

BOARD FOR JUDICIAL ADMINISTRATION



**WASHINGTON
COURTS**

MEETING PACKET

**FRIDAY, JANUARY 17, 2014
9:00 A.M.**

**ADMINISTRATIVE OFFICE OF THE COURTS
PUGET SOUND CONFERENCE ROOM
1112 QUINCE STREET SE
OLYMPIA, WASHINGTON**

Board for Judicial Administration Membership

VOTING MEMBERS:

Chief Justice Barbara Madsen, Chair
Supreme Court

Judge Kevin Ringus, Member Chair
District and Municipal Court Judges' Association
Fife Municipal Court

Judge Vickie Churchill
Superior Court Judges' Association
Island County Superior Court

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

Judge Judy Rae Jasprica
District and Municipal Court Judges' Association
Pierce County District Court

Judge Jill Johanson
Court of Appeals, Division II

Judge Kevin Korsmo
Court of Appeals, Division III

Judge Linda Krese
Superior Court Judges' Association
Snohomish County Superior Court

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

Justice Susan Owens
Supreme Court

Judge Kimberley Prochnau
Superior Court Judges' Association
King County Superior Court

Judge Ann Schindler
Court of Appeals, Division I

Judge Charles Snyder, President
Superior Court Judges' Association
Whatcom County Superior Court

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

Judge David Svaren, President
District and Municipal Court Judges' Association
Skagit County District Court

NON-VOTING MEMBERS:

Judge Veronica Alicea-Galvan, President-Elect
District and Municipal Court Judges' Association
Des Moines Municipal Court

Ms. Callie Dietz
State Court Administrator

Judge Stephen Dwyer
Presiding Chief Judge
Court of Appeals, Division I

Ms. Paula Littlewood, Executive Director
Washington State Bar Association

Mr. Patrick Palace, President
Washington State Bar Association

Mr. Anthony Gipe, President-Elect
Washington State Bar Association

Judge Jeffrey Ramsdell, President-Elect
Superior Court Judges' Association
King County Superior Court



Board for Judicial Administration (BJA) Meeting
Friday, January 17, 2014 (9:00 a.m. – Noon)
 Puget Sound Conference Room, Administrative Office of the Courts,
 1112 Quince Street SE, Olympia

AGENDA

1. Call to Order	Chief Justice Barbara Madsen Judge Kevin Ringus	9:00 a.m.
2. Welcome and Introductions	Chief Justice Barbara Madsen Judge Kevin Ringus	9:00 a.m.
Action Items		
3. December 13, 2013 Meeting Minutes Action: Motion to approve the minutes of the December 13, 2013 meeting	Chief Justice Barbara Madsen Judge Kevin Ringus	9:05 a.m. Tab 1 Page 6
4. DMCJA Legislative Agenda Motion to support the DMCJA Legislative Agenda	Judge David Svaren	9:10 a.m. Tab 2 Page 15
5. BJA Rule Amendments Motion to approve the proposed BJAR 3 amendments and to forward to the Supreme Court	Chief Justice Barbara Madsen Judge Kevin Ringus	9:30 a.m. Tab 3 Page 19
Reports and Information		
6. 2015-17 Budget Process	Mr. Ramsey Radwan	9:50 a.m. Tab 4 Page 22
7. Legislative Report	Ms. Mellani McAleenan	10:15 a.m. Tab 5 Page 26
Break		10:30 a.m.
8. Juvenile Records Presentation	Ms. Callie Dietz Ms. Charlotte Jensen	10:40 a.m. Tab 6 Page 28
9. Other Business Next meeting: February 21 AOC SeaTac Office, SeaTac	Chief Justice Barbara Madsen Judge Kevin Ringus	11:20 a.m.

Reports and Information (Continued)		
10. BJA Interim Standing Committee Breakouts <i>Education Committee</i> (Puget Sound Conference Room) <i>Policy and Planning Committee</i> (Wynoochee Conference Room) <i>Budget and Funding Committee</i> (Deschutes Conference Room) <i>Legislative Committee</i> (Quinault Conference Room)	Chief Justice Barbara Madsen Judge Kevin Ringus	11:30 a.m. Tab 7 Page 55
11. Adjourn		Noon
Persons with a disability, who require accommodation, should notify Beth Flynn at 360-357-2121 or beth.flynn@courts.wa.gov to request or discuss accommodations. While notice five days prior to the event is preferred, every effort will be made to provide accommodations, when requested.		

Tab 1



Joint Board for Judicial Administration (BJA) and Court Management Council (CMC) Meeting

Friday, December 13, 2013 (9:00 a.m. – Noon)

AOC SeaTac Office, 18000 International Blvd., Suite 1106, SeaTac

MEETING MINUTES

BJA Members Present:

Chief Justice Barbara Madsen, Chair
Judge Kevin Ringus, Member Chair
Judge Veronica Alicea-Galvan
Judge Vickie Churchill
Ms. Callie Dietz
Judge Janet Garrow
Judge Judy Rae Jasprica
Judge Jill Johanson
Judge Kevin Korsmo (by phone)
Judge Linda Krese
Judge Michael Lambo
Ms. Paula Littlewood
Justice Susan Owens
Mr. Patrick Palace
Judge Jeffrey Ramsdell
Judge Ann Schindler
Judge Charles Snyder
Judge Scott Sparks
Judge David Svaren

Court Management Council Members Present:

Mr. Pat Escamilla
Ms. LaTricia Kinlow
Ms. Sonya Kraski
Mr. Frank Maiocco
Ms. Renee Townsley
Ms. Aimee Vance

Guests Present:

Mr. Jim Bamberger
Judge Susan Cook
Ms. Delilah George
Ms. Lisa Tremblay
Ms. Aimee Vance

Public Present:

Mr. Tom Goldsmith

AOC Staff Present:

Ms. Lynne Alfasso (by phone)
Ms. Vonnie Diseth
Ms. Beth Flynn
Mr. Steve Henley
Ms. Shannon Hinchcliffe
Mr. Michael Keeling
Ms. Mara Machulsky
Mr. Dirk Marler
Ms. Mellani McAleenan
Mr. Monto Morton
Mr. Terry Overton

The meeting was called to order by Judge Ringus

Court Manager of the Year Award

Ms. Dietz gave a brief history of the Court Management Council (CMC) which was established in 1987 by Supreme Court order and works on issues that impact court management. The Council meets every other month, usually by phone, and membership is comprised of representatives from the Association of Washington Superior Court Administrators (AWSCA), District and Municipal Court Managers' Association (DMCMA), Washington Association of Juvenile Court Administrators (WAJCA), Washington State Association of County Clerks (WSACC), the Supreme Court, Court of Appeals and the State Court Administrator. Ms. Dietz and Mr. Escamilla are currently co-chairs.

The Court Manager of the Year Award was established in 1987 to recognize leadership in the court management profession. The award recipient is presented with a vase and a plaque with the recipient's photo which is mounted in the AOC SeaTac conference room.

There were seven outstanding nominees: Ms. Patricia Austin, Benton and Franklin Counties Superior Court; Ms. Robyn Berndt, Yakima County Superior Court; Ms. Delilah George, Skagit County Superior Court; Ms. Betty Gould, Thurston County Clerk; Ms. Patsy Robinson, Mason County District Court; Mr. Josh Sattler, King County District Court; and Mr. Bob Terwilliger, Snohomish County Superior Court.

The 2013 Court Manager of the Year, Ms. Delilah George, has been active statewide for the past ten years. She created a mentorship program for the Association of Washington Superior Court Administrators in which all new administrators have a mentor assigned. She worked on a comprehensive update of the Superior Court Administrators' Desk Reference Manual and worked with the Administrative Office of the Courts (AOC) to convert the manual to an electronic format. She exemplifies leadership and she is currently taking on more work with the Superior Court Case Management System (SC-CMS). She has consistently embraced the role of a court leader and has done a lot of work with the citizens in her county.

Judge Cook stated that Skagit County Superior Court was very fortunate to have Ms. George join them as their administrator after their previous administrator retired. Ms. George makes the work of the superior court go well.

Mr. Maiocco said he cannot think of anyone he has worked with in the past 24 years who has invested so much passion in educating new court leaders. Ms. George has stuck with the statewide projects she is working on and is also fully invested in what she is doing locally.

Ms. Tremblay stated that two years ago their county underwent a transition and Ms. George welcomed them with open arms and has been a blessing to work with. They have a better department because of Ms. George.

Ms. George thanked everyone for the wonderful honor. She has 28 years of experience in the court system including 10 years in the clerk's office along with experience in the district court and now in superior court. She has worked with so many spectacular, dedicated leaders that made many strides for the courts. She is truly blessed with the judges she has worked with because they have always given her the support for her to be successful.

CMC Transcriptionist Subcommittee Report and Proposal

Ms. Townsley explained that the main purpose of the Court Management Council (CMC) Transcriptionist Subcommittee endeavor was to try to bring clarification and minimum qualifications to transcriptionist work. The Subcommittee received comments from several judicial associations regarding their proposals and they took the feedback into consideration when finalizing their report and proposal.

They determined that there was no value in filing the transcript with the trial court clerk. On the appellate side, they never know for sure if the transcript has been filed in a timely fashion and after consideration of this, it seemed more realistic that the transcript be filed directly with the appellate court so they know exactly when it is filed.

The National Center for State Courts recently released, "Making the Record, Utilizing Digital Electronic Recording." Many of the recommendations in that report are included in the CMC report.

The CMC will submit the rule revision to the Supreme Court Rules Committee in the next year and the statute changes to the Legislature in 2015.

It was moved by Judge Sparks and seconded by Judge Krese that the BJA endorse the Court Management Council's (CMC) suggested rule changes. It is expected that the CMC will draft a GR 9 cover sheet and submit its proposals to the Supreme Court Rules Committee in 2014, noting that the proposals have been reviewed and endorsed by the BJA. The CMC's belief is that doing so would not preclude an individual officer or association from submitting a comment with a dissenting view on a specific section of the proposal. The BJA will support the CMC's proposed statutory changes, and authorize AOC staff to draft BJA request legislation for introduction in the 2015 legislative session. The BJA suspends the BJA rules to make this an action item today. The motion carried.

IT Security Update

Ms. Diseth gave a brief overview of the AOC data breach from earlier in the year. No court records were altered and no financial records were accessed. It is possible that many driver license numbers and a few social security numbers were accessed and it occurred because of a vulnerability to an Adobe product.

Washington State is a target for hackers more so than other states because it is often assumed to be Washington, DC. There are thousands of hacking attempts that occur daily that AOC blocks through their security hardware and software.

AOC has received full reports on the security testing from Intrinium, a security consulting firm. AOC still has some work left to do but has completed 66% of Intrinium's recommendations with 34% left to complete. AOC is also working with the Washington State Military Department. The Military Department will also be doing a lot of security testing. It is an opportunity for them to do a training exercise and AOC will benefit from any information they gather in the testing.

AOC hired a new security officer, Mr. Terry Overton. He came from the Washington State Military Department. AOC has also instituted an IT security team that meets weekly to develop and implement all security measures. Ms. Dietz and Ms. Diseth are part of this team.

AOC instituted mandatory online security awareness training for AOC, Supreme Court, and Court of Appeals staff.

Mr. Keeling stated that there are a number of security measures that will impact court staff.

- AOC would like to make it easier for courts to participate in online security awareness training and will be looking into ways to identify court needs and assist where AOC can.

- All JIS passwords have been strengthened as of yesterday. JIS users are now required to use a mixed case password containing at least one number.
- VPN dual factor authentication will require a phone call to verify the identity of the user.
- There will be a new timeout feature for Inside Courts users at 3 a.m. each day.
- AOC is encrypting all of some sessions so that the communication between courts and AOC is in code/encrypted.
- Security is being increased on the JABS system. The big difference users will notice is logging onto JABS with a RACF ID and password.

Ms. Diseth stated that AOC will be asking for a 2014 supplemental budget request for IT security.

Ongoing challenges to the security enhancements include educating the judicial community on the reasons the security enhancements are necessary; balancing the needs of the court community to easily access the information they need without allowing hackers in; and improving IT security is an ongoing process because hackers are always discovering new ways to access information.

Court Security Resources

Mr. Marler reported that AOC developed an online tool on the Inside Courts Web site that courts can utilize to report court security incidents. Courts can then generate a report so they can use the data locally. Not many incidents have been reported over the past several months and a reminder will be sent to courts about the tool and reporting capabilities. In addition, quarterly reminders regarding court security will be e-mailed to courts in 2014 and at least once a year an article regarding court security will be featured in the Full Court Press.

There was a presentation on court security at the Annual Judicial Conference and those materials are available on the Inside Courts Web site. The Board for Court Education encourages curricula that follow National Association for Court Management core competencies and one of the Essential Components addresses security.

AOC is also continuing to update and populate the court security page on the Inside Courts Web site.

November 15, 2013 Meeting minutes

It was moved by Judge Churchill and seconded by Judge Lambo to approve the November 15, 2013 BJA meeting minutes. The motion carried.

BJA Best Practices Committee Appointment

It was moved by Judge Garrow and seconded by Judge Churchill to appoint Ms. Geana Van Dessel to the BJA Best Practices Committee. The motion carried.

BJA Public Trust and Confidence Committee Appointments

It was moved by Judge Garrow and seconded by Judge Snyder to appoint

Ms. Barbara Fox and Ms. Kay Holland to the BJA Public Trust and Confidence Committee. The motion carried.

BJA Special Account Request for Signature Authority

Ms. Hinchcliffe reported that currently Mr. Marler and Ms. McAleenan are signers on the BJA Special Account. The intent is to keep Mr. Marler and Ms. McAleenan as signers on the account and add Ms. Hinchcliffe. Ms. Hinchcliffe would become the primary reviewer and signatory and Mr. Marler would be the backup. Ms. McAleenan would serve as an additional backup in an emergency and in situations where pre-payment is not an option or the amount is too large to be personally reimbursed such as the legislative dinners, for example. It is oftentimes difficult to add a signer without official action by the Board and that is the reason this is on the agenda.

It was moved by Judge Garrow and seconded by Judge Lambo to suspend the BJA rules and take action on this item today.

It was moved by Judge Garrow and seconded by Judge Churchill to vest the authority to spend monies on behalf of the BJA Special Account to the newly appointed Administrative Manager of the Board for Judicial Administration, Ms. Shannon Hinchcliffe, by adding her as a signatory to the private account currently held at the Washington State Employees Credit Union (WSECU).

Both motions carried.

Legislative Report

Ms. McAleenan stated the legislative session begins January 13. It is a 60-day session. Because it is an election year, they are more likely to stick to 60 days.

Legislative committee days were in late November, and pre-filed bills also started being introduced in November.

There is talk the Legislature might not adopt a full supplemental budget, instead making just a few changes. A deficit is not anticipated this year.

In conversations with legislators regarding the SC-CMS project, legislators asked to have judges talk with their local legislators about not sweeping the Judicial Information System Account because the funding is needed to properly fund the Judicial Information System, including the SC-CMS project and planned upgrades for the limited jurisdiction courts.

Ms. McAleenan introduced Ms. Mara Machulsky, Senior Administrative Assistant, who will be working for Ms. McAleenan. Ms. Machulsky has worked for the Washington House of Representatives and the Lieutenant Governor's Office. She most recently worked for a lobbyist in Alaska.

Ms. McAleenan is considering holding a lawyer legislator lunch as a relationship building opportunity. She would invite the leaders of judicial branch agencies, association leadership, and legislators who are lawyers.

