. Open House Toolkit	Judge Deborah Fleck Ms. Lorrie Thompson	Tab 2
6. Resolution Regarding Racial and Ethnic Bias in the Justice System Press Release	Ms. Lorrie Thompson	Tab 3
7. BJA Account/Audit	Ms. Mellani McAleenan	
8. Judicial Information System Update	Mr. Jeff Hall	Tab 4
9. 2012 Legislative Process/Session Preview	Ms. Mellani McAleenan	
10. Regional Courts of Limited Jurisdiction Work Group	Judge Sara Derr	Tab 5
11. Washington State Bar Association	Mr. Steven Toole Ms. Paula Littlewood	
12. Reports from the Courts Supreme Court Court of Appeals Superior Courts Courts of Limited Jurisdiction	Justice Susan Owens Judge Ann Schindler Judge Laura Inveen Judge Gregory Tripp	
13. Association Reports Superior Court Administrators Juvenile Court Administrators County Clerks District and Municipal Court Administrators	Mr. Frank Maiocco Ms. Shelly Maluo Ms. Betty Gould Ms. Lynne Jacobs	
14. Administrative Office of the Courts	Mr. Jeff Hall	
15. Other Business Next meeting: October 21 Beginning at 9:30 a.m. at the AOC SeaTac Office, SeaTac	Chief Justice Barbara Madsen	



**Board for Judicial Administration  
Meeting Minutes**

**July 15, 2011  
SeaTac, Washington**

**Members Present:** Chief Justice Barbara Madsen, Co-Chair; Judge Chris Wickham, Member Chair; Judge Marlin Appelwick; Judge Ronald Culpepper; Judge Sara Derr; Judge Janet Garrow; Judge Deborah Fleck; Judge Laura Inveen; Judge Michael Lambo; Ms. Paula Littlewood; Judge Craig Matheson (by phone); Judge Christine Quinn-Brintnall; Judge Kevin Ringus; Judge Ann Schindler; Judge Scott Sparks; Mr. Steven Toole; and Judge Gregory Tripp

**Guests Present:** Mr. Jim Bamberger, Mr. Marc Boman, Ms. Betty Gould, Ms. Marti Maxwell, Ms. Shelly Maluo, Professor Jacqueline McMurtrie; and Ms. Sophia Byrd McSherry

**Staff Present:** Ms. Beth Flynn, Mr. Dirk Marler, Ms. Mellani McAleenan, and Ms. Shannon Hinchcliffe (by phone)

Judge Wickham called the meeting to order.

June 17, 2011 Meeting Minutes

**Judge Ringus moved and Judge Sparks seconded to approve the June 17, 2011 BJA meeting minutes. The motion carried.**

Resolution Regarding Racial and Ethnic Bias in the Justice System

Judge Fleck reported that the resolution work group incorporated some revisions which were suggested by Chief Justice Madsen and Judge Schindler into the current version of the resolution and she is hopeful that it can be approved by the Board for Judicial Administration (BJA) today.

Judge Tripp stated that the District and Municipal Court Judges' Association (DMCJA) Board met on July 8 by phone and discussed the resolution. They had a broad discussion regarding the pros and cons and in the final analysis the Board voted to endorse the resolution.

**It was moved by Judge Fleck and seconded by Judge Tripp that the BJA approve the Resolution Regarding Racial and Ethnic Bias in the Justice System. The motion carried.**

There was discussion about how the BJA should move forward with the resolution and if the media should be notified or if a BJA work group should be convened to implement the recommendations outlined in the resolution.

**The consensus of the BJA was to ask Ms. Wendy Ferrell, Judicial Communications Manager at the Administrative Office of the Courts (AOC), to draft a release and bring it back to the next meeting for approval.**

#### BJA Best Practices Committee Appointment

Ms. McAleenan stated that the Superior Court Judges' Association (SCJA) nominated Judge Stephanie Arend to the BJA Best Practices Committee. This would be Judge Arend's first term on the committee.

**Judge Inveen moved and Judge Culpepper seconded to appoint Judge Stephanie Arend to the BJA Best Practices Committee. The motion carried.**

#### Trial Court Operations Funding Committee Charter

Earlier this year the BJA reconstituted the Trial Court Operations Funding Committee (TCOFC) and approved the membership. It has become a standard practice to create charters for committees, subcommittees and work groups to ensure the tasks the committee is charged with are understood and clear. Ms. McAleenan drafted the proposed TCOFC charter included in the meeting materials and forwarded it to Judge Harold Clarke, Chair of the TCOFC, for his review. Judge Clarke had the following concerns with the proposed TCOFC charter:

1. He was concerned with the timeline and felt like it was pushing too hard on the TCOFC to meet the January deadline. He would prefer a February deadline, at the earliest. Ms. McAleenan presumed the BJA would probably discuss the TCOFC's recommendation in January and vote on it in February to align with the Supreme Court's budget process.
2. Another concern was the language regarding the committee to "consider the practical and political realities" of funding proposals, but that wording came directly from the Justice in Jeopardy Implementation Committee (JIJC). His concern was that the committee members might not have the knowledge to perform that task. Ms. McAleenan stated that the BJA and the Supreme Court will need to take such considerations into account and that the TCOFC may wish to do so, as well.
3. Judge Clarke's third concern was that the BJA should be able to proceed with a funding request directly to the Legislature on its own if the Supreme Court

decides not to include the request in their budget. Ms. McAleenan stated that the charter is currently silent on the topic.

Chief Justice Madsen stated that there will be a budget meeting in September with justice system stakeholders and the issues raised by Judge Clarke and the TCOFC charter should be discussed at a BJA meeting after the budget meeting is held.

#### Regional Courts of Limited Jurisdiction Project Charter

Mr. Marler stated that the regional courts idea has been around for quite some time. The concept comes out of the work of the Trial Court Funding Committee. The charter included in the meeting materials is the next step toward assembling a group to draft legislation that would regionalize services at the courts of limited jurisdiction (CLJ) level. The charter contains an extremely aggressive timeline and proposed membership includes 13 members.

Mr. Toole commented that it seems to him that any product that comes out of this will impact attorneys and a Washington State Bar Association representative should be added to the group.

Judge Tripp stated that there are 211 CLJ judges with very different roles and perspectives (full-time and part-time, municipal and district, urban and rural), so there should be four DMCJA members on the work group and the membership should not be limited to DMCJA leadership in order to get a more diverse group of representatives.

**Judge Culpepper moved and Judge Tripp seconded to approve the Regional Courts of Limited Jurisdiction Project Charter with an expanded membership to four members of the DMCJA with two members from district court (one full-time and one part-time judge) and two members from municipal court (one full-time and one part-time judge) and that the DMCJA members not be restricted to board members or officers.**

**A friendly amendment was added to include one Washington State Bar Association (WSBA) representative appointed by the WSBA President.**

**The motion carried.**

The presidents of the judicial associations will make the appointments to the work group.

#### Washington State Bar Association

Mr. Toole reported that the next Board of Governors (BOG) meeting is July 22 and 23 in Ocean Shores. Their retreat is July 21. They will address their budget and have a

report from the Rules for Professional Conduct Committee. Mr. Toole is hoping the BOG will take action on a major report from the Enforcement of Lawyer Conduct Task Force.

Ms. Littlewood reported that the Attorney General's Office provided a \$1.1 million grant to the WSBA for the Home Foreclosure Project which will expand the program and enable the project to run for two more years.

### Reports from the Courts

**Supreme Court:** Chief Justice Madsen reported that the Supreme Court finished their spring term yesterday. They are still working on their budget reduction and they published for comment the proposed standards that Mr. Boman will be discussing later during the meeting. The comment period is scheduled to end October 31.

**Court of Appeals:** Judge Schindler stated that the Court of Appeals is grappling with their significant budget cuts.

**Superior Courts:** Judge Inveen reported on two information technology issues impacting the SCJA. The SCJA is delighted about the risk assessment and the timeline to have pilot courts in March. The SCJA learned though Judge Larry McKeeman that the scope of work wasn't completely honored in the superior court case management system feasibility study process. The decentralized approach was not considered and it applies to most of the large counties with their own systems. There will be a special Judicial Information System Committee (JISC) meeting in September and the JISC will take action on the project based on the revised feasibility study.

In response to the budget issues, the SCJA formed an ad hoc subcommittee to look into alternative funding sources.

**Courts of Limited Jurisdiction:** Judge Tripp reported that he and Mr. Hall spoke to the Association of Washington Cities about municipal courts during their recent conference and it was a good session.

### Association Reports

**Juvenile Court Administrators:** Ms. Maluo reported that the Juvenile Court Administrators are in the midst of their funding formula and budget allocations. For the first time, they are going to start contract negotiations with the Juvenile Rehabilitation Association and they will have the SCJA's assistance in hammering out the scope of work.

