

BOARD FOR JUDICIAL ADMINISTRATION



**WASHINGTON
COURTS**

MEETING PACKET

**FRIDAY, AUGUST 21, 2015
9:00 A.M.**

**AOC SEATAC OFFICE
18000 INTERNATIONAL BOULEVARD, SUITE 1106
SEATAC, WASHINGTON**

Board for Judicial Administration Membership

VOTING MEMBERS:

Chief Justice Barbara Madsen, Chair
Supreme Court

Judge Scott Sparks, Member Chair
Superior Court Judges' Association
Kittitas County Superior Court

Judge Thomas Bjorgen
Court of Appeals, Division II

Judge Bryan Chushcoff
Superior Court Judges' Association
Pierce County Superior Court

Judge Harold Clarke III, President
Superior Court Judges' Association
Spokane County Superior Court

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

Judge Marilyn Haan
Superior Court Judges' Association
Cowlitz County Superior Court

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

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

Judge Sean Patrick O'Donnell
Superior Court Judges' Association
King County Superior Court

Justice Susan Owens
Supreme Court

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

Judge Ann Schindler
Court of Appeals, Division I

Judge Laurel Siddoway
Court of Appeals, Division III

Judge David Steiner, President
District and Municipal Court Judges' Association
King County District Court East Division - Bellevue

NON-VOTING MEMBERS:

Ms. Callie Dietz
State Court Administrator

Judge Michael Downes, President-Elect
Superior Court Judges' Association
Snohomish County Superior Court

Mr. Anthony Gipe, President
Washington State Bar Association

Judge J. Robert Leach
Presiding Chief Judge
Court of Appeals, Division I

Ms. Paula Littlewood, Executive Director
Washington State Bar Association

Judge G. Scott Marinella, President-Elect
District and Municipal Court Judges' Association
Columbia County District Court



Board for Judicial Administration (BJA) Meeting
Friday, August 21, 2015 (9:00 a.m. – Noon)
 AOC SeaTac Office, 18000 International Blvd., Suite 1106, SeaTac

AGENDA

1. Call to Order	Chief Justice Barbara Madsen Judge Scott Sparks	9:00 a.m.
2. Welcome and Introductions	Chief Justice Barbara Madsen Judge Scott Sparks	9:00 a.m.
Action Items		
3. June 19, 2015 Meeting Minutes Action: Motion to approve the minutes of the June 19, 2015 meeting	Chief Justice Barbara Madsen Judge Scott Sparks	9:05 a.m. Tab 1
Reports and Information		
4. BJA Member Guide/Goals	Ms. Misty Butler Judge Scott Sparks	9:10 a.m. Handout
5. Administrative Office of the Courts Presentation	Ms. Callie Dietz Mr. Dirk Marler Mr. Ramsey Radwan Ms. Vonnie Diseth	9:25 a.m. Tab 2
Break		10:35 a.m.
6. 2016 Supplemental Budget Request Summary	Mr. Ramsey Radwan	10:50 a.m. Tab 3
7. Legislative Process Report	Ms. Mellani McAleenan	11:05 a.m. In Member Guide
8. BJA Dues Notice	Ms. Misty Butler	11:25 a.m. Tab 4
9. Standing Committee Reports Budget and Funding Committee Court Education Committee Policy and Planning Committee Legislative Committee	Judge Ann Schindler Judge Judy Rae Jasprica Judge Janet Garrow Judge Sean O'Donnell	11:30 a.m. Tab 5
10. BJA Administrative Manager's Report	Ms. Misty Butler	11:40 a.m. Tab 6
11. Other Business <ul style="list-style-type: none"> • BJA Picture Next Meeting • Next meeting: September 18 AOC SeaTac Office 	Chief Justice Barbara Madsen Judge Scott Sparks	11:45 a.m.