The legislators Ms. McAleenan spoke with regarding the interpreter bill are in agreement with the BJA. Representative Sharon Tamiko Santos suggested that a way to keep the issue alive is to request a committee work session. If this is something the BJA is interested in, the BJA needs to determine 1) which committee the work session should be held in, 2) who should give the presentation, and 3) what information should be presented.

The Mason County Superior Court judge bill received prime sponsorship in the Senate from Senator Tim Sheldon. Representatives Kathy Haigh and Drew MacEwen will be prime sponsors in the House. Both bills will be dropped in the next few weeks.

The juvenile records bill continues to be discussed and redrafted.

District and Municipal Court Judges' Association (DMCJA) Legislative Agenda

Judge Svaren stated that municipal courts can be eliminated by contracting with another municipal court or a district court in the middle of a judge's term. The DMCJA legislation attempts to address that issue when a municipality contracts with another court during a sitting judge's term. It will eliminate the ability of one branch of government to eliminate a court in the middle of a judge's term which is a separation of powers issue. The legislation requires the municipality to wait until the end of the judge's term. This is already a requirement for district courts but if the legislation becomes law it would also apply to municipal courts.

The DMCJA is requesting the BJA's support for their legislation. This will be added as an action item on the January BJA meeting agenda.

BJA Committee Next Steps

Ms. Hinchcliffe outlined the next steps regarding the BJA standing committees. Mr. Henley drafted an amendment to BJAR 3 and Ms. Hinchcliffe created an interim work plan.

The first step in the process is populating interim BJA standing committees with BJA voting members. Ms. Hinchcliffe requests that all voting members rank interest in participation in interim standing committees by completing the form Ms. Hinchcliffe distributed to each voting member and returning it by the end of the year. The BJA Co-chairs will review members' rank order of preference, court level, and BJA term expiration date to assemble the interim standing committees. Administrative Office of the Courts staff will then be assigned to help the committees develop committee charters. The AOC staff will meet monthly to communicate and collaborate.

The BJAR 3 rule amendment will be added as an action item to the January BJA meeting agenda.

It was moved by Judge Churchill and seconded by Judge Garrow to adjourn the meeting. The motion carried.

Recap of Motions from December 13, 2013 meeting

Motion Summary	Status
Endorse the Court Management Council's (CMC) suggested rule changes. It is expected that the CMC will draft a GR 9 cover sheet and submit its proposals to the Supreme Court Rules Committee in 2014, noting that the proposals have been reviewed and endorsed by the BJA. The CMC's belief is that doing so would not preclude an individual officer or association from submitting a comment with a dissenting view on a specific section of the proposal. The BJA will support the CMC's proposed statutory changes, and authorize AOC staff to draft BJA request legislation for introduction in the 2015 legislative session. The BJA suspends the BJA rules to make this an action item today.	Passed
Approve the November 15, 2013 BJA meeting minutes.	Passed
Appoint Ms. Geana Van Dessel to the BJA Best Practices Committee.	Passed
Appoint Ms. Barbara Fox and Ms. Kay Holland to the BJA Public Trust and Confidence Committee.	Passed
It was moved by Judge Garrow and seconded by Judge Lambo to suspend the BJA rules and take action on this item. Vest the authority to spend monies on behalf of the BJA Special Account to the newly hired Administrative Manager of the Board for Judicial Administration, Ms. Shannon Hinchcliffe, by adding her as a signatory to the private account currently held at the Washington State Employees Credit Union (WSECU)	Both motions passed
Adjourn the meeting.	Passed

Action Items from the December 13, 2013 meeting

Action Item	Status
<u>November 15, 2013 BJA Meeting Minutes</u> <ul style="list-style-type: none"> • Post the minutes online • Send minutes to the Supreme Court for inclusion in the En Banc meeting materials 	Done Done
<u>BJA Best Practices Committee Appointment</u> <ul style="list-style-type: none"> • Notify AOC staff Mr. David Elliott and Ms. Caroline Tawes of the appointment • Send appointment letter to Ms. Geana Van Dessel 	Done Done
<u>BJA Public Trust and Confidence Committee Appointments</u> <ul style="list-style-type: none"> • Notify AOC staff Ms. Margaret Fisher of the appointments • Send appointment letters to Ms. Barbara Fox and Ms. Kay Holland 	Done Done

Action Item	Status
<p><u>BJA Special Account Request for Signature Authority</u></p> <ul style="list-style-type: none"> • After December BJA minutes are approved by the BJA during their January BJA meeting, add Ms. Hinchcliffe as a signer on the BJA special account 	<p>In progress</p>
<p><u>DMCJA Legislative Agenda</u></p> <ul style="list-style-type: none"> • Add to January BJA meeting agenda 	<p>Done</p>
<p><u>BJA Committee Next Steps</u></p> <ul style="list-style-type: none"> • Add BJA rule amendment proposals to the January BJA agenda for action • BJA members will submit their committee ranking forms to Ms. Hinchcliffe by the end of the year • The BJA co-chairs will review the ranking forms and make committee appointments • Judge Ramsdell is a voting BJA member during Judge Prochnau's absence. 	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>

Tab 2

BILL REQUEST - CODE REVISER'S OFFICE

BILL REQ. #: H-3190.1/14

ATTY/TYPIST: AI:eab

BRIEF DESCRIPTION: Clarifying municipal court terms.

AN ACT Relating to municipal court terms; and adding a new section to chapter 3.50 RCW.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

NEW SECTION. **Sec. 1.** A new section is added to chapter 3.50 RCW to read as follows:

A municipal court term may only be terminated at the end of the judicial term of the judge or judges of that court. Provided, that for courts with elected municipal court judges, the judicial term includes the time period between the date the office is designated for election pursuant to RCW 29A.24.010 to the end of the four-year term that is the subject of the upcoming election. Provided further, that in the case of a judge appointed in a part-time court pursuant to RCW 3.50.040, the term of office includes the time period between the date the appointment is confirmed by the local legislative body to the end of the judge's four-year term of office as provided for in RCW 3.50.040.

NEW SECTION. **Sec. 2.** A new section is added to chapter 35.20 RCW to read as follows:

A municipal court term may only be terminated at the end of the judicial term of the judge or judges of that court. The judicial term includes the time period between the date the office is designated for election pursuant to RCW 29A.24.010 to the end of the four-year term that is the subject of the upcoming election.

Tab 3

BJA RULES – DRAFT AMENDMENT TO CREATE FOUR STANDING COMMITTEES

<p style="text-align: center;">Current Rule</p>	<p style="text-align: center;">Standing Committees Named in Rule</p>
<p>Rule 3. Operation</p> <p>a. Leadership. The Board for Judicial Administration shall be chaired by the Chief Justice of the Washington Supreme Court in conjunction with a Member Chair who shall be elected by the Board. The duties of the Chief Justice Chair and the Member Chair shall be clearly articulated in the by-laws. The Member Chair shall serve as chair of the Long-range Planning Committee. Meetings of the Board may be convened by either chair and held at least bimonthly. Any Board member may submit issues for the meeting agenda.</p> <p>b. Committees. Ad hoc and standing committees may be appointed for the purpose of facilitating the</p>	<p>Rule 3. Operation</p> <p>a. Leadership. The Board for Judicial Administration shall be chaired by the Chief Justice of the Washington Supreme Court in conjunction with a Member Chair who shall be elected by the Board. The duties of the Chief Justice Chair and the Member Chair shall be clearly articulated in the by-laws. The Member Chair shall serve as chair of the Long-range Planning Committee. Meetings of the Board may be convened by either chair and held at least bimonthly. Any Board member may submit issues for the meeting agenda.</p> <p>b. Committees. Ad hoc and standing committees may be appointed for the purpose of facilitating the</p>

work of the Board. Non-judicial committee members shall participate in non-voting advisory capacity only.

1. The Board shall appoint at least three standing committees: Long-range Planning, Core Missions/Best Practices and Legislative. Other committees may be convened as determined by the Board.
2. The Chief Justice and the Member Chair shall nominate for the Board's approval the chairs and members of the committees. Committee membership may include citizens, experts from the private sector, members of the legal community, legislators, clerks and court administrators.

work of the Board. Non-judicial committee members shall participate in non-voting advisory capacity only.

1. The Board shall appoint at least ~~three~~ four standing committees: ~~Long-range~~ Policy and Planning, Core Missions/Best Practices Budget and Funding, Education, and Legislative. Other committees may be convened as determined by the Board.
2. The Chief Justice and the Member Chair shall nominate for the Board's approval the chairs and members of the committees. Committee membership may include citizens, experts from the private sector, members of the legal community, legislators, clerks and court administrators.

Tab 4

2015-2017 State Judicial Branch Budget Development, Review and Submittal Process

Purpose

To ensure that the state judicial branch budget development process is transparent and inclusive, resulting in a branch budget that will be understood and supported by the legislature.

Process Overview- Board for Judicial Administration

The 2015-2017 biennial budget development process will mirror the process used last biennium. Specifically, the Board for Judicial Administration (BJA) will have review, comment and prioritization authority regarding all budget matters that directly impact or flow through the Administrative Office of the Courts (AOC) budget. Additionally, it will have authority to decide whether BJA-sponsored budget requests move forward to the Budget Committee for consideration. Non-BJA sponsored budget requests that impact AOC will follow the process noted below; however, the BJA will not have veto authority. Non-sponsored requests will move forward to the Budget Committee, unless rescinded by the sponsoring group(s).

Budget requests from independent judicial branch agencies, the Supreme Court and State Law Library will be considered by the Supreme Court Budget Committee and full court as submitted.

At the January 2014 BJA meeting, members will have the opportunity to review and discuss the proposed process and timeline.

At the February 2014 BJA meeting, members will be asked to approve or modify the proposed process and timeline.

Preliminary decision packages that impact the AOC budget are due March 21, 2014. Information contained in the preliminary decision packages will be high-level in nature and will focus on a general description of the request, estimated costs and staffing needs and required changes or additions to court rule(s) or statute.

The BJA will have three (3) opportunities to contemplate budget requests that would impact the AOC:

March 2014 --> Preliminary decision packages are due to AOC.

April 2014 --> A preliminary list of budget requests will be presented to the BJA. Members will have the opportunity to ask general questions.

May 2014 --> Proponents will present requests to BJA.

June 2014 --> The BJA will select which sponsored requests will move forward, prioritize all remaining requests and provide input to the Supreme Court Budget Committee.

BJA Budget and Funding Standing Committee

In November 2013 the BJA authorized the establishment of four (4) standing committees, one of which is the Budget and Funding Committee. The proposed timeline for the approval of Committee responsibilities and communication strategies calls for presentation at the July 2014 BJA meeting.

Development of and input regarding funding initiatives and other budget requests by the Budget and Funding Committee will be limited due to the timeframe necessary for committee establishment and BJA approval.

For the immediate budget process a temporary alternative budget development forum may need to be authorized.

Process Overview-

Supreme Court, Law Library and Independent Judicial Branch Entities

While the requests submitted by the entities noted above will not be reviewed and prioritized by the BJA, they will follow a parallel track.

Preliminary decision packages are due April 11, 2014 and will contain a general description of the request, estimated costs and staffing needs and required changes or additions to court rule(s) or statute.

All detailed decision packages are due to AOC in June 2014.

Requesting entities will present their 2015-2017 biennial budget proposals to the Supreme Court Budget Committee July 2014 in an open audience forum.

The Supreme Court Budget Committee will meet during August and September to discuss requests that have been presented, gather additional information and develop a recommendation for the full court to consider. The Budget Committee may convene a stakeholder meeting to present the preliminary recommendation that will be forwarded to the full court for consideration.

2015-2017 Budget Development, Review and Submittal Schedule

MONTH	TASK	DUE DATE
January	AOC distributes budget instructions BJA meeting	January 10, 2014 January 17, 2014
February	AOC staff assist with preliminary budget request development as necessary BJA meeting	February 2014 February 21, 2014
March	Preliminary budget requests <u>that impact AOC</u> are due BJA meeting Supreme Court Budget Committee meeting	March 21, 2014 March 21, 2014 March 2014
April	Preliminary budget requests <u>that do not impact AOC</u> are due BJA review and comment on preliminary requests that impact the AOC budget (summary list only)	April 11, 2014 April 11, 2014
May	Supreme Court Budget Committee meeting En Banc briefing BJA proponent presentation of preliminary requests that impact AOC	April/May 2014
		May 16, 2014
June	All final detailed budget requests are due BJA prioritize requests that impact AOC	June 2014 June 20, 2014
July	Supreme Court Budget Committee Briefing/Presentation-all budget requests BJA meeting (FYI) Revised final detailed budget requests due to AOC	July 28, 2014 July 30, 2014 July 18, 2014 July 25, 2014
July	Supreme Court Budget Committee meeting (additional information, presentation and recommendation)	Late July/Early Aug.
August	Supreme Court Budget Committee meeting (additional information, presentation and recommendation) En Banc briefing BJA meeting	August 2014
		August 15, 2014
September	Supreme Court Budget Committee meeting (additional information, presentation and recommendation) En Banc briefing BJA meeting (FYI)	September 2014
		September 19, 2014
October	Supreme Court En Banc Final Approval & submission to Legislature BJA meeting (FYI)	October 2014 October 17, 2014

Note: The dates noted above may change. Additional detail and date changes will be added when available.