**County Clerks:** Ms. Gould stated that the County Clerks had their conference in June and they elected their new officers and worked through all the legislation coming due to

ensure they are compliant. They were able to find funding to update their County Clerk Manual which will be available online. They have a number of new clerks and are in the process of training them and offering assistance.

#### Administrative Office of the Courts

Mr. Marler reported that AOC published the 2011 legislative summary and it is available on the Washington Courts Web site. AOC is also finalizing the eService answers with implementation tips about bills that passed the last session and it should be available later today.

#### WSBA Council on Public Defense Recommendations

Mr. Boman stated that it was just over a year ago that the Supreme Court adopted rules that required appointed counsel to certify compliance with Standards for Indigent Defense Services. The Council on Public Defense worked with various stakeholders and after nine months of intense work, the Council recommended to the BOG that five standards be adopted in September 2011 and the two remaining standards be adopted later. The proposals are in the handout.

They did not recommend specific caseload limits to go into effect during the first run-through in this process. By deferring the imposition of specific limits until 2013, funding sources can plan and adjust budgets.

The Council did not make a recommendation for caseload limits in misdemeanor cases because they felt that additional time and discussion would produce a better result. They will develop those limits later.

Chief Justice Madsen reported that there were concerns that the effective date of the rule be put off until September 1 so the caseload standards would be available. The Supreme Court moved the active date to January 1, 2012 and they do not anticipate putting off the effective date beyond that.

#### Other Business

The August meeting will be canceled and the next meeting will be in September.

There being no further business, the meeting was adjourned.



# Justice at Work

## Open House Planning Toolkit



*(Above) Thurston County Superior Court Presiding Judge Paula Casey talks with a Chamber of Commerce leadership group at an open court event in January 2011.*

*(Right) Visitors stop by information booths at a King County open court event in February.*



A guide for courts interested in hosting an  
open court event for their communities

Provided by the Justice in Jeopardy Implementation Committee



**T**hank you for your interest in hosting a Justice At Work open court event.

This Toolkit was developed by the Board for Judicial Administration's (BJA's) Justice in Jeopardy Implementation Committee (JIJIC) in hopes it might help courts reach out to their communities and local leaders with information on how the courts function, as well as the vital role played by justice system components such as probation, problem-solving courts, CASA volunteers, legal aid programs, court facilitators, adequate technology and more.

The IJIC (see next page for membership) was created from the 2002 Trial Court Funding Task Force. The Task Force led a statewide effort of more than 100 judges, attorneys, elected officials, business persons and community leaders to research the adequacy and impacts of the court funding system in Washington state. The Task Force concluded that counties and cities bear too much burden in funding the courts, with the state government paying only about 10 percent of their costs and local jurisdictions paying the rest. The IJIC was tasked with working on long-term legislative solutions with the eventual goal of the state paying roughly half of trial court costs.

Working to improve court funding has revealed that many residents and community leaders don't have a clear understanding of how the courts operate or how ongoing budget cuts affect the administering of equal and adequate justice in their communities. The Court Funding Task Force found that strengthening connections between the courts and their communities is an important element in gaining support for court funding.

As a way for courts to connect with their communities, open house/open court events can be a strong tool. We hope the information and resources in this Toolkit will help you in planning or expanding an event.

Please let us know if you have any questions or suggestions for improving this kit for yourself and other courts in the future. And above all, enjoy your event!

— *Board for Judicial Administration (BJA) Justice in Jeopardy Implementation Committee*

## Justice in Jeopardy Implementation Committee Membership

Chief Justice Barbara Madsen, Co-chair	BJA Executive Committee Washington State Supreme Court
Judge Deborah Fleck, Co-chair	Court Funding Task Force
Mr. M. Wayne Blair, Vice-chair	Court Funding Task Force
Mr. Jim Bamberger	Office of Civil Legal Aid – Director
Mr. Stan Bastian	Office of Civil Legal Aid – Oversight Committee
Mr. John Cary	Court Funding Task Force
Judge Sara Derr	District & Municipal Courts Judges' Association
Judge Theresa Doyle	Superior Court Judges' Association
Mr. Jeff Hall	BJA Executive Committee State Court Administrator
Judge Laura C. Inveen	Superior Court Judges' Association – President
Ms. Lynne Jacobs	Court Management Council
Mr. James Kirkham Johns	Court Funding Task Force
Judge Eileen Kato	District & Municipal Courts Judges' Association
Mr. Leland Kerr	Washington State Bar Association
Ms. Paula Littlewood	Washington State Bar Association – Executive Director
Judge Wm. Thomas McPhee	Superior Court Judges' Association
Ms. Joanne Moore	Office of Public Defense – Director
Ms. Yvonne Pettus	Court Management Council
Judge Christine Quinn-Brintnall	BJA Executive Committee Court of Appeals – Division II
Judge Karen Seinfeld (Ret.)	Office of Public Defense – Advisory Committee
Mr. J. D. Smith	Washington State Bar Association
Mr. Steven Toole	BJA Executive Committee Washington State Bar Association – President
Judge Gregory Tripp	District & Municipal Court Judges' Association – President
Mr. Ron Ward	Court Funding Task Force

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# Justice at Work Open Houses 2011

## Background

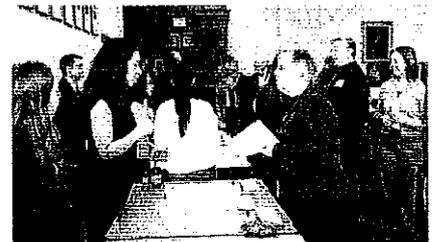
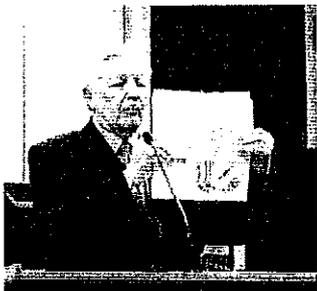
- ◆ **Two pilot “Justice at Work” open houses were conducted** — On January 5, 2011 at the Thurston County Courthouse, and on February 8, 2011, at the King County Courthouse.
- ◆ **Planning for the two events** was shared by judges and staff members from the district, superior and juvenile courts and members of the Justice in Jeopardy Implementation Committee (JIJIC) outreach workgroup; Nell McNamara of the Equal Justice Coalition, Lorrie Thompson of AOC, Aleksa Lazarewicz of Washington State CASA, and BJA Director Mellani McAleenan.
- ◆ **A basic template for the open houses included:**
  - \* Sending graphically designed **email invitations** to a large number of community groups and individuals;
  - \* **Personal invitations** from presiding judges to local elected officials;
  - \* Asking justice partners to attend with **resource materials** of interest to the public and setting up tables;
  - \* **Inviting legislators** and their staff members to attend;
  - \* Placing notices of the public event in **local and Bar publications**;
  - \* Press releases to the media, and option of placing an **op-ed column** in local papers about court funding and general health of the local court system (Thurston agreed to do so and a column ran in The Olympian; King chose not to);
  - \* **Programs included** time for attendees to gather around resource tables, then remarks by presiding judges about court operations and funding, stories from real court users about their experiences (a drug court graduate, a veteran’s court graduate and a legal aid client), guided tours, and time for Q&A with judges.
- ◆ **More than 60 people** attended the Thurston County open house, and more than 100 attended the King County open house. These were short-notice events in winter, so attendance was considered very positive.
- ◆ **Remarks by the public and community** groups following the events have been favorable, with some suggestions to market the events earlier, to invite more schools, to include community groups in planning, strong enthusiasm for the Q&A time, and that “opening the courts is a good idea” (from a Thurston County Chamber of Commerce official).

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## Pilot Project Observations and Suggestions

- ◆ **Attendance/Outreach** — The sub-committee was pleased with public attendance for a “first event” that no one had heard of. Events such as these often begin small and build each year as the community learns about them and gets involved. Each event had community members with no particular court affiliation attend out of interest, and enthusiastic participation by justice partner groups. **Earlier marketing, working more with local schools and including community groups in planning would help word spread and attendance build.**
  
- ◆ **Legislators/Timing** — We believe timing of the events (early winter) was a serious hindrance to legislative attendance, and also hampered public attendance. Legislators were bogged down working on the legislative session, colleges were out of session for three weeks prior to the Thurston event, and winter weather is often a barrier to public attendance. **We recommend timing events for late spring (coinciding with Law Day in May might work best) when legislators are available, schools are in and the weather is improved.**
  
- ◆ **Media** — While the media showed interest – the papers were willing to print op-ed columns, and several reporters emailed us with questions – **we agree with Judge Paula Casey that a stronger reason, or “hook,” is needed to bring reporters to the events. Such hooks could include:**
  - \* Giving a Court Volunteer of the Year Award, thus highlighting the unknown role of volunteerism in the courts and providing a chance to say THANK YOU to court volunteers;
  - \* Taking the opportunity to give a “State of the Courts” report on the health and strains of the local courts, similar to the Chief Justice’s State of the Judiciary report, with budget numbers and information on plans for the coming year;
  - \* Pairing an open house with Law Day in May as an educational outreach event;
  - \* Using any kind of unique local need/event/program as a hook for the media with awards or grades or messages to the communities.
  
- ◆ **Speakers/Activities** — The general programs of the two events appeared to work well. The “real people” speakers at both events were very powerful and popular, and **we would strongly advise courts to continue finding real court users to speak at open houses.** “Court in action” tours of hearings taking place, demonstrations of court record access and Q&A time with judges were well attended and popular.

# Images from Justice At Work Open Court events in Thurston and King Counties





## **Planning suggestions and tips for your Justice At Work open court event**

There's no one right way to host an open house or open court event. Some events are as simple as a reception with refreshments, invited community groups and information booths. Others are large events with comments by presiding judges and local elected officials, media coverage, tours, signs and so on. Most events fall somewhere in between.

All events are valuable contributions to increasing legislative and community understanding of how the courts function, as well as awareness of the current successes, stresses and needs of their local courts.

Following are some tips and suggestions — please feel free to pick and choose what works for you, or to add your own ideas. And most of all, enjoy!

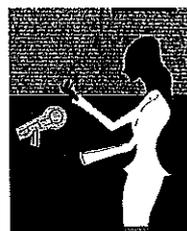
### **TIMELINE OVERVIEW (detailed information follows):**

- 1. Establish planning committee — start about four months before event.**
- 2. Who will preside over the event?**
- 3. Choose location, date and time.**
- 4. Choose a focus or “hook” — Volunteer appreciation, status report to community, education, etc.**
- 5. Work with local justice partners on information booths, speakers and fact sheets.**
- 6. Invite speaker(s) to make brief comments and describe their court experiences.**
- 7. Send invitations to local and state elected officials, justice partners, community groups, local colleges and the media — about six weeks prior.**
- 8. Media outreach — about three weeks prior, with follow-up 10 days before.**
- 9. Details (structured tours or unstructured court visitation?; Q&A time with judges; posters/signs; volunteer guides; etc.)**

## Suggestions/tips:

1. **Committee** — A planning committee will help you with ideas, help with community connections, and to disburse the work of putting on an event. Suggestions for a committee: Court administrator or designee; County Clerk or representative; Presiding Judge or other who will preside at the event; representative of local Bar Association; a representative of a justice partner such as public defense office, foster/adoption workers, Attorney General's Office, etc.; a representative of a local community group or Chamber of Commerce. A PLANNING COMMITTEE SHOULD BEGIN TO MEET AT LEAST THREE MONTHS PRIOR TO THE EVENT.

2. **Presiding over the event** — We recommend that the Presiding Judges of both the Superior and District court act as masters of ceremony over the event as a way for the community to get to know the court leadership. This might involve making welcome remarks at the beginning of the event, introducing any elected officials or special guests, introducing other speakers, and making brief closing remarks. If the judge(s) who will preside over your event are not on the planning committee, make sure to coordinate with and keep her/him informed of plans.



3. **Date** — This will be individual to a court's needs, but a late-spring or early fall timeline is suggested. State legislators are available and often looking for opportunities to connect with the community; colleges and high schools are in session; weather is (usually) fair; and local lawmakers are often looking for budget input around this time. For instance, an open court event can be planned to coincide with Law Day in May.

4. **Choose a focus or "hook"** — The community and media often respond best when an event includes a specific focus or "hook." Examples include honoring court volunteers and choosing a Volunteer of the Year (which allows you to highlight the often hidden contributions of volunteers); or providing a "state-of-the-courts" address similar to the Chief Justice's State of the Judiciary Address to legislators, highlighting the successes and strains of the courts to local media and community leaders (with fact sheets); or perhaps an educational approach in conjunction with Law Day, geared somewhat to students and community leaders but open to all. The hook does not need to over-power the open house



nature of the event, but it will help gain media and community attention.

5. **Work with local justice partners and community groups** — Local justice partners (such as CASA or Legal Aid offices), community groups (Rotary, Kiwanis, Boys and Girls Clubs, etc.) and businesses (particularly the local Chamber of Commerce) are often highly interested in helping to plan and host community events of this type. Begin early (about four months prior to your event) to invite representatives to join your planning committee. Local justice partners can help you locate speakers for your event, as well as provide materials for information booths and information/statistics for fact sheets and media releases. Local community groups and businesses can be particularly helpful in getting the word out and sending invitations out to their constituents.



6. **Speakers** — No long speeches are necessary, but events often include a few remarks by the Presiding Judge on the status of the local courts, possibly a few remarks from a legislator or local elected official, and/or short narratives from a couple of local court users such as drug court graduates, someone helped by Legal Aid, a family-court participant, etc. We strongly recommend having one or two court users with success stories to tell — these have proven powerful and popular at other events. We have provided an example of speaking points in this Toolkit, as well as a sample script of an open court event in Thurston County.



7. **Invitations** — To bring the community in to your celebration, we recommend personal email invitations to individuals and groups. For instance, personal email invitations can be sent from the Presiding Judge to local elected officials, state lawmakers and other local leaders (give legislators and other elected officials at least two months notice). Email invitations can be sent personally from members of the planning committee to their groups and other community groups not on the committee. We recommend sending the invitations out around six weeks prior to the event (no later than one month), and then sending reminder emails about 10 days before the event. This Toolkit includes a template for a graphically-designed invitation which can be used with your information.



8. **Media outreach** — Communications officers at the Administrative Office of the Courts can work on media outreach for Washington courts that plan events, including drafting press releases and contacting local

reporters. If you would like to do some media outreach on your own, please feel free to write press releases or call reporters you think will be interested. Templates for press releases and examples of op-ed pieces are included in this Toolkit in the Media Tips section. Send a press release no later than three weeks before the event, and a follow-up release about 10 days prior.

9. **Details** — Deciding what kind of activities to include in your event is entirely up to you. Posters and brochures can be placed around the court in the couple of weeks leading up to your celebration (templates are included in this Toolkit which you can copy). Other components that have been successful at events:



Having a 'greeter' to welcome any speakers, volunteers or media as they begin arriving; including a sign-in table to give participants a place to ask questions and give you a sense of who is attending; providing a schedule and map of court hearings taking place which visitors are free to observe; scheduling tours of the separate courts and hearings; providing Fact Sheets on caseload numbers, budget numbers, drug court graduates, per-judge hearing numbers, etc.; making time for a Q & A session with one or more judges and court administrators; tours of the County Clerk's offices with explanations of how court records are handled; allowing room for information booths is a great way for local justice partners to provide information. Most of all, enjoy connecting with your community and have fun!

10. **Afterward** — Send thank you emails to everyone who helped plan or volunteered at the event, including judicial officers and court staff. Also email attendees asking for input on how to make the event better in the future.

## Tips for working with the media

- 1. Press release** — This is your basic tool for communicating with the media about your event (or any issue). Nearly all newspapers, radio and television stations prefer they be sent electronically now; check their Web sites for where to send news tips or press releases. If you have a reporter who regularly covers the courts, send the release specifically to that reporter and also to a city editor or managing editor. A basic release will include the five W's — what, when, who, where and why — along with one or more contact persons for reporters to call. Don't forget the "why" in your release — give the media a reason to cover your event or write an advance article. Send a release three weeks before your event, and send a reminder about 10 days prior. (See examples following this list.)
- 2. Op-ed piece** — If you would like to write your own column for the editorial page (called an "op-ed piece"), contact the editorial page editor of the paper about a month before you want the column to run and ask about the opportunity to do so. Most newspapers are very accommodating of local elected officials and particularly so with judges, who they rarely hear from. The editor will give you a word limit and a deadline, and will likely want a small photo. (See examples of op-ed pieces on following pages.)
- 3. Visit the editorial board** — If you would like the paper to run its own editorial about your event (or other court issues), call and ask to be placed on the schedule for editorial board meetings. This should be done at least two months prior to the meeting, as edit board meetings can be scheduled out quite a ways. The editorial board usually consists of the editorial page or managing editor, the publisher, possibly another newspaper staff member and sometimes one or more members of the community. Bring as much information with you as possible to explain why you're hosting the event such as budget fact sheets, information about court programs, etc. Also, be prepared to answer questions, some of which may not pertain to your event (perhaps more questions about court funding or other issues). Reporters and editorial writers might take a rare sit-down opportunity with a judge or court administrator to ask questions on other issues.
- 4. Give TV and radio news stations something to record** — If you'd like a television



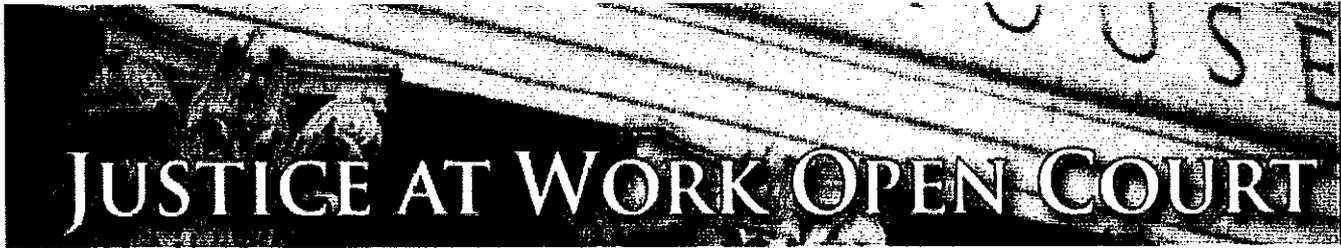
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or radio station to cover your event, make sure they know in advance about any real court users who might be speaking of their experiences and be prepared to help the station get connected with your speaker in advance or at the event. If your event will include something like a drug court graduation or a records demonstration, that is something to highlight to any media, but particularly to photographers and camera crews looking for something to film.