Tab 5

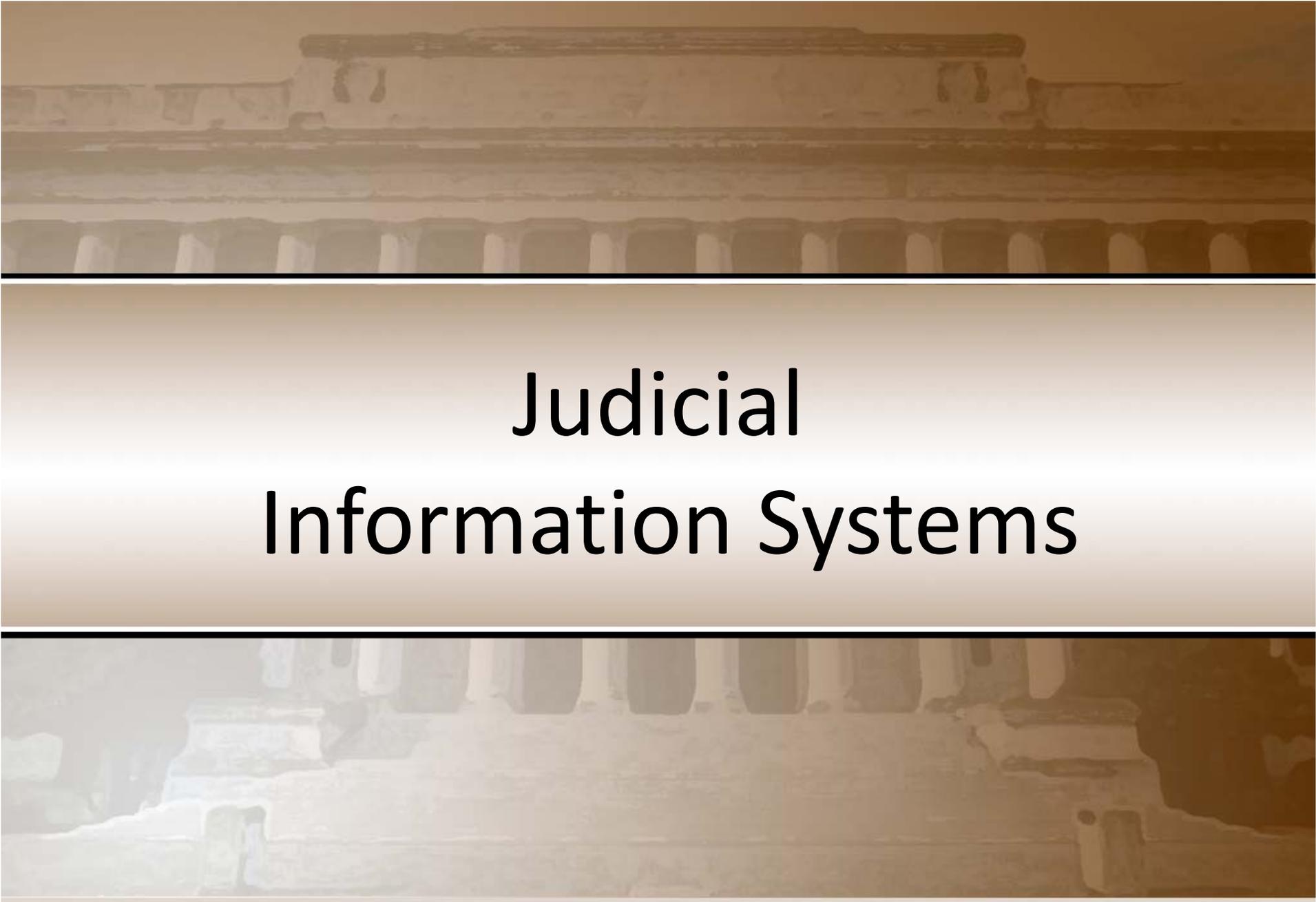
Board for Judicial Administration
2014 Legislative Session
AGENDA and POSITIONS before 01/14/2014 Conference Call

Bill	Description	Date	Position	Hearings / Comments
HB 2111 5961	Regional transit authorities Concerning the enforcement of regional transit authority fares. H Trans - Leg Link	01/13/2014	Watch	Watch carefully and continue to negotiate toward a solution. An agency by agency approach to infractions would be very disruptive. This bill probably is not written in a way that would accomplish their goal.
HB 2128	Global positioning data Creating a public disclosure exemption for global positioning system data that shows the residence of an employee or agent of a criminal justice agency. H Govt Operation - Leg Link	01/13/2014	Support	01/15/2014 at 13:30 Mellani will sign in pro but not testify.
HB 2131 5981	Mason Co. superior crt judge Increasing the number of superior court judges in Mason county. H Judiciary - Leg Link	01/13/2014	-----	H- Judiciary 01/16/2014 at 08:00
		01/12/2014	Request	BJA request legislation. Judges Finlay and Sheldon will testify.
HB 2185 6002	Operating sup budget 2014 Making 2014 supplemental operating appropriations. H Approps - Leg Link	01/12/2014	Support	H- Appropriations 01/13/2014 at 15:30 Sign in pro on governor/judicial branch operating budget AS INTRODUCED at week 1 hearings
SB 6012	Judicial members, state bar Prohibiting the state bar association from charging fees to judicial members. S Law & Justice - Leg Link	01/13/2014	Watch	01/13/2014 at 13:30 Monitor closely and may consider reevaluating position if the bill progresses through the system.

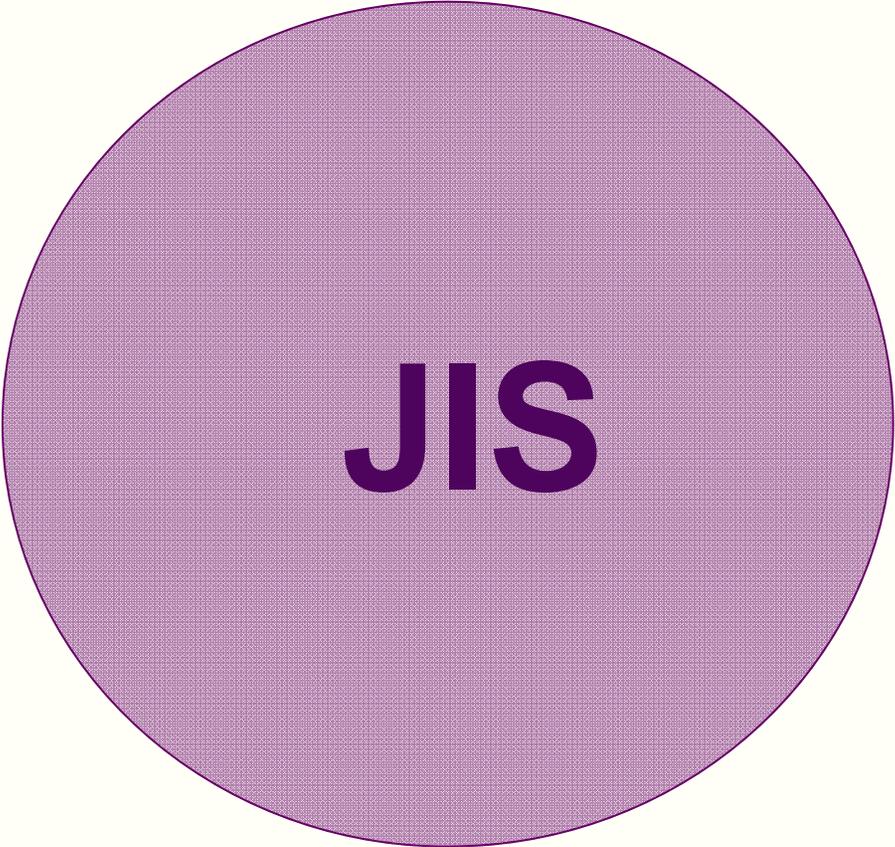
 = Denotes Hearing Details
~~strike~~ = Dead Bills

1-888-450-5996 PASSCODE: 368459#

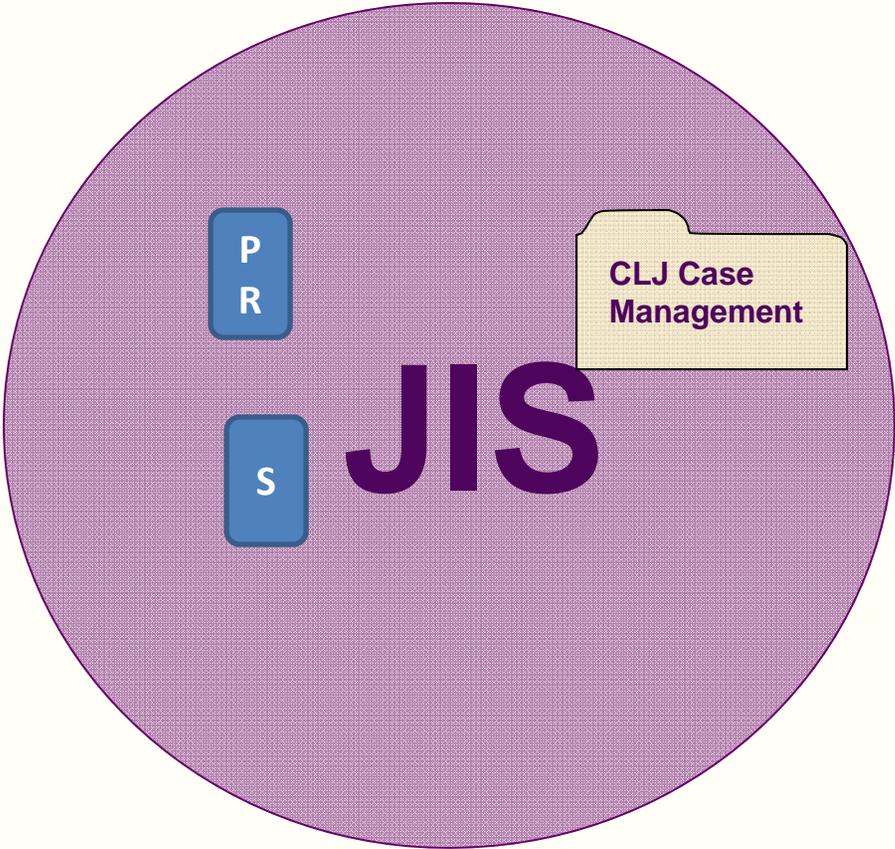
Tab 6



Judicial Information Systems



JIS



***PR = Person Records**

***S = Security Settings**

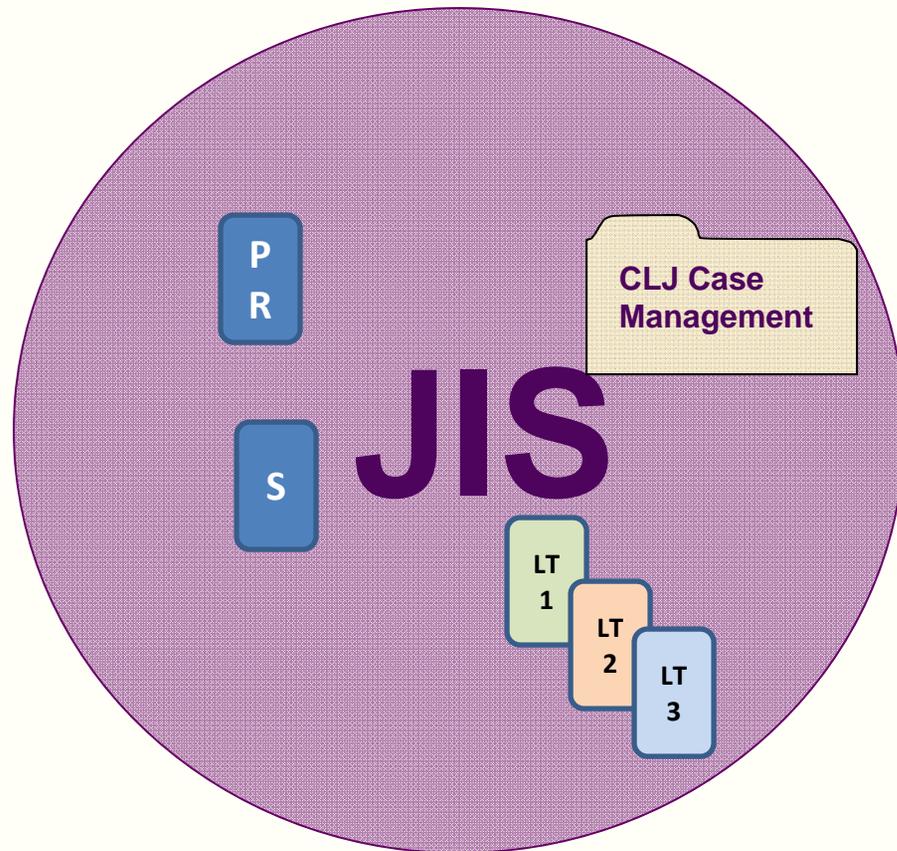
***PR = Person Records**

***S = Security Settings**

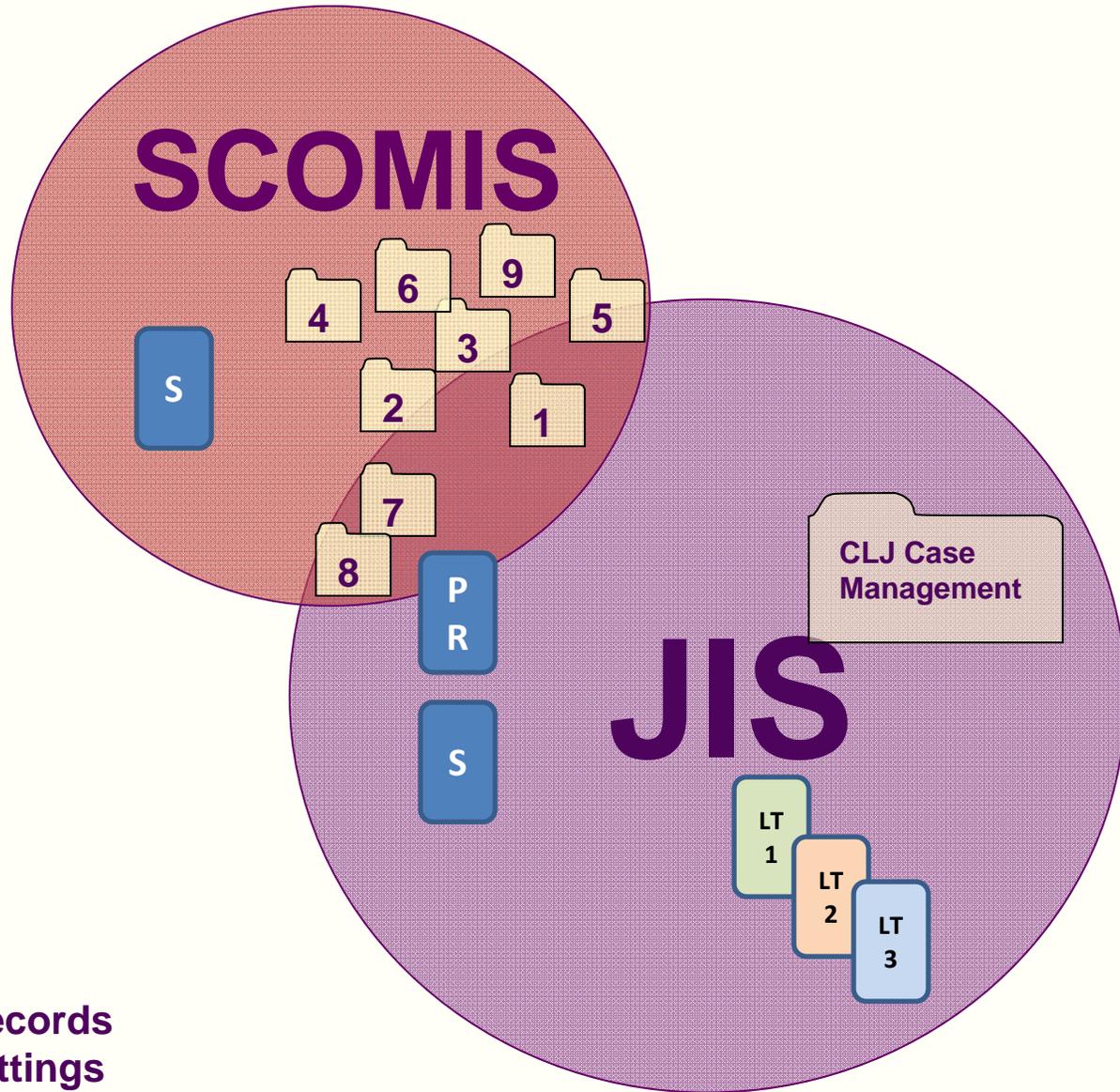
**Law Table used in District
and Municipal Courts**

**Law Table used in Superior
Courts**

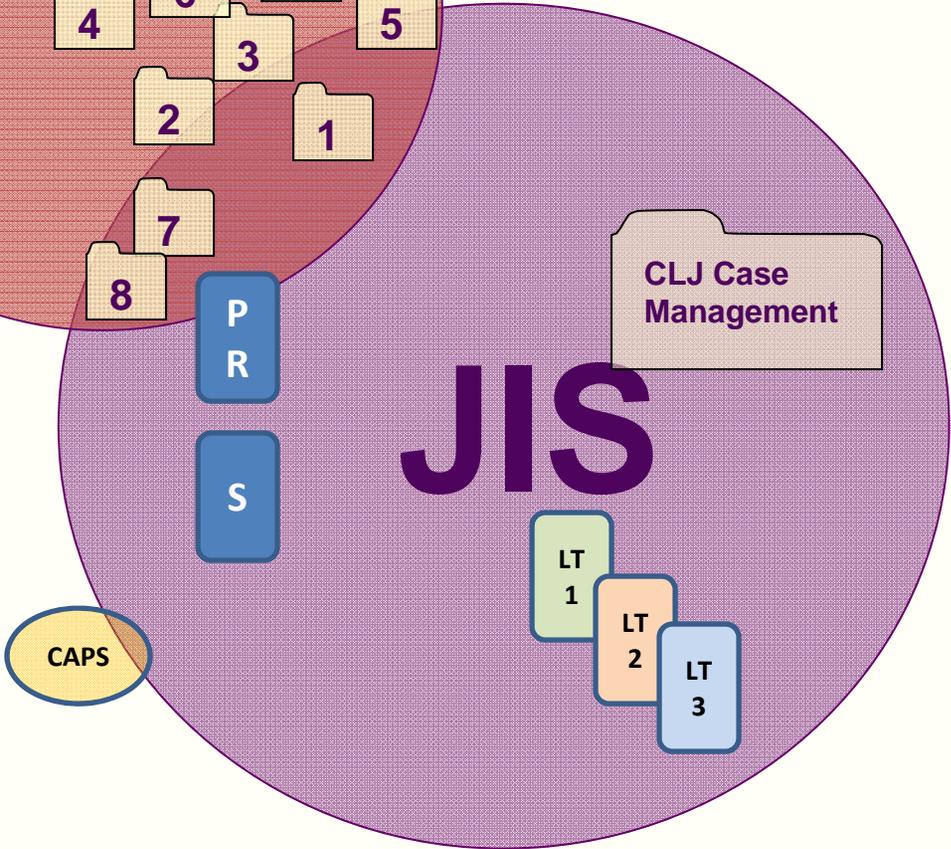
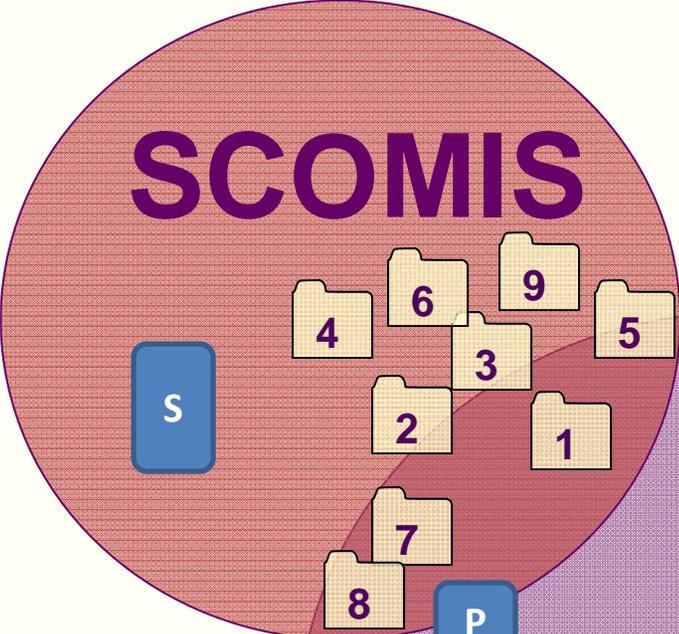
**Law Table used in Juvenile
Department's JCS**

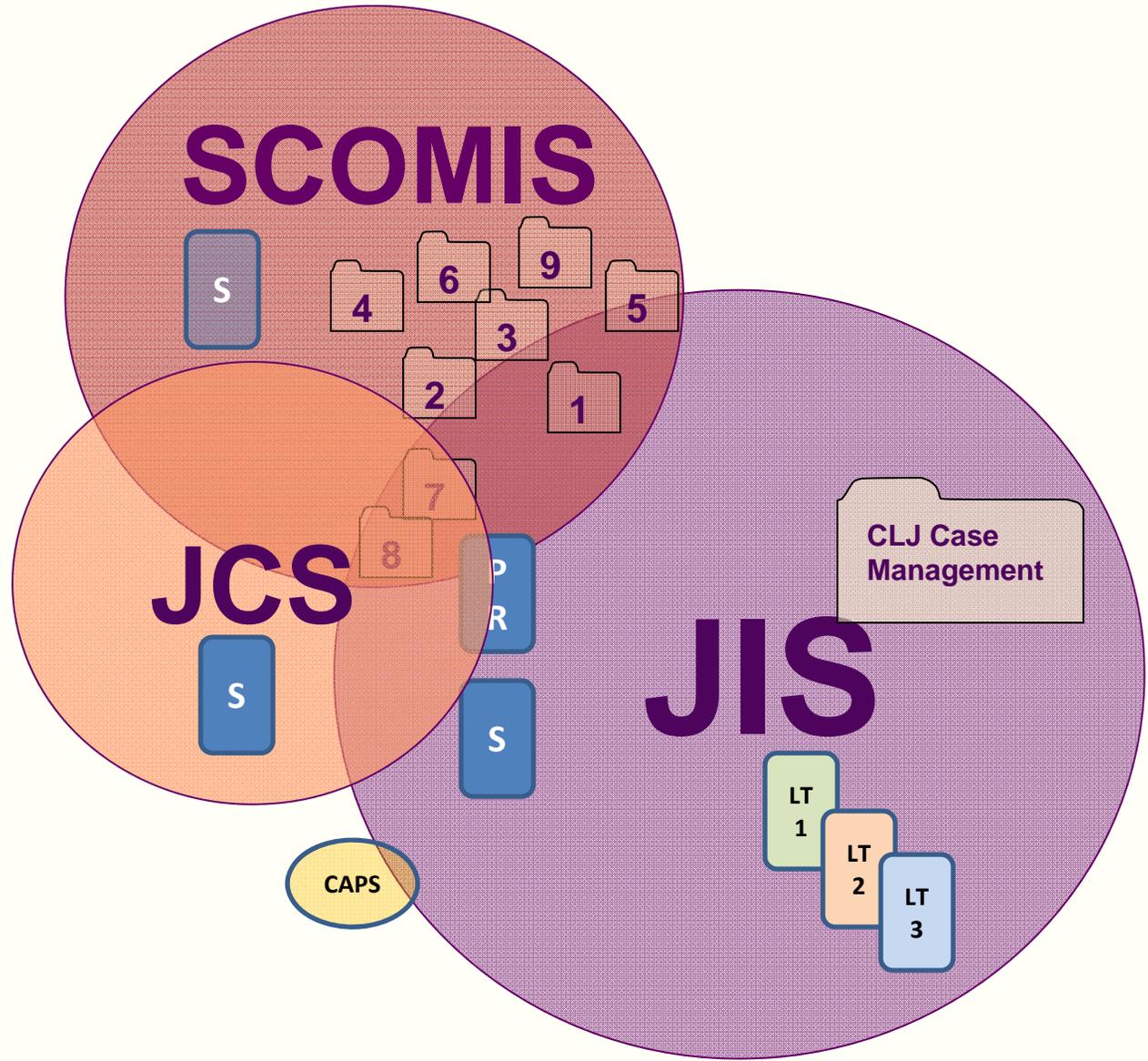


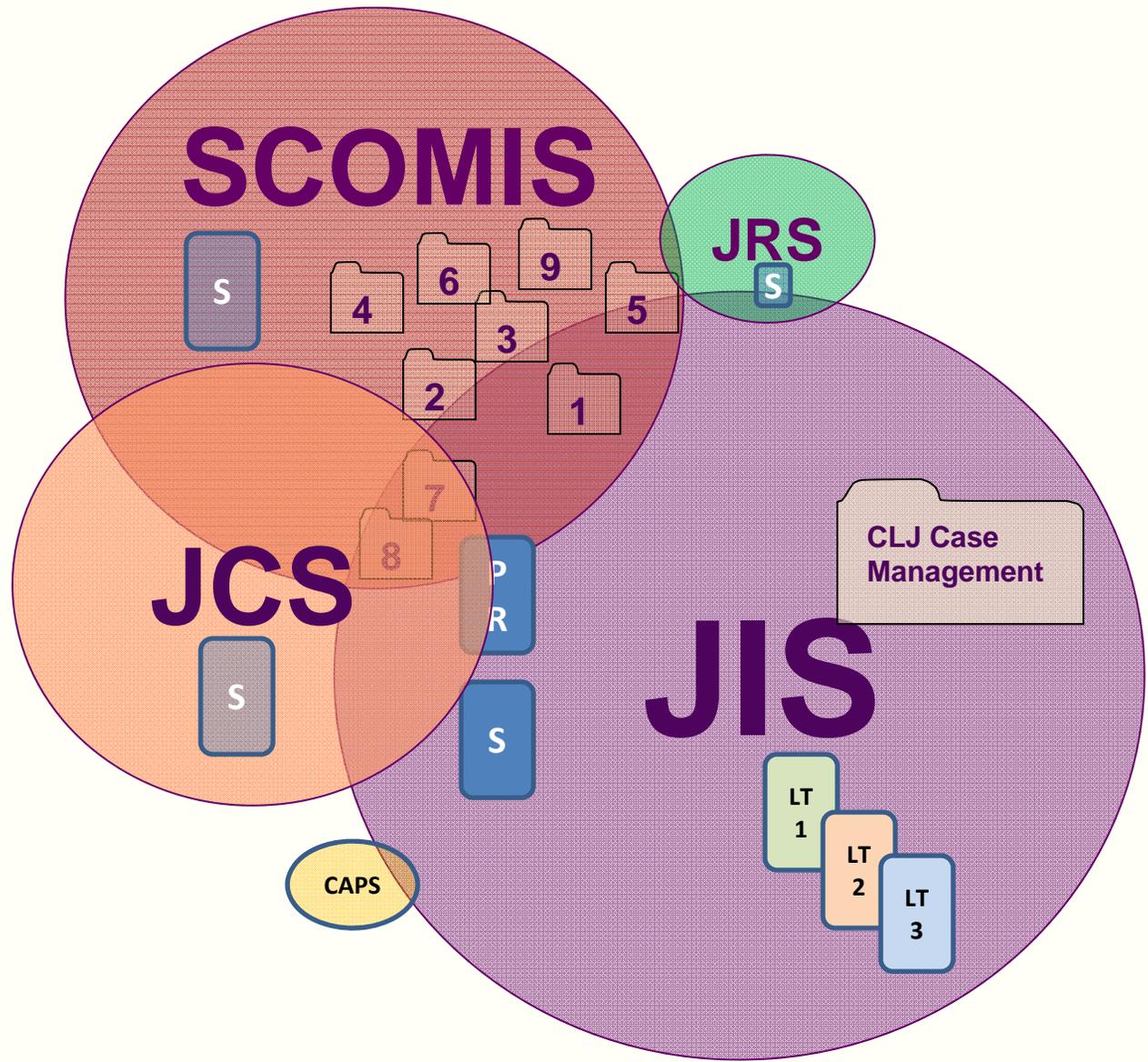
-  **1 Criminal**
-  **2 Civil**
-  **3 Domestic**
-  **4 Probate / Guardianship**
-  **5 Adoption / Parentage**
-  **6 Mental Illness / Alcohol**
-  **7 Dependency**
-  **8 Juvenile Offender**
-  **9 Judgments**