5. **Press packets** — At your event, have a couple of folders ready for any media that attend. It should include a copy of any press releases sent, any brochures or fact sheets available about your court and its programs and judges, a schedule/agenda for your event, and any other pertinent material. Always err on the side of providing too much!
6. **Letter to the editor** — This can be an avenue following an open house for a judge or court official to thank volunteers who helped at your event or thank the community for joining you — and put in a plug for next year! The paper's Web site will publish its guidelines for running LTE's, so check there for word limits and submission rules.

The following pages contain invitations, press releases, speaking points, op-ed pieces, event scripts and other materials created during the two pilot open court events in Thurston and King counties. We hope these examples can provide you with templates for creating any materials you would like to use in planning your event.

Along with short, personalized messages, these designed invitations for the Thurston and King open court events were pasted into email messages to individuals and organizations — they are easy to print out and post on memo boards or send to others who might be interested. AOC will provide these templates to any court upon request.



## Join the Thurston County Courts for an Open House

*Co-sponsored by the Justice in Jeopardy Initiative*

**Wednesday, January 5, 2011**

**1:00pm-4:30pm**

**Thurston County Superior Court Main Courtroom**

*2000 Lakeridge Dr. SW, Olympia, WA*

**1:00pm-1:30pm:** Opening remarks by Washington Supreme Court Chief Justice Barbara Madsen, Thurston County Superior Court Presiding Judge Paula Casey, and Thurston County District Court Presiding Judge Brett Buckley

**1:30pm-4:30pm:** Justice at Work Open Court

- **Court will be in session – see justice at work.** Maps and volunteers will be available to help you find what interests you and to answer your questions.
- **Learn about court programs and services from the people who have benefitted from them.**
- **See demonstrations** of court records maintenance and how the public can access them.
- **Visit resource tables and ask questions** about public defense, self-representation, legal aid for low-income persons, court interpreters, family court facilitation, CASA, and more.
- **Mingle** with judges, public officials and private citizens.
- **Find out what you can do to ensure justice for all in WA.**

Save the Date for  
**JUSTICE AT WORK OPEN COURT:  
KING COUNTY**  
February 8, 2011



*For more info, please contact Lorrie Thompson at  
[lorrie.thompson@courts.wa.gov](mailto:lorrie.thompson@courts.wa.gov) or 360.705.5347*

For more information about the Justice in Jeopardy Initiative, see [www.courts.wa.gov/justiceinjeopardy](http://www.courts.wa.gov/justiceinjeopardy)

***A press release template that can be modified for your event on your court's letterhead.***



**For immediate release**

**January 31, 2011**

**FROM:** Lorrie Thompson, Communications Officer  
(360) 705-5347  
[Lorrie.Thompson@courts.wa.gov](mailto:Lorrie.Thompson@courts.wa.gov)

## **“Justice at Work” open court event will showcase King County courts in action**

**SEATTLE** — The inner-workings of King County courts will be showcased during a special open house event Feb. 8 from 12:30 p.m. to 4 p.m. at the King County Courthouse in Seattle.

The open house is designed to answer questions about the courts, demonstrate successful programs and explain steps being taken to maintain quality justice in the face of steep state budget cuts. The event is co-sponsored by the Justice in Jeopardy Initiative, a statewide campaign to improve and stabilize funding for Washington courts.

Visitors will have the opportunity to learn more about drug court, mental health court, assistance for court users without attorneys, civil legal aid, juvenile probation, accessing court records, public defense, court advocacy for children and youth, court interpreters, crime victim assistance and more.

The event will also include guided tours and visits to hearings and trials taking place, resource tables with experienced staff members able to answer questions, and will close with a question-and-answer session with judges and court officials.

Sign-in begins at 12:30 p.m. and the public is invited to an opening ceremony beginning at 1 p.m. in courtroom E942 on the Ninth Floor of the King County Courthouse, 516 Third Ave., Seattle, 98104. The opening ceremony will include remarks from King County Superior Court Presiding Judge Richard McDermott and King County District Court Presiding Judge Barbara Linde, as well as from several court users telling of their experiences.

“We are excited by the opportunity to show the community how the courts work. The courts are always open to the public but the open house provides a chance for the public to interact with judges and court staff members, for individuals to learn about specific programs directly from the experts, see the courts in action and ask questions,” Judge McDermott said.

Judge Linde added, “We really hope people take advantage of this opportunity to see their courts at work. This is a chance to see specific court programs, such as Mental Health Court and Drug Court, in operation, followed by the chance to ask questions and offer feedback. We are excited to be able to host this Open Court event,” said Judge Linde.

State legislators began working several years ago with the statewide Justice in Jeopardy Task Force to reform the judicial branch funding system and provide more state dollars for court operations, though some of those dollars have been lost and progress on reform halted in the economic decline.

“Amazing work is being done every day in our courts to help our residents find the help they need and the justice they deserve,” said Washington Supreme Court Chief Justice Madsen, who co-chairs the Justice in Jeopardy Implementation Committee.

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"We are fully committed to working with lawmakers in this very difficult economy, but it's also true that in times like these, more residents turn to the courts to resolve serious issues and more arrive at the courts without attorneys," Madsen said. "We thank the hard-working staff members and court volunteers who are helping so many, and we ask that lawmakers remember the increased demands on the courts and the constitutional right to justice."

Madsen said she hopes residents and community leaders will take advantage of the open house opportunity to learn more about the operations and programs of their local courts.

**CONTACT:** King County Superior Court Deputy Chief Administrative Officer Linda Ridge (206) 205-2582; King County District Court Chief Administrative Officer Tricia Crozier, (206) 296-3589; Administrative Office of the Courts Communications Officer Lorrie Thompson, (360) 795-5347; Washington Supreme Court Chief Justice Barbara Madsen, (360) 357-2038.

*A "script" for any opening or closing ceremony can help keep an event on track.*

## **Justice at Work: Opening Ceremony Script**

Wednesday, Jan. 5, 1p.m. -1:45 p.m.

**Hon. Paula Casey**, Master of Ceremony

Other speakers:

**Hon. Barbara Madsen**

**Hon. Brett Buckley**

**Lisa Rook**, Thurston County Prosecutor's Office, speaking  
on the value of qualified court interpreters

**Marvin Kemp**, client of Veterans Court

**Cindy Murray**, client of the Northwest Justice Project

**Location:** Thurston County Superior Court, large courtroom on Floor 1

**1 p.m.** — **Judge Casey** steps out to welcome all to the Justice at Work Open House. Introduces herself and acknowledges dignitaries in the room....

'We know we have joining us a number of our government partners and justice partners, including our County Commissioners Cathy Wolfe, Sandra Romero and Karen Valenzuela, Deputy Attorney General Christina Beusch, members of the Access to Justice Leadership Team, members of Leadership Thurston County, (any other dignitaries will be identified before opening remarks). If I have missed anyone I apologize. We're happy to have all of you here.

Brief message (possibly 'as you know, the courts are always open, however....')  
Introduces **Chief Justice Barbara Madsen**.

**1:05 p.m.** — **Justice Madsen** speaks for 5-6 minutes; explains reason for open house, primary message that courts are critical community institutions and residents have a need to know what is working and what is at risk. Brief statewide court-budget message.

**1:10 p.m.** — **Judge Casey** thanks Justice Madsen and speaks briefly about Superior Court successes and strains. Possible message points include "We are proud of..." "We thank..." ; "We are concerned about..."; "Our plans include..."

**1:20 p.m.** — **Judge Casey** introduces **Lisa Rook** from Thurston County Prosecutor's Office, to speak briefly about the difference made by trained/qualified court interpreters.

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**1:20 p.m.** — Judge Casey introduces **Judge Buckley**, who speaks briefly about the successes and concerns at District Court;

**1:30 p.m.** — Judge Buckley introduces **Marvin Kemp**, client of Veterans Court

**1:40 p.m.** — Judge Casey introduces **Cindy Murray**, who provides an example of why civil legal aid is so important to provide equal access to the courts for those who cannot afford attorneys.

**1:45 p.m.** — Judge Casey thanks everyone again for attending and explains a bit about the day's event:

At the check-in desk there are schedules of hearings taking place for you to visit;

Also a list of resource tables where you can find materials and ask questions of staff members and volunteers;

A schedule for vans transporting those interested in a tour of the Family and Juvenile Court (though you're welcome to take your own vehicle as well).

*We ask that you please be mindful that persons using the courts today are in real and generally difficult situations. It's important to maintain respect for them and for the court hearings taking place.*

Thank you.

*NOTE: An op-ed piece is basically a news column written to your community, but it is more than a press release with dry facts. It contains a message from one or two court officials (presiding judges and/or court administrators) about budget issues or your desire for the community to understand court operations or a kudo to unsung court volunteers. Think about what you'd like your community to know, what you hope they can get out of your event, and communicate it as if you're writing a letter to the community.*

*For help in drafting an op-ed piece, feel free to contact Communications Officer Lorrie Thompson at the Administrative Office of the Courts, [Lorrie.Thompson@courts.wa.gov](mailto:Lorrie.Thompson@courts.wa.gov), (360) 705-5347.*

*Draft op-ed for Seattle Times, re: King County courts' budget cuts (By-line would have named two presiding judges, but it was decided not to submit an op-ed piece)*

Some time this week, probably today, a person will walk into the King County Superior or District Court and try to address an urgent legal problem without help from an attorney. It might be a parent seeking child visitation rights or protection from domestic violence, an unemployed homeowner facing foreclosure, or someone responding to a lawsuit filed against him.

We will do everything we can to facilitate their rights to have their disputes adjudicated fairly and quickly, but "everything we can" is not nearly what it used to be.

With significant cuts in court facilitation and reductions to civil legal aid programs, people acting on their own without attorneys — and those numbers are growing quickly — will have much less help navigating the courts. This slows down the process and, in cases where one party has an attorney and the other does not, seriously hampers fair outcomes.

We will also do everything we can to keep watch over the juvenile offenders and runaways who are just entering the criminal justice system.

But again, "everything we can" is not nearly what it used to be.

Cuts to juvenile probation and family court services have left our courts with far fewer eyes monitoring young offenders to make sure they follow court orders, and fewer staff to evaluate why they have begun to break laws and what is happening in families that are falling apart.

We will also continue to do everything we can to halt the court/jail revolving door that many adult offenders find themselves in when the underlying causes of their crimes involve mental illness and substance abuse. However, problem-solving courts that have proven effective in reducing crimes and long-term costs are under the budget axe as well.

These are not just feel-good programs in the courts. Programs and positions being eliminated are nearly all aimed at reducing future crimes and future court and jail costs, thus improving public safety and saving local and state dollars. If we can deter a youth just going off track, or intervene with families just beginning to fracture, we can remove many causes of future crime and future civil (family) cases.

While these court programs may sound new, they are based on sound and ancient wisdom — an ounce of prevention is worth a pound of cure. A great side benefit is that they often improve lives as well.

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Why are we telling you this? Because budget priorities being set locally and right now at the state level will affect your courts and King County's justice system for many years to come. Yet outside of high-profile criminal cases, much of what courts do day-to-day is unknown by many, though it affects all of the community in ways large and small.

As state and local lawmakers ask for your input on budget decisions being made, it's important for courts to provide more information on how cuts and decisions affect the administration of justice. As presiding judges of King County's Superior and District courts, part of our job is to inform the community and its leaders and advocate for an adequate system in which to administer justice.

We are doing our part in these trying times. Since 2009, King County Superior Court has cut nearly (\$9 million?) — about (20 percent) of our annual budget — and nearly (70 staff positions?). The King County District Court has cut (\$???) and (???) staff members.

It is painful and we know the cuts impact the quality of justice provided in King County, but we also understand economic reality.

However, as state lawmakers this legislative session consider further cuts in funding of trial court programs, we have to ask at what point our judicial infrastructure begins to crumble. The courts don't have roads they can leave unpaved or parks they can landscape another time. The courts cannot close, cannot cap enrollment and cannot tell criminals, divorcing parents, desperate business owners and evicted veterans to come back later, because all persons in this nation are guaranteed judicial protection of their human and civil rights.

We don't envy budget writers the task at hand, but a functioning judicial system must be a core priority of government. We fear that if cuts continue, doing "everything we can" to provide fair and equal justice as promised to all citizens will no longer be enough.

-END-

Published January 03, 2011

## Wednesday's open house gives public inside look at the courts

THE OLYMPIAN

*By Judge Paula Casey and Judge Brett Buckley*

The courts are open to the public every day, but on Wednesday from 1 p.m. to 4:30 p.m., the Thurston County courts are inviting everyone to watch the courts at work during our Justice at Work Open House.

Washington Supreme Court Chief Justice Barbara Madsen will keynote a brief opening ceremony. Hearings for Drug Court, Veterans Court and other daily business will be in session throughout the afternoon and, as always, open to the public to watch the proceedings.

Initial hearings for those recently jailed will be held by video appearance at 1:30 p.m. at District Court and 3:30 p.m. at Superior Court. Signs and volunteers will explain what is happening in the courtrooms, and the clerk's office will demonstrate the use of electronic legal files to the public.

Staffed resource tables will offer information on family court facilitators, public defense, crime victim assistance, interpreters, probation, legal aid, mediation, problem solving courts and more. Transportation will be provided from the courthouse to Family and Juvenile Court in the Mottman Industrial Park, where a tour of juvenile detention will be offered.

In these times of scarce resources, the courts need the public to better understand the justice system. The open house is designed to let you know what is working, where the system is stressed, and what may be at risk.

The Superior Court absorbed budget cuts of more than 20 percent in the past two years — including the loss of eight staff members. Beginning in 2008, the Superior Court eliminated six weeks of jury trials each year to save money. The consequence has been squeezing more criminal trials together in the remaining weeks of the year and delaying civil trials.

Drug courts, mental health courts, veterans courts and family treatment courts have recently evolved to help families, veterans and people with mental illness and substance abuse problems avoid the revolving doors of the courthouse and the jail through rehabilitation. These problem-solving courts have survived despite budget cuts because of the earmarked treatment sales tax paid in Thurston County and competitive federal grants.

The legal community has stepped up to assist court users with access to the courts through the Northwest Justice Project and the Thurston County Volunteer Legal Clinic, with 200 volunteer attorneys helping more than 500 individuals and families last year with serious legal issues. The Thurston County Dispute Resolution Center also partners with the courts through trained volunteer mediators.

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Learn more about these programs at the open house.

The stand-alone Family and Juvenile Court facility co-locates family court and juvenile court in one facility and brings specialized attention to issues of families and children in the courts.

Family Court is unique to Thurston County and a model for the state.

Most people using the family court do not have attorneys; court facilitators and domestic violence liaisons assist parties in identifying and reviewing legal paperwork. Without these resources, the system would come to a standstill.

More than 90 trained volunteers advocate for abused and neglected children in court through the Court Appointed Special Advocate program, which is supported by state and local funds. Four staff members train and support these dedicated volunteers, who served 247 children in 2009. The advocacy is required by law. Recently, the first reduction in state funding was announced.

Adequate court security is a priority for us. Entry screening for weapons, secure inmate transport to court from the jail, and courtroom security during trials all cost money. However, to assure that people will use the courts, the courts must be safe.

So far, the Thurston County courts have done well — doing more with less. But the courts and staff are stressed. For 2011, the Thurston County commissioners were able to leave the courts' budgets at the 2010 levels and we extend our sincere gratitude for these decisions. Consideration of the state's budget is yet to come.

We hope to see you Wednesday at the Thurston County Courthouse, 2000 Lakeridge Drive, Olympia.