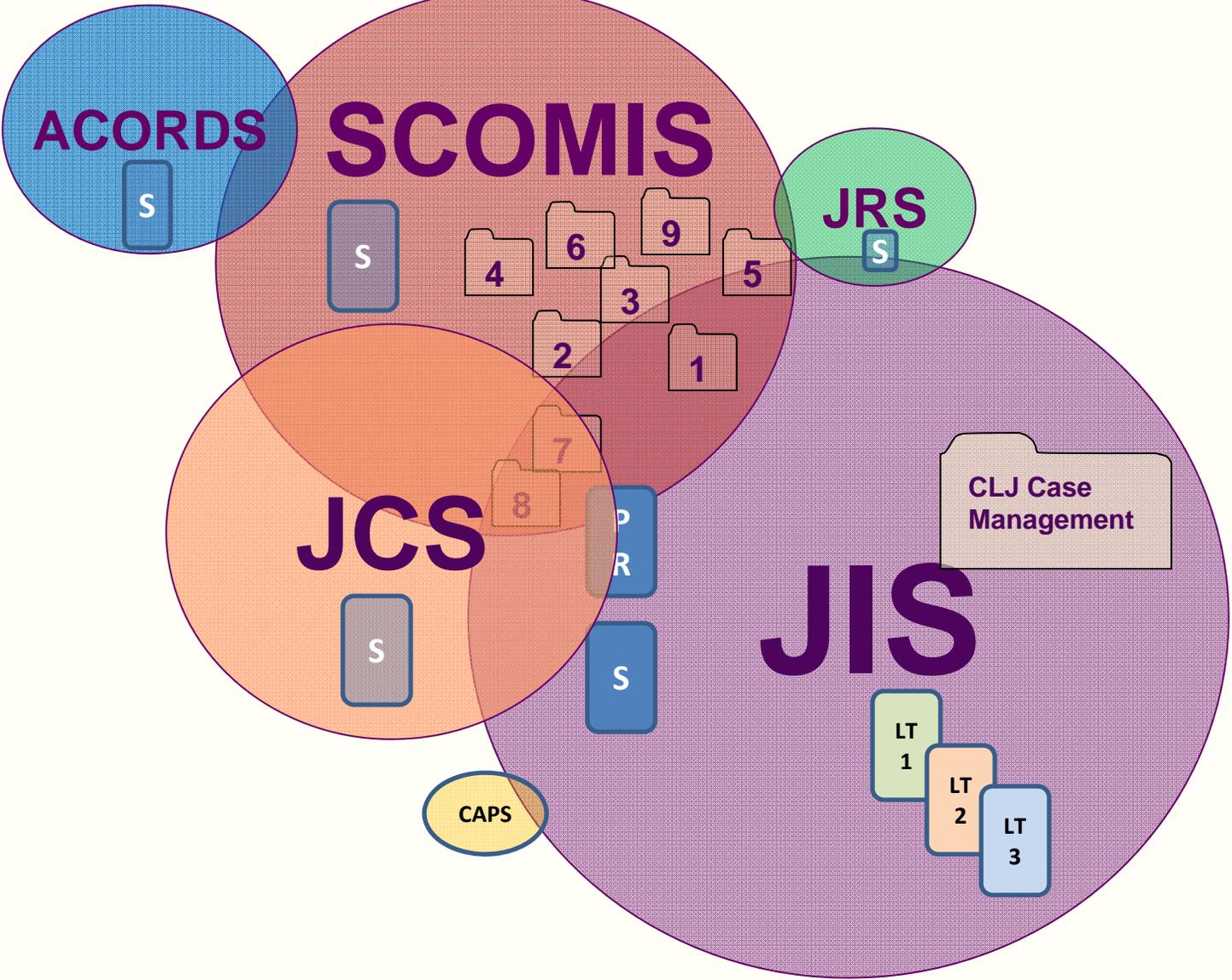


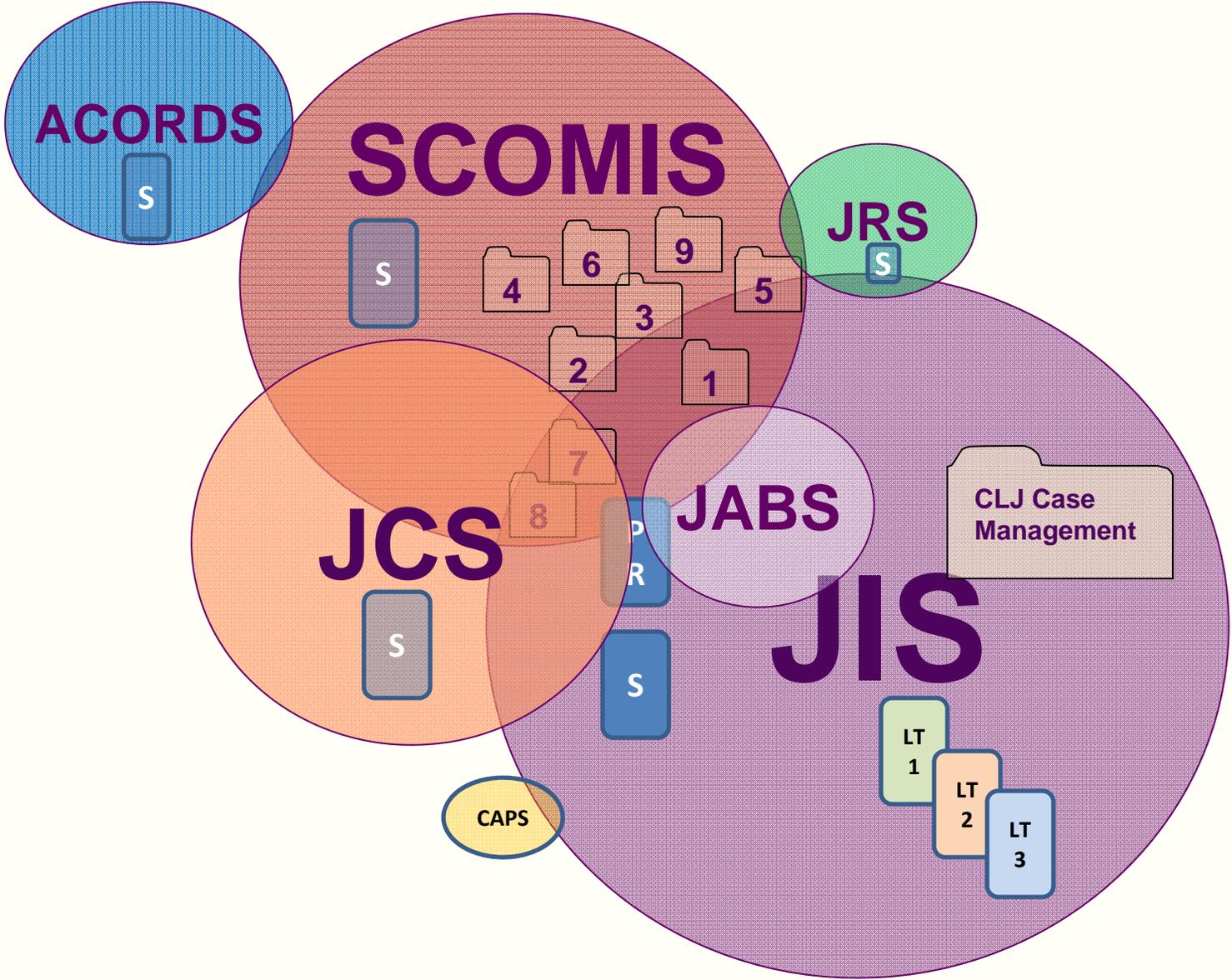
*PR = Person Records
 *S = Security Settings