*Judge Paula Casey presides over the Thurston County Superior Court while Judge Brett Buckley is the presiding judge in Thurston County District Court.*

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## Speaking Points: Thurston County Courts Open House

(For Justice Madsen remarks)

- Greetings! I know Judge Casey has welcomed you all here today, but I'd like to **personally thank you for joining us** at this inaugural open house. I say "inaugural" because it's the first open house jointly sponsored by local judicial branch leaders and the statewide Justice in Jeopardy Committee. We hope more such events will follow around the state, and we sincerely appreciate Thurston County for being so interested and active in hosting the first.
- I'd like to start off by saying that the **Thurston County judges and court staff do amazing work in providing justice in their community**. Our Washington State Center for Court Research shows us that Thurston County courts have fewer judges and fewer staff than are needed based on their caseloads, which means these courts are definitely doing more with less.
- Though they are under-staffed, the superior and district courts handle well more than 13,000 cases each year, and still created the state's first veteran's court, as well as a drug court, a mental illness court and a family treatment court.
- **Problem-solving courts such as these take a lot of work to establish** and a lot of ongoing coordination, but they are excellent and just solutions to extremely difficult problems. It's a testament that the judges and staff, with budgetary help from Thurston County Commissioners, are willing to go that extra mile for a better-quality justice in your community.
- **One of the reasons we are here today is that the quality of justice in Washington is under strain**, which may not come as a surprise in today's economy, but we know that behind-the-scenes court operations are often confusing or invisible to our communities. THESE ARE YOUR COURTS, where your neighbors, friends and loved ones come to resolve serious problems or find justice. We truly hope not, but **you** might also need the courts at some point. Justice is your constitutional right and because of that, you have a right to know how your courts are faring, what is succeeding and what is at risk.
- Those successes and strains are individual to each county and city, but a **statewide survey conducted by the Justice in Jeopardy Committee showed** us that many courts are under extreme stress. Some of the common reasons include a larger number of civil filings for families and individuals in crisis, and an increasing number

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of people coming to courts without attorneys. When these are coupled with shrinking budgets and fewer staff members, we start seeing impacts that cause us deep concern, such as courts closing to the public for hours or days, and significant delays in civil hearings or trials.

- **Another reason courts are under stress involves an older problem – a MUCH older problem.** The funding system for our courts was established in 1889, and has not changed in any significant way since then. What that means is the state government funds about 17 percent of court operations, prosecution and public defense, and the counties must pay the other 83 percent. This leaves Washington 50<sup>th</sup> out of 50 states in state funding provided to the judicial system. The Justice in Jeopardy Committee will continue to work on this with state lawmakers, who we know care about this imbalance and want to help reform the system.
- **That’s a bit of the statewide situation,** and now I’m glad to turn the ceremony back to your local presiding judges, who can speak more directly to what is happening in Thurston County. I want to thank you again for joining us, and thank Thurston County for allowing me to be a part of this event. The justice system is truly a community institution, and you’ve built an excellent one here in Thurston County.

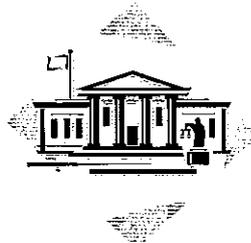
NOTE: Speaking points should be kept fairly easy to read, with very few statistics. A couple of key stats, such as “Our judges on average each preside over 100 hearings and trials a week,” or “Volunteers save our courts about \$1.5 million per year,” can be very effective if used very sparingly. Stories and human examples are also powerful, but should be brief.

*(Fact sheet provided to participants at Thurston County's open court event)*



# Thurston County Courts By the Numbers

- **2009 total cases filed in superior court: 13,354**  
Criminal — 1,999; Civil — 6,876; Domestic — 1,488; All other — 2,991
- **2009 total number of proceedings held in superior court: 38,250**  
Criminal — 16,422; Civil — 4,494; Domestic — 6,347; Juvenile offender — 5,366; Domestic violence/harassment — 2,548
- **2009 superior court staffing levels:** 8 superior court judges, 2 court commissioners, 29 court staff members.
- **2009 total cases filed in district court: 38,435**  
Traffic/DUI—26,629; Non-traffic—2,499; Domestic violence—427; Civil—3,689
- **2009 district court staffing levels:** 3 district court judges, 0 court commissioners, 18 1/2 district court staff members.
- **2009 judicial needs estimate** for Thurston County (based on caseload) by Washington State Center for Court Research: Superior Court judges needed — 10.81; District Court judges needed — 4.10
- **2009 volunteer hours provided to Thurston County courts: 6,787**
  - Thurston County Volunteer Legal Services — 200** volunteer attorneys provided approx. 3,500 hours of volunteer time, helping more than 500 families and individuals with legal problems.
  - Thurston County CASA — 86** volunteers provided 2,705 hours of advocacy for 247 children in dependency cases.
  - Dispute Resolution Center — 98** volunteer mediators provided 488 hours of mediation assistance for family court cases, and 94 hours of mediation for small claims court cases.



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# Resources

- **Administrative Office of the Courts (AOC) Communications Office**, Lorrie Thompson, (360) 705-5347, [Lorrie.Thompson@courts.wa.gov](mailto:Lorrie.Thompson@courts.wa.gov). Can help with press releases, advice on contacting the local media and writing op-ed pieces, providing templates of materials, connecting with interpreter coordinators, providing information about the Justice in Jeopardy Initiative, etc.
- **Equal Justice Coalition**, (206) 447-8168. Helps coordinate civil legal aid offices throughout the state, can help courts get in touch with civil legal workers and clients in your area, provide local statistics, etc.
- **Washington State CASA**, (206) 667-9716. Coordinates CASA offices throughout the state, can help courts get in touch with CASA workers and clients, provide local numbers of volunteers and hours donated, etc.
- **Washington State Office of Public Defense (OPD)**, (360) 586-3164. Can help courts connect with local public defenders and clients for involvement in planning an event.
- **Justice in Jeopardy** information, [www.courts.wa.gov/justiceinjeopardy](http://www.courts.wa.gov/justiceinjeopardy). Web site explains history of the initiative, shows media support with links to articles, provides statistics and budget numbers, links to special reports and research studies, and more.
- **Washington State Bar Association**, Deputy Director of External Relations Steve Larsen, (206) 727-8240, [stevel@wsba.org](mailto:stevel@wsba.org). Can help with advice on getting the word out to the legal community about your event, getting connected with your local Bar leaders for planning, etc.
- **Other local resources** — Chamber of Commerce; community groups such as Kiwanis, Rotary or Lion's Clubs; college or high school civics instructors or Mock Trial coaches; local Bar Association; veteran's groups or substance abuse counselors (if you have problem-solving courts); local staff members of your state legislators; local mental health advocates or treatment managers.





WASHINGTON  
COURTS  
ADMINISTRATIVE OFFICE OF THE COURTS

## NEWS RELEASE

September \_\_\_\_\_, 2011

From: Wendy K. Ferrell  
360.705.5331

*Wendy.Ferrell@courts.wa.gov*

### Washington Judiciary Adopts Resolution on Racial and Ethnic Bias

Washington State's Board for Judicial Administration, the policy-setting body for Washington's judicial branch, has adopted a resolution aimed at eradicating racial and ethnic bias in the justice system.

The resolution, passed on July 15, 2011 advocates for a well-coordinated effort by the judicial branch, Washington State Bar Association, minority bar associations and local law schools to educate the public on racial and ethnic bias and to identify corrective measures to pursue system-wide improvements. (Full resolution is attached).

"It is my hope that this Resolution reflecting the Washington judiciary's commitment to equal justice for everyone will inspire us to review, analyze and correct policies, practices, and laws that interfere with the impartial justice under the law, a cornerstone of our democratic form of government," said resolution sponsor, King County Superior Court Judge Deborah Fleck. "This is an important step in the right direction."

There are currently several groups working in cooperation within the legal community on these issues, including:

- Washington Supreme Court's Minority and Justice Commission (Co-Chaired by Washington Supreme Court Justice Charles W. Johnson and King County Superior Court Judge Mary Yu);
- Washington State Access to Justice Board (Chaired by King County Superior Court Judge Steven González), and;
- A newly-formed group entitled the Task Force on Race and the Criminal Justice System (Chaired by Judge González and by Robert S. Chang, Professor of Law and Director of the Fred T. Korematsu Center for Law and Equality at Seattle University School of Law).

It is anticipated that the BJA will help coordinate these efforts by appointing a workgroup in the coming months to develop and implement action plans to identify corrective measures.

**CONTACTS:** King County Superior Court Judge Deborah Fleck, 206.296.9273; Mellani McAleenan, Board for Judicial Administration Executive Director, 360.357.2113

###

RESOLUTION of the BOARD FOR JUDICIAL ADMINISTRATION  
of the State of Washington

WHEREAS, equal justice is fundamental to the American system of government under law; and

WHEREAS, racial and ethnic bias have no place in the justice system; and

WHEREAS, facially neutral policies and practices that have a disparate impact on people of color contribute significantly to disproportionalities in the criminal and civil justice system, and

WHEREAS, racial and ethnic bias distort decision-making at various stages in the criminal and civil justice system, thus contributing to disproportionality and disparate treatment in the criminal and civil justice system, and

WHEREAS, racial and ethnic bias matter in ways that are not fair, that do not advance legitimate public safety objectives, that produce disproportionality, disparate treatment and disparate impact in the criminal and civil justice system, and that undermine public trust and confidence in our legal system; and

WHEREAS, the judiciary, consistent with its obligation to administer justice fairly, efficiently and effectively, has a vital role to play in ensuring that existing and proposed rules, policies and practices are fair and do not result in racial or ethnic disproportionality and disparate impact in the criminal and civil justice system; and

WHEREAS, the Board for Judicial Administration as the policy-making body of Washington's judicial branch of government plays a leadership role to ensure fairness in the justice system,

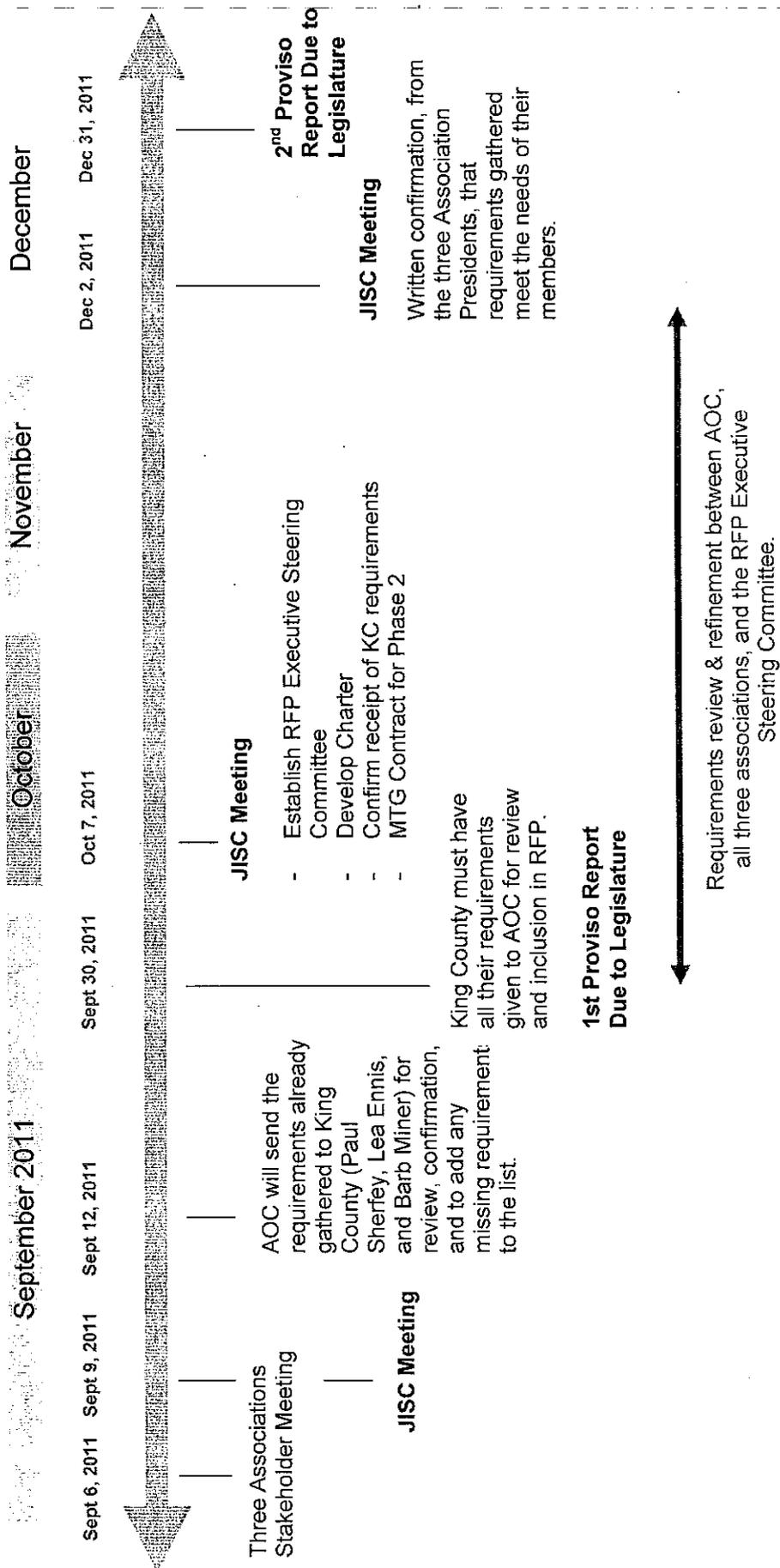
NOW THEREFORE, BE IT RESOLVED that the Board for Judicial Administration endorses and strongly advocates a well-coordinated effort by the judicial branch, the Washington State Bar Association, minority bar associations, law schools and interested stakeholders to accomplish the following:

- (1) Educate the public and those in the justice system on racial and ethnic disproportionality, disparate treatment and disparate impact occurring in the justice system;
- (2) Evaluate existing and proposed rules, policies and practices to determine whether they contribute to racial and ethnic disproportionality or disparate impact in the justice system, and if so, how such impacts can be avoided or corrected;
- (3) Identify corrective measures and pursue system-wide improvements in racial and ethnic fairness;
- (4) Measure and evaluate progress in addressing these issues that are critical to a fair and impartial system of justice in Washington; and
- (5) Develop and implement action plans to accomplish the objectives above to eliminate racial and ethnic disproportionality, disparate treatment and disparate impact in the justice system; and

BE IT FURTHER RESOLVED that the Board for Judicial Administration encourages the judicial branch, the Washington State Bar Association, minority bar associations, law schools and interested stakeholders to work with members of the executive and legislative branches, as appropriate, to promote the adoption of laws, policies and evidence-based practices shown to be effective in reducing racial and ethnic disproportionality and disparate impact in the criminal and civil justice system.



# Superior Court Case Management System (SC-CMS) Timeline for Requirements Gathering and Proviso Report



## **PROPOSED MOTION – Superior Court Management Feasibility Study**

- I. **BACKGROUND** – On September 6, 2011, the JISC Chair and AOC staff met with JISC members and stakeholders representing the Superior Court Judges Association, Association of Washington Superior Court Administrators, Washington State Association of County Clerks, and King County. Present at the meeting were:
- Justice Fairhurst – Supreme Court (JISC Chair)
  - Judge Dalton – Kitsap Co. (JISC)
  - Judge Wynne – Snohomish Co. (JISC)
  - Judge Trickey – King Co.
  - Judge Inveen – King Co. (President of SCJA)
  - Judge McDermott – King Co. Presiding Judge
  - Frank Maiocco – Administrator Kitsap Co. (President of AWSCA)
  - N.F. Jackson – Administrator/Clerk Whatcom Co. (JISC)
  - Paul Sherfey – Administrator King Co.
  - Barb Miner – County Clerk King Co. (JISC)
  - Betty Gould – County Clerk Thurston Co. (President of WSACC)
  - Kevin Stock – County Clerk Pierce Co.
  - Lea Ennis – King County IT Director
  - Vonnie Diseth – AOC CIO
  - Jeff Hall – AOC State Court Administrator
  - Heather Morford – AOC Business Liaison for Superior Courts
  - Kate Kruller – AOC Project Manager SCMFS
  - Joe Wheeler – MTG Consultants
- II. The stakeholder group agreed to the following vision and next steps.

### **MOTION:**

- I move that JISC direct AOC to develop an RFP that would implement the recommendation of MTG Management Consultants, in the Superior Court Case Management Feasibility Study Report, Version 1.3, that AOC acquire, implement, and centrally host a statewide, full-featured, commercial case management system for superior courts, subject to the following conditions:

- A new RFP Steering Committee needs to be formed, with a new charter and structure.
- There will be formal motions for all decisions and detailed minutes of all meetings held.
- The committee will be composed as follows:
  - 3 Clerks
  - 3 Judges/Court Administrators (1 from King County, at least 1 judge and 1 administrator)
  - 2 AOC representatives with limited voting ability (State Court Administrator and CIO. No vote on final recommendation.
- There will be a majority Vote (of four) for all decisions.
- The JISC cannot override a "no" vote or a "none of the above" vote from the RFP Steering Committee.
- The JISC can only support or reject a recommendation from the Steering Committee. It cannot adopt a substitute.
- A "none of the above" recommendation from the steering committee on the COTS alternative will result in review of the other feasibility study alternatives without going back through the IT Governance process.
- To meet the requirements of the legislative proviso, the presidents of the Superior Court Judges Association, Association of Washington Superior Court Administrators and the Washington State Association of County Clerks will affirmatively confirm that it meets the needs of their members in the 39 counties before the RFP is issued.
- The intention of the project is that this new CMS will eventually replace SCOMIS in the JIS Portfolio.
- There will be two stoplights in the process to re-evaluate before moving forward:
  1. After the RFP Development (Yes/No) (prior to release of the RFP). A "no" is an acceptable decision and would also be considered a success.
  2. Prior to contract award, if the RFP is issued. A "non-contract award" is an acceptable decision to not go forward.
- There must be recognition that the Data Exchange/Information Networking Hub (INH) must be completed regardless of this project. But, it is not a deliverable of this project.
- There is agreement among the above-named associations that there should be no net increase in the County Clerks' labor with a new system. Meeting the County Clerks' needs will be based on results (what needs to be done), not process (the manner in which it is done).
- 95% of King County's functional requirements must be met.
- King County must be a part of the first rollout (first 18 months of the project).