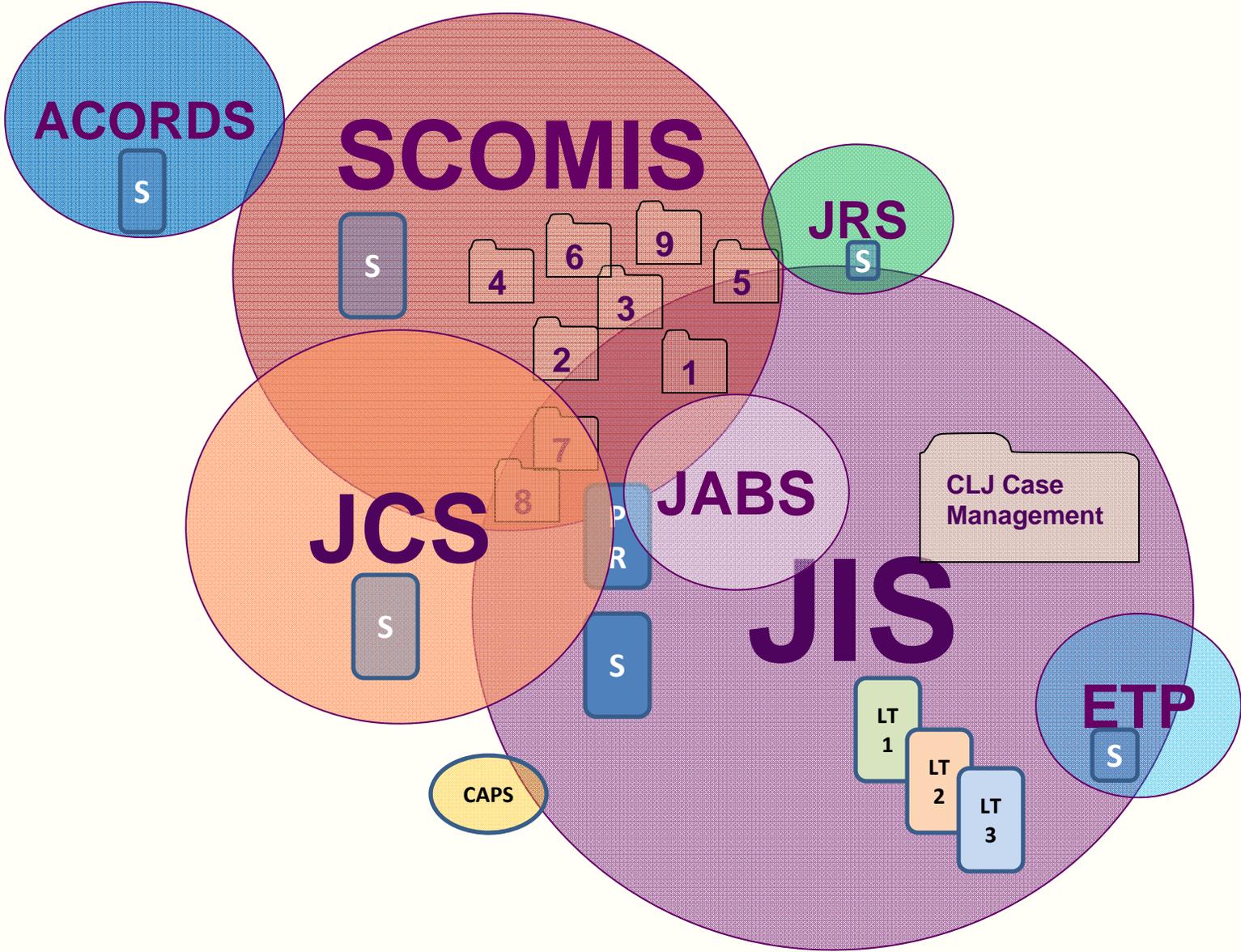


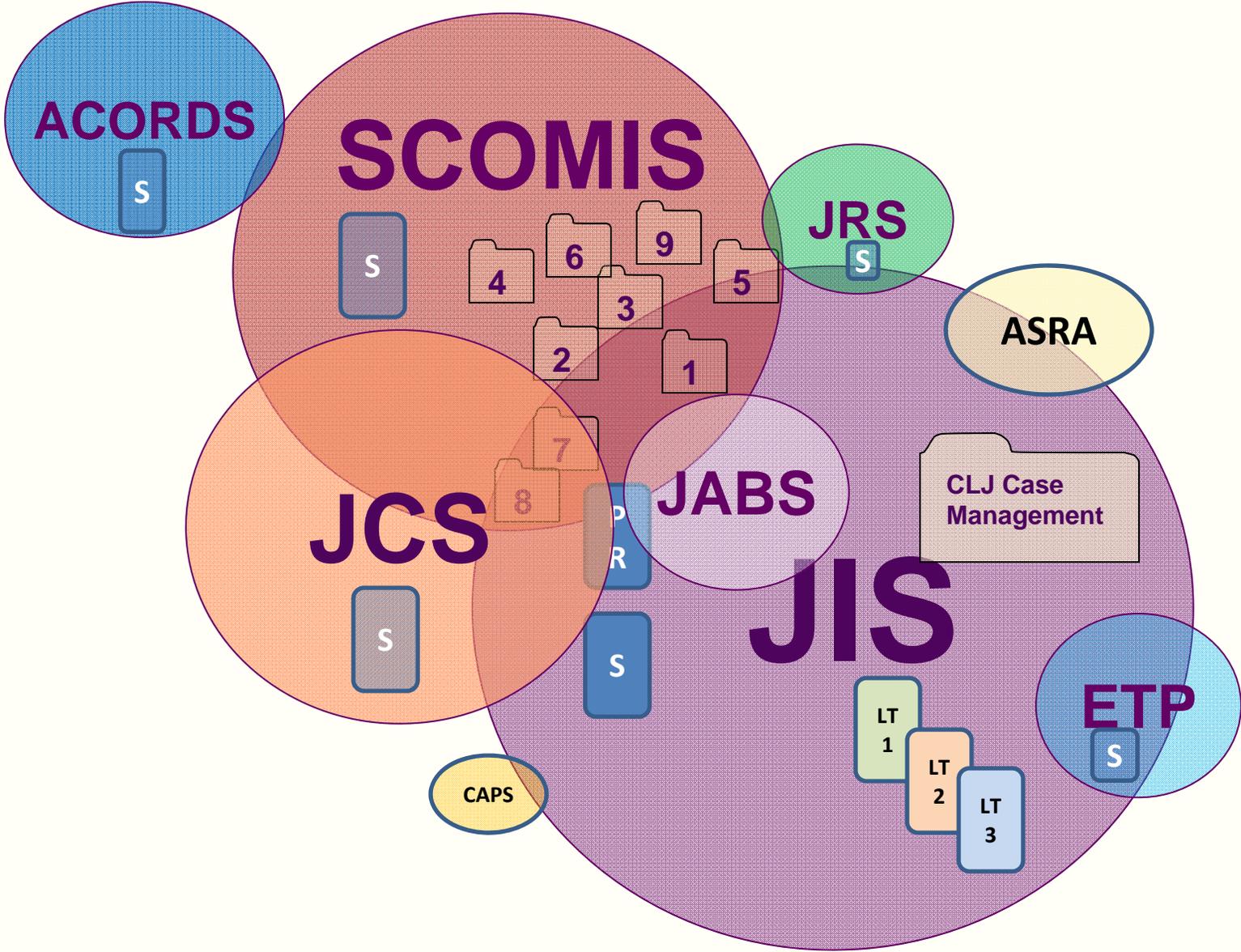


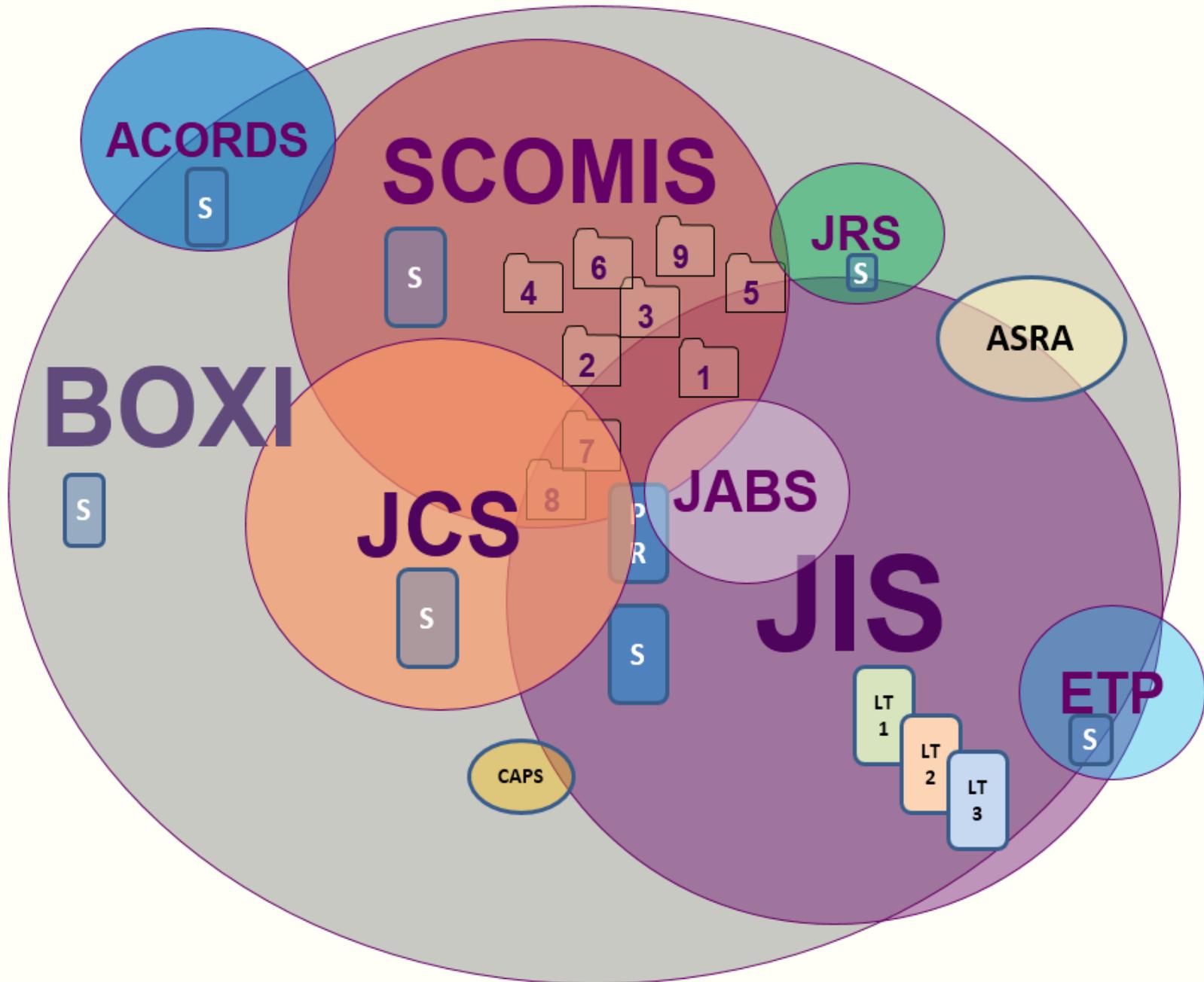




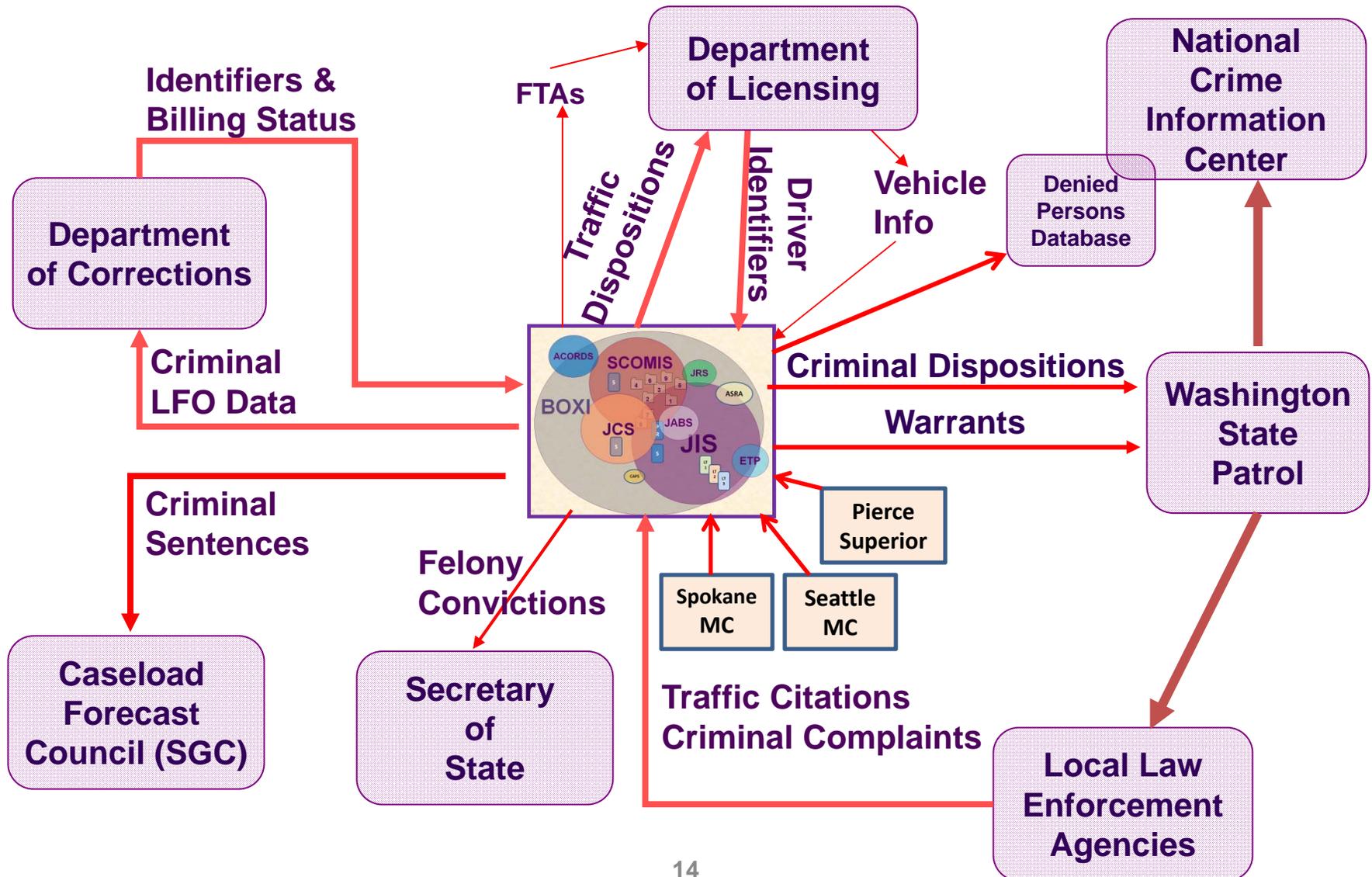








Applications Communicate Externally Via Data Exchanges



Some exchanges still manual

ENGROSSED SUBSTITUTE HOUSE BILL 1651

State of Washington

63rd Legislature

2013 Regular Session

By House Early Learning & Human Services (originally sponsored by Representatives Kagi, Walsh, Freeman, Roberts, Farrell, Zeiger, Goodman, Pollet, Sawyer, Appleton, Bergquist, Hunt, Moscoso, Jinkins, Ryu, and Morrell)

READ FIRST TIME 02/22/13.

1 AN ACT Relating to access to juvenile records; amending RCW
2 13.50.050 and 10.97.050; creating new sections; and providing an
3 effective date.

4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

5 NEW SECTION. **Sec. 1.** The legislature finds that:

6 (1) The primary goal of the Washington state juvenile justice
7 system is the rehabilitation and reintegration of former juvenile
8 offenders. The public has a compelling interest in the rehabilitation
9 of former juvenile offenders and their successful reintegration into
10 society as active, law-abiding, and contributing members of their
11 communities. When juvenile court records are publicly available,
12 former juvenile offenders face a substantial barrier to reintegration,
13 as they are denied housing, employment, and education opportunities on
14 the basis of these records.

15 (2) The Washington state Constitution establishes that the public
16 has the right to an open court system. However, the public's right of
17 access to court records is not absolute and may be limited to protect
18 other interests. The legislature intends that juvenile court

1 proceedings be openly administered but that the records of these
2 proceedings be presumptively closed and not disseminated.

3 (3) Given the rehabilitative goals of the juvenile justice system,
4 the scientifically documented differences between the brain development
5 of juveniles and adults, and the differences between the structure and
6 goals of the juvenile justice system and the adult criminal justice
7 system, the legislature declares that it is the policy of the state of
8 Washington that the interest in juvenile rehabilitation and
9 reintegration constitutes compelling circumstances that outweigh the
10 public interest in continued availability of juvenile court records.

11 **Sec. 2.** RCW 13.50.050 and 2012 c 177 s 2 are each amended to read
12 as follows:

13 (1) This section governs records relating to the commission of
14 juvenile offenses, including records relating to diversions.

15 (2) The official juvenile court file of any alleged or proven
16 juvenile offender shall be ~~((open to public inspection, unless sealed
17 pursuant to subsection (12) of this section))~~ confidential unless the
18 juvenile has been adjudicated of a sex offense under chapter 9A.44 RCW,
19 a serious violent offense as defined in RCW 9.94A.030, arson in the
20 first degree or criminal solicitation of or criminal conspiracy to
21 commit arson in the first degree, assault of a child in the second
22 degree, kidnapping in the second degree, leading organized crime, or
23 malicious placement of an explosive in the first degree. In which
24 case, the official juvenile court file shall be open to the public in
25 its entirety.

26 (3) Access to the confidential official juvenile court file of any
27 alleged or proven juvenile offender shall be limited to the court,
28 prosecuting attorney, the parties and their attorneys, and only as
29 provided in subsection (4) of this section, juvenile justice or care
30 agencies.

31 (4) A juvenile justice or care agency shall have access to the
32 confidential official juvenile court file only when an investigation or
33 case involving the juvenile in question is being pursued by the
34 juvenile justice or care agency or when the juvenile justice or care
35 agency is responsible for supervising the juvenile.

36 (5) Nothing in this section shall limit the access by agencies to

1 any juvenile records for research and data-gathering purposes as
2 provided in RCW 13.50.010.

3 (6) Upon application of any interested party, after a hearing with
4 notice to all parties, and for good cause shown, the court may release
5 individual records and reports, or certain information contained
6 therein, to the petitioner, limited to the specific purpose expressly
7 authorized by the court, and upon the court's written finding that:

8 (a) Anyone present when the motion was heard had an opportunity to
9 address the motion to open the juvenile court file to public
10 inspection;

11 (b) The court has weighed the competing privacy interests of the
12 juvenile with the interests identified by petitioners as they apply to
13 the specific court record, with the presumption in favor of
14 confidentiality;

15 (c) The court has determined that a compelling reason exists for
16 such inspection and that the release or disclosure is necessary for the
17 protection of a compelling public or private interest; and

18 (d) The order of the court is no broader in its application or
19 duration than necessary to serve its purpose.

20 ~~((+3))~~ (7) All records ~~((other than))~~ retained or produced, which
21 are not part of the official juvenile court file, are confidential and
22 may be released only as provided in this section, RCW 13.50.010,
23 13.40.215, and 4.24.550.

24 ~~((+4))~~ (8) Except as otherwise provided in this section and RCW
25 13.50.010, records retained or produced by any juvenile justice or care
26 agency may be released to other participants in the juvenile justice or
27 care system only when an investigation or case involving the juvenile
28 in question is being pursued by the other participant or when that
29 other participant is assigned the responsibility for supervising the
30 juvenile.

31 ~~((+5))~~ (9) Except as provided in RCW 4.24.550, information not in
32 an official juvenile court file concerning a juvenile or a juvenile's
33 family may be released to the public only when that information could
34 not reasonably be expected to identify the juvenile or the juvenile's
35 family.

36 ~~((+6))~~ (10) Notwithstanding any other provision of this chapter,
37 the release, to the juvenile or his or her attorney, of law enforcement
38 and prosecuting attorneys' records pertaining to investigation,

1 diversion, and prosecution of juvenile offenses shall be governed by
2 the rules of discovery and other rules of law applicable in adult
3 criminal investigations and prosecutions.

4 ~~((+7))~~ (11) Upon the decision to arrest or the arrest, law
5 enforcement and prosecuting attorneys may cooperate with schools in
6 releasing information to a school pertaining to the investigation,
7 diversion, and prosecution of a juvenile attending the school. Upon
8 the decision to arrest or the arrest, incident reports may be released
9 unless releasing the records would jeopardize the investigation or
10 prosecution or endanger witnesses. If release of incident reports
11 would jeopardize the investigation or prosecution or endanger
12 witnesses, law enforcement and prosecuting attorneys may release
13 information to the maximum extent possible to assist schools in
14 protecting other students, staff, and school property.

15 ~~((+8))~~ (12) The juvenile court and the prosecutor may set up and
16 maintain a central recordkeeping system which may receive information
17 on all alleged juvenile offenders against whom a complaint has been
18 filed pursuant to RCW 13.40.070 whether or not their cases are
19 currently pending before the court. The central recordkeeping system
20 may be computerized. If a complaint has been referred to a diversion
21 unit, the diversion unit shall promptly report to the juvenile court or
22 the prosecuting attorney when the juvenile has agreed to diversion. An
23 offense shall not be reported as criminal history in any central
24 recordkeeping system without notification by the diversion unit of the
25 date on which the offender agreed to diversion.

26 ~~((+9))~~ (13) Upon request of the victim of a crime or the victim's
27 immediate family, the identity of an alleged or proven juvenile
28 offender alleged or found to have committed a crime against the victim
29 and the identity of the alleged or proven juvenile offender's parent,
30 guardian, or custodian and the circumstance of the alleged or proven
31 crime shall be released to the victim of the crime or the victim's
32 immediate family.

33 ~~((+10))~~ (14) Subject to the rules of discovery applicable in adult
34 criminal prosecutions, the juvenile offense records of an adult
35 criminal defendant or witness in an adult criminal proceeding shall be
36 released upon request to prosecution and defense counsel after a charge
37 has actually been filed. The juvenile offense records of any adult

1 convicted of a crime and placed under the supervision of the adult
2 corrections system shall be released upon request to the adult
3 corrections system.

4 ~~((+11+))~~ (15) In any case in which an information has been filed
5 pursuant to RCW 13.40.100 or a complaint has been filed with the
6 prosecutor and referred for diversion pursuant to RCW 13.40.070, the
7 person the subject of the information or complaint may file a motion
8 with the court to have the court vacate its order and findings, if any,
9 and, subject to subsection ~~((+23+))~~ (27) of this section, order the
10 sealing of the official juvenile court file, the social file, and
11 records of the court and of any other agency in the case.

12 ~~((+12+))~~ (16)(a) The court shall not grant any motion to seal
13 records for class A offenses made pursuant to subsection ~~((+11+))~~ (15)
14 of this section that is filed on or after July 1, 1997, unless:

15 (i) Since the last date of release from confinement, including
16 full-time residential treatment, if any, or entry of disposition, the
17 person has spent five consecutive years in the community without
18 committing any offense or crime that subsequently results in an
19 adjudication or conviction;

20 (ii) No proceeding is pending against the moving party seeking the
21 conviction of a juvenile offense or a criminal offense;

22 (iii) No proceeding is pending seeking the formation of a diversion
23 agreement with that person;

24 (iv) The person is no longer required to register as a sex offender
25 under RCW 9A.44.130 or has been relieved of the duty to register under
26 RCW 9A.44.143 if the person was convicted of a sex offense;

27 (v) The person has not been convicted of rape in the first degree,
28 rape in the second degree, or indecent liberties that was actually
29 committed with forcible compulsion; and

30 (vi) Full restitution has been paid.

31 (b) The court shall not grant any motion to seal records for class
32 B, C, gross misdemeanor and misdemeanor offenses and diversions made
33 under subsection ~~((+11+))~~ (15) of this section unless:

34 (i) Since the date of last release from confinement, including
35 full-time residential treatment, if any, entry of disposition, or
36 completion of the diversion agreement, the person has spent two
37 consecutive years in the community without being convicted of any
38 offense or crime;

1 (ii) No proceeding is pending against the moving party seeking the
2 conviction of a juvenile offense or a criminal offense;

3 (iii) No proceeding is pending seeking the formation of a diversion
4 agreement with that person;

5 (iv) The person is no longer required to register as a sex offender
6 under RCW 9A.44.130 or has been relieved of the duty to register under
7 RCW 9A.44.143 if the person was convicted of a sex offense; and

8 (v) Full restitution has been paid.

9 (c) Notwithstanding the requirements in (a) or (b) of this
10 subsection, the court shall grant any motion to seal records of any
11 deferred disposition vacated under RCW 13.40.127(9) prior to June 7,
12 2012, if restitution has been paid and the person is eighteen years of
13 age or older at the time of the motion.

14 (~~(+13+)~~) (17) The person making a motion pursuant to subsection
15 (~~(+11+)~~) (15) of this section shall give reasonable notice of the
16 motion to the prosecution and to any person or agency whose files are
17 sought to be sealed.

18 (~~(+14+)~~) (18)(a) If the court grants the motion to seal made
19 pursuant to subsection (~~(+11+)~~) (15) of this section, it shall, subject
20 to subsection (~~(+23+)~~) (27) of this section, order sealed the official
21 juvenile court file, the social file, and other records relating to the
22 case as are named in the order. Thereafter, the proceedings in the
23 case shall be treated as if they never occurred, and the subject of the
24 records may reply accordingly to any inquiry about the events, records
25 of which are sealed. Any agency shall reply to any inquiry concerning
26 confidential or sealed records that records are confidential, and no
27 information can be given about the existence or nonexistence of records
28 concerning an individual.

29 (b) In the event the subject of the juvenile records receives a
30 full and unconditional pardon, the proceedings in the matter upon which
31 the pardon has been granted shall be treated as if they never occurred,
32 and the subject of the records may reply accordingly to any inquiry
33 about the events upon which the pardon was received. Any agency shall
34 reply to any inquiry concerning the records pertaining to the events
35 for which the subject received a pardon that records are confidential,
36 and no information can be given about the existence or nonexistence of
37 records concerning an individual.

1 (~~(15)~~) (19) Inspection of the files and records included in the
2 order to seal may thereafter be permitted only by order of the court
3 upon motion made by the person who is the subject of the information or
4 complaint, except as otherwise provided in RCW 13.50.010(8) and
5 subsection (~~(23)~~) (27) of this section.

6 (~~(16)~~) (20) Any adjudication of a juvenile offense or a crime
7 subsequent to sealing has the effect of nullifying the sealing order.
8 Any charging of an adult felony subsequent to the sealing has the
9 effect of nullifying the sealing order for the purposes of chapter
10 9.94A RCW. The administrative office of the courts shall ensure that
11 the superior court judicial information system provides prosecutors
12 access to information on the existence of sealed juvenile records.

13 (~~(17)~~) (21)(a)(i) Subject to subsection (~~(23)~~) (27) of this
14 section, all records maintained by any court or law enforcement agency,
15 including the juvenile court, local law enforcement, the Washington
16 state patrol, and the prosecutor's office, shall be automatically
17 destroyed within ninety days of becoming eligible for destruction.
18 Juvenile records are eligible for destruction when:

19 (A) The person who is the subject of the information or complaint
20 is at least eighteen years of age;

21 (B) His or her criminal history consists entirely of one diversion
22 agreement or counsel and release entered on or after June 12, 2008;

23 (C) Two years have elapsed since completion of the agreement or
24 counsel and release;

25 (D) No proceeding is pending against the person seeking the
26 conviction of a criminal offense; and

27 (E) There is no restitution owing in the case.