## WASHINGTON COURTS

### Board for Judicial Administration Regional Courts of Limited Jurisdiction Project Charter

**Project Title:** Regional Courts Work Group  
**Project Start Date:** July 15, 2011  
**Projected Finish Date:** October 21, 2011  
**Project Sponsor:** Board for Judicial Administration

**Work Group Membership:**

- 2 District and Municipal Court Judges' Association officers or board members, one of whom is a municipal court judge
- 1 Superior Court Judges' Association officer or board member
- 1 District and Municipal Court Management Association
- 1 Administrator for the Courts, or Designee
- 2 Association of Washington Cities
- 2 Washington State Association of Counties
- 4 Legislators (one from each caucus)
- 13 TOTAL

**Primary AOC Staff:** Regina McDougall  
Steve Henley

**Project Goal and Objectives:**

**Goal**

- Assist BJA in crafting a legislative proposal to modernize Washington's courts of limited jurisdiction by regionalizing court services in a manner that promotes access to justice and administrative efficiency.

**Objectives**

1. Develop a common, high level baseline understanding among work group participants of the current structure, role, operation, and challenges for district and municipal courts
2. Identify common core principles for local court services

3. Identify key elements that must be addressed in a comprehensive plan for regionalizing limited jurisdiction court services
4. Identify areas of agreement among participating organizations about how to address those key elements

**Project Benefits:**

1. Promotes access to justice through consistent operating hours and services
2. Encourages coordination of administrative and ancillary services, enabling local government to benefit from economies of scale for personnel; purchasing services, facilities, and other business expenses
3. Provides a structure for delivering justice services based on local needs and population rather than artificial political boundaries
4. Creates efficiencies at the state and local levels for training and support
5. Facilitates greater focus on effective court management
6. Resolves the debate whether part-time judges should be elected

**Approach:**

The Workgroup is expected to meet in person four times. Subcommittees may be established meet as needed. AOC will support the Workgroup through research, drafting work products, and providing administrative support (meeting scheduling and other coordination).

**Preliminary Schedule/Milestones/Deliverables:**

Dates	Activities
July 2011	Preparation
August 2011	First meeting – Orientation & Identification of Core Principles
September 2011	Meetings 2 & 3: Key elements; areas of agreement
October 2011	Present Work Products to BJA
November 2011	Association Review
December 2011	BJA Action

**Estimated Resource Requirements:**

- Travel budget for four in-person meetings (est. \$1000 per meeting); all other meetings will be by telephone conference call/Adobe Connect
- AOC staff time: 200+ hours

**Regionalized Limited Jurisdiction Court Services**  
**Workgroup Roster**

Name	Represents	Address	Phone	email
Judge Sara Derr - Chair	DMCJA - Spokane County District Court	P.O. Box 2352 Spokane, WA 99210-2352	509.477.2939	sderr@spokanecounty.org
Yvonne Pettus	DMCMA Tacoma Municipal Court	930 Tacoma Ave. S, Rm. 841 Tacoma, WA 98402-2181	253.591.5259	Yvonne.pettus@ci.tacoma.wa.us
Judge Darrel Ellis	DMCJA Upper Kittitas County District Court	700 E 1 <sup>st</sup> Street Cle Elum, WA 98922	509.674-5533	Darrel.ellis@co.kittitas.wa.us
Judge Mike Lambo	DMCJA Kirkland Municipal Court	P.O. Box 678 Kirkland, WA 98033-0678	425.587.3160	mlambo@ci.kirkland.wa.us
Judge Kevin Ringus	DCMJA Fife Municipal Court	3737 Pacific Hwy E. Fife, WA 98424-1135	253.922.6635	kringus@cityoffife.org
Judge Craig Matheson	SCJA Benton and Franklin Counties Superior Court	7122 W Okanogan Pl, Bldg A Kennewick, WA 99336- 2359	509.736.3071	cmatheson@co.benton.wa.us
Jeff Hall	Administrative Office of the Courts	P.O. Box 41470 Olympia, WA 98504-1170	360.705.2120	jeff.hall@courts.wa.gov
Leland Kerr	Washington State Bar Association	7025 W Grandridge Blvd, Suite A Kennewick, WA 99336	509.735.1542	lkerr@kerrlawgroup.net
Heidi Wachter	Association of Washington Cities - City Attorney		253.589.2489	hwachter@cityoflakewood.us

Stan Strebel	Association of Washington Cities - Deputy City Manager			<a href="mailto:strebels@pasco-wa.gov">strebels@pasco-wa.gov</a>
TBD	Washington State Association of Counties			
TBD	Washington State Association of Counties			
Representative Terry Nealey	House of Representatives - R	P.O. Box 40600 Olympia, WA 98504-0600 26 E Main St, Ste 205 Walla Walla, WA 99362	360.786.7828 509.526.6284	<a href="mailto:Terry.nealey@leg.wa.gov">Terry.nealey@leg.wa.gov</a> LA - Meagan Allen at <a href="mailto:allen.meagan@leg.wa.gov">allen.meagan@leg.wa.gov</a> David.froct@leg.wa.gov
Representative David Frockt	House of Representatives - D	P.O. Box 40600 Olympia, WA 98504-0600 5031 University Way NE, Ste 10 Seattle, WA 98105	360.786.7886 206.729.3225	LA - Samantha Kersul at <a href="mailto:Kersul.samantha@leg.wa.gov">Kersul.samantha@leg.wa.gov</a>
Senator Cheryl Pflug	Senate - R	P.O. Box 40405 Olympia, WA 98504-0405	360.786.7608	<a href="mailto:Cheryl.pflug@leg.wa.gov">Cheryl.pflug@leg.wa.gov</a> LA - Adam Day at <a href="mailto:Day.adam@leg.wa.gov">Day.adam@leg.wa.gov</a> Also include Senate R Judiciary staff, Jackson Maynard, per his request, at <a href="mailto:Jackson.maynard@leg.wa.gov">Jackson.maynard@leg.wa.gov</a>
	Senate - D			
<b>STAFF</b>				
Regina McDougall	Administrative Office of the Courts	P.O. Box 41170 Olympia, WA 98504-1170	360.705.5337	<a href="mailto:Regina.mcdougall@courts.wa.gov">Regina.mcdougall@courts.wa.gov</a>
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Caroline Tawes	Administrative Office of	P.O. Box 41170	360.705.5307	<a href="mailto:Caroline.tawes@courts.wa.gov">Caroline.tawes@courts.wa.gov</a>

the Courts

Olympia, WA 98504-1170

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# **Regionalize Limited Jurisdiction Model Court Proposal**

## *Outline*

- I. Preface
  1. Vision
  2. Goal
  3. Authority
  
- II. Basic Agreements
  1. Principles
  2. Incentives
    - a. Fiscal
    - b. Operational
  3. Barriers
  
- III. Regionalized Limited Jurisdiction Model Court Elements
  1. Organization
    - a. Districting Committee
    - b. Unit of Regionalization
    - c. Appointment Authority
    - d. Judicial Needs Estimate
    - e. Inter-local Agreements and Contract Standards
  
  2. Operations
    - a. Judicial Officers
    - b. Judicial Staff
    - c. Administration
    - d. Funding, Budget, Cost and Resources
    - e. Revenue Share
    - f. Technology Enhancements
    - g. Universal Cashiering

3. Services
  - a. Access to Courts
  - b. Probation – Pre-trial Services
  - c. Jail
  - d. Defense and Prosecutor Services

IV. Pilots – Punch List

1. Standards
2. Requirements
3. Demographics

V. Next Steps

1. Transition Plan – Phase In
2. Potential Statutory Changes

VI. Conclusion

1. Policy Proviso – Report by December 2012
2. Program and Management Evaluation
3. Judicial Needs Estimate – Possible Amendment

## Regional Courts Workgroup Meeting Schedule

<b>Court Workgroup</b>		
<b>Date</b>	<b>Time</b>	<b>Logistics</b>
September 2, 2011	10:00 AM - 12:00 PM	1-866-244-8528 Pass code 5588256#
<i>September 9, 2011</i>	<i>10:00 AM - 12:00 PM</i>	<i>In person Sea Tac Small Conf Room</i>
<i>September 16, 2011</i>	<i>1:00 PM - 3:00 PM (will start after BJA)</i>	<i>In person, Sea Tac Conf Room</i>
September 23, 2011	10:00 AM - 12:00 PM	1-866-244-8528 Pass code 5588256#
<i>September 30, 2011</i>	<i>10:00 AM - 12:00 PM</i>	<i>In person Sea Tac Small Conf Room</i>

<b>Combined Workgroup</b>		
<b>Date</b>	<b>Time</b>	<b>Logistics</b>
October 7, 2011		TBD
October 14, 2011		TBD
October 21, 2011		Presentation to BJA - Large Conf Room Sea Tac

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