28 (ii) No less than quarterly, the administrative office of the
29 courts shall provide a report to the juvenile courts of those
30 individuals whose records may be eligible for destruction. The
31 juvenile court shall verify eligibility and notify the Washington state
32 patrol and the appropriate local law enforcement agency and
33 prosecutor's office of the records to be destroyed. The requirement to
34 destroy records under this subsection is not dependent on a court
35 hearing or the issuance of a court order to destroy records.

36 (iii) The state and local governments and their officers and
37 employees are not liable for civil damages for the failure to destroy
38 records pursuant to this section.

1 (b) All records maintained by any court or law enforcement agency,
2 including the juvenile court, local law enforcement, the Washington
3 state patrol, and the prosecutor's office, shall be automatically
4 destroyed within thirty days of being notified by the governor's office
5 that the subject of those records received a full and unconditional
6 pardon by the governor.

7 (c) A person eighteen years of age or older whose criminal history
8 consists entirely of one diversion agreement or counsel and release
9 entered prior to June 12, 2008, may request that the court order the
10 records in his or her case destroyed. The request shall be granted,
11 subject to subsection ~~((+23+))~~ (27) of this section, if the court finds
12 that two years have elapsed since completion of the agreement or
13 counsel and release.

14 (d) A person twenty-three years of age or older whose criminal
15 history consists of only referrals for diversion may request that the
16 court order the records in those cases destroyed. The request shall be
17 granted, subject to subsection ~~((+23+))~~ (27) of this section, if the
18 court finds that all diversion agreements have been successfully
19 completed and no proceeding is pending against the person seeking the
20 conviction of a criminal offense.

21 ~~((+18+))~~ (22) If the court grants the motion to destroy records
22 made pursuant to subsection ~~((+17+))~~ (21)(c) or (d) of this section, it
23 shall, subject to subsection ~~((+23+))~~ (27) of this section, order the
24 official juvenile court file, the social file, and any other records
25 named in the order to be destroyed.

26 ~~((+19+))~~ (23) The person making the motion pursuant to subsection
27 ~~((+17+))~~ (21)(c) or (d) of this section shall give reasonable notice of
28 the motion to the prosecuting attorney and to any agency whose records
29 are sought to be destroyed.

30 ~~((+20+))~~ (24) Any juvenile to whom the provisions of this section
31 may apply shall be given written notice of his or her rights under this
32 section at the time of his or her disposition hearing or during the
33 diversion process.

34 ~~((+21+))~~ (25) Nothing in this section may be construed to prevent
35 a crime victim or a member of the victim's family from divulging the
36 identity of the alleged or proven juvenile offender or his or her
37 family when necessary in a civil proceeding.

1 ~~((+22+))~~ (26) Any juvenile justice or care agency may, subject to
2 the limitations in subsection ~~((+23+))~~ (27) of this section and (a) and
3 (b) of this subsection, develop procedures for the routine destruction
4 of records relating to juvenile offenses and diversions.

5 (a) Records may be routinely destroyed only when the person the
6 subject of the information or complaint has attained twenty-three years
7 of age or older or pursuant to subsection ~~((+17+))~~ (21)(a) of this
8 section.

9 (b) The court may not routinely destroy the official juvenile court
10 file or recordings or transcripts of any proceedings.

11 ~~((+23+))~~ (27) Except for subsection ~~((+17+))~~ (21)(b) of this
12 section, no identifying information held by the Washington state patrol
13 in accordance with chapter 43.43 RCW is subject to destruction or
14 sealing under this section. For the purposes of this subsection,
15 identifying information includes photographs, fingerprints, palmprints,
16 soleprints, toeprints and any other data that identifies a person by
17 physical characteristics, name, birthdate or address, but does not
18 include information regarding criminal activity, arrest, charging,
19 diversion, conviction or other information about a person's treatment
20 by the criminal justice system or about the person's behavior.

21 ~~((+24+))~~ (28) Information identifying child victims under age
22 eighteen who are victims of sexual assaults by juvenile offenders is
23 confidential and not subject to release to the press or public without
24 the permission of the child victim or the child's legal guardian.
25 Identifying information includes the child victim's name, addresses,
26 location, photographs, and in cases in which the child victim is a
27 relative of the alleged perpetrator, identification of the relationship
28 between the child and the alleged perpetrator. Information identifying
29 a child victim of sexual assault may be released to law enforcement,
30 prosecutors, judges, defense attorneys, or private or governmental
31 agencies that provide services to the child victim of sexual assault.

32 (29) Confidential juvenile offense records maintained by any court,
33 law enforcement agency, or state agency, including the juvenile court,
34 local law enforcement, the Washington state patrol, and the county
35 prosecutor's offices, may not be published, distributed, or sold.

36 (30) Nothing in this section shall affect or prevent the use of a
37 juvenile offender's prior adjudication in later juvenile offender or
38 adult criminal proceedings.

1 **Sec. 3.** RCW 10.97.050 and 2012 c 125 s 2 are each amended to read
2 as follows:

3 (1) Adult __conviction records may be disseminated without
4 restriction.

5 (2) No confidential juvenile offense records may be published or
6 distributed.

7 (3) Any criminal history record information which pertains to an
8 incident that occurred within the last twelve months for which a person
9 is currently being processed by the criminal justice system, including
10 the entire period of correctional supervision extending through final
11 discharge from parole, when applicable, may be disseminated without
12 restriction.

13 (~~(3)~~) (4) Criminal history record information which includes
14 nonconviction data may be disseminated by a criminal justice agency to
15 another criminal justice agency for any purpose associated with the
16 administration of criminal justice, or in connection with the
17 employment of the subject of the record by a criminal justice or
18 juvenile justice agency. A criminal justice agency may respond to any
19 inquiry from another criminal justice agency without any obligation to
20 ascertain the purpose for which the information is to be used by the
21 agency making the inquiry.

22 (~~(4)~~) (5) Criminal history record information which includes
23 nonconviction data may be disseminated by a criminal justice agency to
24 implement a statute, ordinance, executive order, or a court rule,
25 decision, or order which expressly refers to records of arrest,
26 charges, or allegations of criminal conduct or other nonconviction data
27 and authorizes or directs that it be available or accessible for a
28 specific purpose.

29 (~~(5)~~) (6) Criminal history record information which includes
30 nonconviction data may be disseminated to individuals and agencies
31 pursuant to a contract with a criminal justice agency to provide
32 services related to the administration of criminal justice. Such
33 contract must specifically authorize access to criminal history record
34 information, but need not specifically state that access to
35 nonconviction data is included. The agreement must limit the use of
36 the criminal history record information to stated purposes and insure
37 the confidentiality and security of the information consistent with
38 state law and any applicable federal statutes and regulations.

1 (~~(6)~~) (7) Criminal history record information which includes
2 nonconviction data may be disseminated to individuals and agencies for
3 the express purpose of research, evaluative, or statistical activities
4 pursuant to an agreement with a criminal justice agency. Such
5 agreement must authorize the access to nonconviction data, limit the
6 use of that information which identifies specific individuals to
7 research, evaluative, or statistical purposes, and contain provisions
8 giving notice to the person or organization to which the records are
9 disseminated that the use of information obtained therefrom and further
10 dissemination of such information are subject to the provisions of this
11 chapter and applicable federal statutes and regulations, which shall be
12 cited with express reference to the penalties provided for a violation
13 thereof.

14 (~~(7)~~) (8) Every criminal justice agency that maintains and
15 disseminates criminal history record information must maintain
16 information pertaining to every dissemination of criminal history
17 record information except a dissemination to the effect that the agency
18 has no record concerning an individual. Information pertaining to
19 disseminations shall include:

20 (a) An indication of to whom (agency or person) criminal history
21 record information was disseminated;

22 (b) The date on which the information was disseminated;

23 (c) The individual to whom the information relates; and

24 (d) A brief description of the information disseminated.

25 The information pertaining to dissemination required to be
26 maintained shall be retained for a period of not less than one year.

27 (~~(8)~~) (9) In addition to the other provisions in this section
28 allowing dissemination of criminal history record information, RCW
29 4.24.550 governs dissemination of information concerning offenders who
30 commit sex offenses as defined by RCW 9.94A.030. Criminal justice
31 agencies, their employees, and officials shall be immune from civil
32 liability for dissemination on criminal history record information
33 concerning sex offenders as provided in RCW 4.24.550.

34 NEW SECTION. **Sec. 4.** (1) Section 2 of this act applies
35 prospectively and retroactively to all existing official juvenile court
36 files of any alleged or proven juvenile offender.

1 (2) Except for juvenile court files that have been sealed pursuant
2 to RCW 13.50.050, any existing official juvenile court file shall, upon
3 July 1, 2014, be public if the offender who is the subject of the file
4 has been adjudicated for arson in the first degree or criminal
5 solicitation of or criminal conspiracy to commit arson in the first
6 degree, assault of a child in the second degree, kidnapping in the
7 second degree, leading organized crime, malicious placement of an
8 explosion in the first degree, a sex offense, as defined in chapter
9 9A.44 RCW, or a serious violent offense, as defined in RCW 9.94A.030,
10 with the adjudication date prior to July 1, 2014.

11 NEW SECTION. **Sec. 5.** Sections 2 and 3 of this act take effect
12 July 1, 2014.

--- END ---

Tab 7

Below is a list of all the BJA Inaugural Standing Committee membership, with those highlighted in red serving as the chair of that committee:

Education

Justice Owens – APP
Judge Johansen – APP
Judge Jasprica – CLJ
Judge Snyder – SUP

Legislative

Judge Sparks – SUP
Judge Churchill – SUP
Judge Lambo – CLJ
Judge Korsmo/Siddoway – APP

Budget & Funding

Judge Schindler – APP
Judge Krese – SUP
Judge Svaren – CLJ

Policy & Planning

Chief Justice Madsen – APP
Judge Ringus – CLJ
Judge Garrow - CLJ
Judge Ramsdell (on behalf of Judge Prochnau) – SUP



Board for Judicial Administration Standing Committees Interim Work Plan

General Outline of Goals, Objectives and Proposed Strategies

Title:	BJA Standing Committees Interim Work Plan
Planned Start Date:	January 2014
Planned Finish Date:	June 2014
Sponsor:	Board for Judicial Administration (BJA)
Plan Coordinator:	Shannon Hinchcliffe, BJA Administrative Manager

I. Introduction and Background

Under the current Board for Judicial Administration Rules (BJAR), the BJA is organized into three standing committees: Long-range Planning, Core Missions/Best Practices and Legislative (BJAR 3).

On November 15, 2013, the BJA voted to organize into four standing committees: Budget and Funding, Legislative, Policy and Planning, and Education. A second part of the motion was to relate the committee's purpose back to the BJA's Mission and Principal Policy Objectives of the Washington State Judicial Branch (Attachment 1 and 2). BJA staff has drafted an amended BJAR 3 which will be reviewed by the BJA and submitted to the Supreme Court on behalf of the BJA.

Ms. Hinchcliffe is making a presentation at the December 13 BJA meeting about next steps to populate the newly formed standing committees on an interim basis. After the committees are populated, AOC staff will be allocated on a limited basis for six months to assist members in their work.

II. Purpose

To establish the general expectation of work and timelines for standing committees interim work to carry out the recommendations adopted on November 15, 2013. The intent is for committees to meet on a monthly basis, at a minimum, until June 2014 wherein they will finalize their recommendations for presentation at the July 2014 BJA meeting.

III. Goals and Objectives

Goal: Work within individual standing committees for a relatively short period of time to provide recommendations to the full BJA membership about how BJA committees will function and communicate with each other on an ongoing basis.

Objectives:

1. Each committee will create a charter which will include¹:
 - Committee title
 - Authorization (court rule, court order, by-law, statute or other)
 - Charge or purpose (including the relationship to the BJA mission and to the Principal Policy Objectives)
 - Policy area
 - Other branch committees addressing the same topic
 - Other branch committees to partner with
 - Committee type: standing
 - Membership
 - Term limit
 - Duration/review date
 - Budget
 - Reporting Requirements
 - Expected deliverables or recommendations
 - Formal request for AOC staff support and resources to support the committee on an ongoing basis
2. Review recommendations about relevant BJA committees identified in the Committee Unification Workgroup Attachment 2² and evaluate their relationship to the standing committee's recommended scope of work.
3. Recommend any necessary communication strategies which may include how the committee's work would be the most effectively communicated between other BJA standing committees, subcommittees, workgroups and reported to the BJA body.
4. Identify roles and responsibilities of committee members in relation to the recommended scope of work.

IV. Strategies

Each committee may approach their tasks in different ways depending on several variables. These variables include firsthand subject matter knowledge of committee members, breadth of information to review prior to drafting, and the amount and

¹ [BJA Meeting Materials November 15, 2013 p. 17](#)

² [id pps. 21-23](#)

complexity of other related BJA committees to examine which would have a related nexus to the standing committee's work.

These committees may include active, inactive and dormant committees that have been reviewed by the Committee Unification Workgroup. The Workgroup presented its recommendations³ to the BJA but no formal action has been taken as of November 15, 2013.

Proposed General Strategy and Milestones

Create a Meeting Schedule for the Interim Period

- *Individual committees should create a meeting schedule with at least one monthly meeting. Meetings should be held preferably in-person for at least half a day starting in the month the committee is populated. In-person meetings should continue until the information-gathering process has been completed. If in-person meetings are not possible, eCCL technology should be utilized in order to facilitate document sharing. One hour meetings are strongly discouraged unless the committee is wrapping up their work or there is no other viable option.*
- *The committee should designate one member to report on behalf of the committee to the BJA. Updates will be scheduled periodically on the BJA agendas during the interim work period for the purpose of reporting progress, and sharing challenges with the larger body.*

Information Gathering and Review

- *The information gathering stage should include a current system review, discussions or documentation provided by subject matter experts, and a review of any historical information which is relevant to the committee's task.*
- *Committee staff will be responsible for gathering and assembling information based on their subject matter expertise and at the direction of committee members. Committee members should plan to review materials in advance of the meeting and follow-up with staff prior to any meeting if they have additional requests or questions after reading the material. This will give staff the opportunity to research questions and have answers available for the meeting.*
- *Information gathering and review should conclude by March 2014 if possible, so drafting of a proposed charter and communication plan can begin.*

Drafting and Document Review

- *Staff will assist committee members in drafting the charter and any related recommendations using a standardized template based on the criteria approved during the November 2013 meeting.*
- *Drafting should be concluded by May 2014 to allow for any necessary review by those other than standing committee members if the committee desires.*

Identify Communication Strategies for the Committee and Roles and Responsibilities for Committee Members

- *The topics of communication strategies and identification of roles and responsibilities should be addressed after the committee's scope of work is*

³ [BJA Meeting Materials, November 2013 pps. 21-23](#)

concluded because the outcome is likely highly dependent on the completed charter work.

- *The four standing committees will likely have subject areas, projects, or issues which will overlap. It will be critical to discuss how committees should interact with each other when this happens. These strategies may largely rely on the scope of the committee's work.*
- *It is likely that the committees will identify other committees within the judicial branch that are doing similar work or where an ongoing relationship with them would be beneficial. After identification of those committees or other similar work, it would be helpful to contemplate any useful ongoing communication strategy with them.*
- *Some consideration of roles and responsibilities for committee members on an ongoing basis should be given. This exercise would likely be most useful after the determination of membership and terms. This exercise assumes, in part, that ongoing standing committees may include members outside of the BJA membership.*

Construct Final Recommendation(s) for Presentation at the July 2014 BJA Meeting

- *Staff will assist in creating presentation of recommendations. Recommendations should include proposed charter, and recommendations on current BJA committees. The recommendation may include any relevant communication strategies and roles and responsibilities.*

V. Resources

- A limited request for additional AOC staff, outside of dedicated BJA staff, to assist with the standing committees interim work plan for six months has been made.
- In addition to primarily staffing the Policy and Planning Committee, dedicated BJA staff will serve as secondary staff support to assigned staffers. This includes any necessary research, drafting and overall support in case of individual scheduling conflict.
- BJA staff will assist in the presentation of any final recommendations to the BJA.
- BJA will provide funding for committee-related expenses for staff and judges including travel, phone costs, printing and room rental expenses if necessary.
- Administrative support is limited and BJA staff will help to support administrative needs whenever possible. Directors, the Associate Director and Administrative Manager can evaluate the capacity of their administrative assistants and request their assistance in their discretion. In cases where there is no administrative support for standing committee meetings, primary staffers will be expected to take only action-related minutes.

Attachment 1

Mission (from the 2008 Long-Range Strategic Plan for the Board for Judicial Administration⁴):

To enhance the judiciary's ability to serve as an equal independent and responsible branch of government.

⁴ [2008 Long-Range Strategic Plan for the Board for Judicial Administration, p. 4](#)

Attachment 2

PRINCIPAL POLICY OBJECTIVES OF THE WASHINGTON STATE JUDICIAL BRANCH

1. **Fair and Effective Administration of Justice in All Civil and Criminal Cases.** Washington courts will openly, fairly, efficiently and effectively administer justice in all criminal and civil cases, consistent with constitutional mandates and the judiciary's duty to maintain the highest level of public trust and confidence in the courts.
2. **Accessibility.** Washington courts, court facilities and court systems will be open and accessible to all participants regardless of cultural, linguistic, ability-based or other characteristics that serve as access barriers.
3. **Access to Necessary Representation.** Constitutional and statutory guarantees of the right to counsel shall be effectively implemented. Litigants with important interest at stake in civil judicial proceedings should have meaningful access to counsel.
4. **Commitment to Effective Court Management.** Washington courts will employ and maintain systems and practices that enhance effective court management.
5. **Appropriate Staffing and Support.** Washington courts will be appropriately staffed and effectively managed, and court personnel, court managers and court systems will be effectively supported.

Tab 8

BOARD FOR JUDICIAL ADMINISTRATION RULES (BJAR)

TABLE OF RULES

Rule

Preamble

- 1 Board for Judicial Administration
- 2 Composition
- 3 Operation
- 4 Duties
- 5 Staff

BJAR
PREAMBLE

The power of the judiciary to make administrative policy governing its operations is an essential element of its constitutional status as an equal branch of government. The Board for Judicial Administration is established to adopt policies and provide strategic leadership for the courts at large, enabling the judiciary to speak with one voice.

[Adopted effective January 25, 2000.]

BJAR 1
BOARD FOR JUDICIAL ADMINISTRATION

The Board for Judicial Administration is created to provide effective leadership to the state courts and to develop policy to enhance the administration of the court system in Washington State. Judges serving on the Board for Judicial Administration shall pursue the best interests of the judiciary at large.

[Amended effective October 29, 1993; January 25, 2000.]

BJAR 2
COMPOSITION

- (a) Membership. The Board for Judicial Administration shall consist of judges from all levels of court selected for their demonstrated interest in and commitment to judicial administration and court improvement. The Board shall consist of five members from the appellate courts (two from the Supreme Court, one of whom shall be the Chief Justice, and one from each division of the Court of Appeals), five members from the superior courts, one of whom shall be the President of the Superior Court Judges' Association, five members of the courts of limited jurisdiction, one of whom shall be the President of the District and Municipal Court Judges' Association, two members of the Washington State Bar Association (non-voting) and the Administrator for the Courts (non-voting).
- (b) Selection. Members shall be selected based upon a process established by their respective associations or court level which considers demonstrated commitment to improving the courts, racial and gender diversity as well as geographic and caseload differences.
- (c) Terms of Office.

(1) Of the members first appointed, one justice of the Supreme Court shall be appointed for a two-year term; one judge from each of the other levels of court for a four-year term; one judge from each of the other levels of court and one Washington State Bar Association member for a three-year term; one judge from the other levels of court and one Washington State Bar Association member for a two-year term; and one judge from each level of trial court for a one-year term. Provided that the terms of the District and Municipal Court Judges' Association members whose terms begin on July 1, 2010 and July 1, 2011 shall be for two years and the terms of the Superior Court Judges' Association members whose terms begin on July 1, 2010 and July 1, 2013 shall be for two years each. Thereafter, voting members shall serve four-year terms and the Washington State Bar Association members for three-year terms commencing annually on June 1. The Chief Justice, the President Judges and the Administrator for the Courts shall serve during tenure.

(2) Members serving on the BJA shall be granted equivalent pro tempore time.

[Amended effective October 29, 1993; February 16, 1995; January 25, 2000; June 30, 2010.]

BJAR 3
OPERATION

(a) Leadership. The Board for Judicial Administration shall be chaired by the Chief Justice of the Washington Supreme Court in conjunction with a Member Chair who shall be elected by the Board. The duties of the Chief Justice Chair and the Member Chair shall be clearly articulated in the by-laws. The Member Chair shall serve as chair of the Long-range Planning Committee. Meetings of the Board may be convened by either chair and held at least bimonthly. Any Board member may submit issues for the meeting agenda.

(b) Committees. Ad hoc and standing committees may be appointed for the purpose of facilitating the work of the Board. Non-judicial committee members shall participate in non-voting advisory capacity only.

(1) The Board shall appoint at least three standing committees: Long-range Planning, Core Missions/Best Practices and Legislative. Other committees may be convened as determined by the Board.

(2) The Chief Justice and the Member Chair shall nominate for the Board's approval the chairs and members of the committees. Committee membership may include citizens, experts from the private sector, members of the legal community, legislators, clerks and court administrators.

(c) Voting. All decisions of the Board shall be made by majority vote of those present and voting provided there is one affirmative vote from each level of court. Eight voting members will constitute a quorum provided at least one judge from each level of court is present. Telephonic or electronic attendance shall be permitted but no member shall be allowed to cast a vote by proxy.

[Adopted effective January 25, 2000.]

BJAR 4
DUTIES

(a) The Board shall establish a long-range plan for the judiciary;

(b) The Board shall continually review the core missions and best practices of the courts;

(c) The Board shall develop a funding strategy for the

judiciary consistent with the long-range plan and RCW 43.135.060;

(d) The Board shall assess the adequacy of resources necessary for the operation of an independent judiciary;

(e) The Board shall speak on behalf of the judicial branch of government and develop statewide policy to enhance the operation of the state court system; and

(f) The Board shall have the authority to conduct research or create study groups for the purpose of improving the courts.

[Adopted effective January 25, 2000.]

BJAR 5
STAFF

Staff for the Board for Judicial Administration shall be provided by the Administrator for the Courts.

[Adopted effective January 25, 2000.]



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BOARD FOR JUDICIAL ADMINISTRATION BYLAWS

ARTICLE I

Purpose

The Board for Judicial Administration shall adopt policies and provide leadership for the administration of justice in Washington courts. Included in, but not limited to, that responsibility is: 1) establishing a judicial position on legislation; 2) providing direction to the Administrative Office of the Courts on legislative and other administrative matters affecting the administration of justice; 3) fostering the local administration of justice by improving communication within the judicial branch; and 4) providing leadership for the courts at large, enabling the judiciary to speak with one voice.

ARTICLE II

Membership

Membership in the Board for Judicial Administration shall consist of the Chief Justice and one other member of the Supreme Court, one member from each division of the Court of Appeals, five members from the Superior Court Judges' Association, one of whom shall be the President; five members from the District and Municipal Court Judges' Association, one of whom shall be the President. It shall also include as non-voting members two members of the Washington State Bar Association appointed by the Board of Governors; the Administrator for the Courts; and the Presiding Chief Judge of the Court of Appeals, the President-elect judge of the Superior Court Judges' Association and the President-elect judge of the District and Municipal Court Judges' Association.

ARTICLE III

Officers and Representatives

The Chief Justice of the Supreme Court shall chair the Board for Judicial Administration in conjunction with a Member chair. The Member chair shall be elected by the Board and shall serve a two year term. The Member chair position shall be filled alternately between a voting Board member who is a superior court judge and a voting Board member who is either a district or municipal court judge.

ARTICLE IV

Duties of Officers

The Chief Justice Chair shall preside at all meetings of the Board, performing the duties usually incident to such office, and shall be the official spokesperson for the Board. The Chief Justice chair and the Member chair shall nominate for the Board's approval the chairs of all committees. The Member chair shall perform the duties of the Chief Justice chair in the absence or incapacity of the Chief Justice chair.

ARTICLE V

Vacancies

If a vacancy occurs in any representative position, the bylaws of the governing groups shall determine how the vacancy will be filled.

ARTICLE VI **Committees**

Standing committees as well as ad hoc committees and task forces of the Board for Judicial Administration shall be established by majority vote.

Each committee shall have such authority as the Board deems appropriate.

The Board for Judicial Administration will designate the chair of all standing, ad hoc, and task force committees created by the Board. Membership on all committees and task forces will reflect representation from all court levels. Committees shall report in writing to the Board for Judicial Administration as appropriate to their charge. The Chair of each standing committee shall be asked to attend one BJA meeting per year, at a minimum, to report on the committee's work. The terms of standing committee members shall not exceed two years. The Board for Judicial Administration may reappoint members of standing committees to one additional term. The terms of ad hoc and task force committee members will have terms as determined by their charge.

ARTICLE VII **Executive Committee**

There shall be an Executive Committee composed of Board for Judicial Administration members, and consisting of the co-chairs, a Judge from the Court of Appeals selected by and from the Court of Appeals members of the Board, the President Judge of the Superior Court Judges' Association, the President Judge of the District Municipal Court Judges' Association, and non-voting members to include one Washington State Bar Association representative selected by the Chief Justice, President-elect judge of the Superior Court Judges' Association, President-elect judge of the District and Municipal Court Judges' Association and the Administrator for the Courts.

It is the purpose of this committee to consider and take action on emergency matters arising between Board meetings, subject to ratification of the Board.

The Executive Committee shall serve as the Legislative Committee as established under BJAR 3(b)(1). During legislative sessions, the Executive Committee is authorized to conduct telephone conferences for the purpose of reviewing legislative positions.

ARTICLE VIII **Regular Meetings**

There shall be regularly scheduled meetings of the Board for Judicial Administration at least bi-monthly. Reasonable notice of meetings shall be given each member.

ARTICLE IX **Special Meetings**

Special meetings may be called by any member of the Board. Reasonable notice of special meetings shall be given each member.

ARTICLE X **Quorum**

Eight voting members of the Board shall constitute a quorum provided each court level is represented.

ARTICLE XI **Voting**

Each judicial member of the Board for Judicial Administration shall have one vote. All decisions of the Board shall be made by majority vote of those present and voting provided there is one affirmative vote from each level of court. Telephonic or electronic attendance shall be permitted but no member shall be allowed to cast a vote by proxy.

ARTICLE XII **Amendments and Repeal of Bylaws**

These bylaws may be amended or modified at any regular or special meeting of the Board, at which a quorum is present, by majority vote. No motion or resolution for amendment may be considered at the meeting in which they are proposed.

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BOARD FOR JUDICIAL ADMINISTRATION

PROCESS AND GUIDELINES FOR RESOLUTION REQUESTS

The Board for Judicial Administration (Board) was established to adopt policies and provide strategic leadership for the courts at large, enabling the Washington State judiciary to speak with one voice. To fulfill these objectives, the BJA may consider adopting resolutions on substantive topics relating to the administration of justice.

Resolutions may be aspirational in nature, support a particular position, or serve as a call to action. Resolutions may support funding requests, but do not stand alone as a statement of funding priorities or indicate an intent by the Board to proactively seek funding. Resolutions are not long-term policy statements and their adoption does not establish the Board's work plan or priorities.

The absence of a Resolution on a particular subject does not indicate a lack of interest or concern by the Board in regard to a particular subject or issue.

In determining whether to adopt a proposed resolution, the Board shall give consideration to the following:

- Whether the Resolution advances the Principal Policy Objectives of the Judicial Branch.
- The relation of the Resolution to priorities delineated in existing strategic and long range plans.
- The availability of resources necessary to properly act upon the resolution.
- The need to ensure the importance of resolutions adopted by the Board is not diluted by the adoption of large numbers of resolutions.

In order to ensure timely and thorough consideration of proposed resolutions, the following guidelines regarding procedure, form and content are to be followed:

- Resolutions may be proposed by any Board member. The requestor shall submit the resolution, in writing, with a request form containing a brief statement of purpose and explanation, to the Associate Director of the Board for Judicial Administration.
- Resolutions should not be more than two pages in length. An appropriate balance must be struck between background information and a clear statement of action. Traditional resolution format should be followed. Resolutions should cover only a single subject unless there is a clear and specific reason to include more than one subject. Resolutions must be short-term and stated in precise language.

- Resolutions must include a specific expiration date or will automatically expire in five years. Resolutions will not be automatically reviewed upon expiration of their term, but may be reviewed upon request for reauthorization. Resolutions may be terminated prior to their expiration date as determined by the Board.
- The Associate Director shall refer properly submitted resolutions to appropriate staff, and/or to an appropriate standing committee (or committees) for review and recommendation, or directly to the Board's Executive Committee, as appropriate. Review by the Board's Executive Committee will precede review by the full Board membership. Such review may be done via e-mail communication rather than in-person discussion when practical. Resolutions may be reviewed for style and content. Suggestions and comments will be reported back to the initiating requestor as appropriate.
- The report and recommendation of the Executive Committee shall be presented to the BJA membership at the next reasonably available meeting, at which time the resolution may be considered. Action on the proposed resolution will be taken in accordance with the BJAR and bylaws. The Board may approve or reject proposed resolutions and may make substantive changes to the resolutions.
- Approved resolutions will be numbered, maintained on the Board for Judicial Administration section of the Washington Courts website, and disseminated as determined by the Board for Judicial Administration.

**PRINCIPAL POLICY OBJECTIVES
OF THE WASHINGTON STATE JUDICIAL BRANCH**

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5. **Appropriate Staffing and Support.** Washington courts will be appropriately staffed and effectively managed, and court personnel, court managers and court systems will be effectively supported.

BOARD FOR JUDICIAL ADMINISTRATION

RESOLUTION REQUEST COVER SHEET

(INSERT PROPOSED RESOLUTION TITLE HERE)

SUBMITTED BY: (INSERT NAME HERE)

(1) **Name(s) of Proponent(s):**

(2) **Spokesperson(s):** (List who will address the BJA and their contact information.)

(3) **Purpose:** (State succinctly what the resolution seeks to accomplish.)

(4) **Desired Result:** (Please state what action(s) would be taken as a result of this resolution and which party/-ies would be taking action.)

(5) **Expedited Consideration:** (Please state whether expedited consideration is requested and, if so, please explain the need to expedite consideration.)

(6) **Supporting Material:** (Please list and attach all supporting documents.)