12. Adjourn		Noon
<p>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.</p>		

Tab 1



Board for Judicial Administration (BJA) Meeting

Friday, June 19, 2015 (9 a.m. – Noon)

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

MEETING MINUTES

BJA Members Present:

Judge Kevin Ringus, Member Chair
Judge Thomas Bjorgen
Judge Bryan Chushcoff
Judge Harold Clarke III
Ms. Callie Dietz (by phone)
Judge Michael Downes
Judge Janet Garrow
Judge Marilyn Haan
Judge Michael Lambo
Judge J. Robert Leach
Judge G. Scott Marinella (by phone)
Justice Susan Owens
Judge Ann Schindler
Judge Laurel Siddoway
Judge Scott Sparks

Guests Present:

Ms. Kathy Brack (by phone)
Judge James Lawler (by phone)
Ms. Susie Parker (by phone)

Public Present:

Mr. Bret Haggerty
Mr. Samuel Haggerty
Mr. Christopher Hupy

AOC Staff Present:

Ms. Misty Butler
Ms. Vonnie Diseth
Ms. Beth Flynn
Mr. Steve Henley
Mr. Dirk Marler
Ms. Mellani McAleenan (by phone)
Mr. Ramsey Radwan

Judge Ringus called the meeting to order.

May 15, 2015 Meeting Minutes

It was moved by Judge Garrow and seconded by Judge Haan to approve the May 15, 2015 BJA meeting minutes. The motion carried.

2015-17 BJA Member Chair

It was moved by Judge Clarke and seconded by Judge Lambo to elect Judge Sparks as the 2015-17 BJA Member Chair. The motion carried.

Superior Court Case Management System (SC-CMS) Go Live Report

Ms. Diseth shared photos of the successful SC-CMS Go Live in Lewis County. There were war rooms at Lewis County and at the Administrative Office of the Courts (AOC) in Olympia to monitor what was going on and to communicate between the two locations during the Go Live. Support teams will be in place for the next two weeks (on site and at AOC) to ensure everything is going smoothly.

Judge Lawler let everyone know how smooth this is going and he stated that Odyssey is really nice and easy to navigate. He handled a domestic violence calendar using Judge Edition on Monday morning and he did not have to open a hard file. By Wednesday, he told the Clerk not

to bother pulling the hard files. He had a criminal calendar yesterday and it was a little more difficult because he had to navigate between Odyssey and Judge Edition to set future hearings but he commented that the difficulty was because of his inexperience using the software and it will get easier. So far, it has been an easy transition.

Ms. Parker added that the calendaring part of it is a little tricky when first looking at it but she got used to it quickly. One day into the implementation and she was ready to get rid of the paper calendar. They had some long days and a lot of prep but the prep should get easier as they go along with the implementation.

Ms. Brack reported that they have had their ups and downs but for the most part the staff is feeling really good about the product. There are a few kinks that need to be worked out but there are no show stoppers. She thinks they will be doing really well next week.

Judge Clarke thanked them for all for their work on the SC-CMS Project and for being the pilot court.

Ms. Dietz stated that the SC-CMS Project absolutely could not have had a better pilot county. The folks at Lewis County went above and beyond throughout this project and she thanked them for all the work they did to make this happen.

Ms. Diseth said the Odyssey system itself is running very well. Lewis County is using the integrated document management system. The case replication between Odyssey and JIS is working fine. There were no show stoppers or major issues but there are little things that come up and they are fixed as they are discovered. There are some issues with party replication (it keeps the person data in sync between Odyssey and JIS). There was an issue with the JIS replication into Odyssey which was causing some duplication of records so it was turned off during the Go Live and some workarounds were put in place. There are a number of things AOC is fixing before going forward with the three early adopter courts. Other than that, it has been a very successful Go Live. Ms. Diseth is very proud of the team.

There was a question regarding the need for dual entry and Ms. Diseth explained that it is not necessary. There was also a question about how the old data was input into Odyssey and Ms. Diseth explained that it was converted, reviewed, cleaned up, and added to the new system.

The early adopter counties (Franklin, Thurston and Yakima superior courts and clerks) go live in November.

BJA Standing Committee Assignments for 2015-16

A roster of BJA standing committee assignments was distributed in the meeting materials.

Budget Update and Supplemental Budget Timeline

The 2016 supplemental budget timeline was distributed in the meeting materials.

Mr. Radwan reported that budget negotiations with the state Legislature are not going as well as anticipated. Rumor has it that there will be a third special session at the end of June because they will not complete their work during the second session.

Mr. Radwan has heard that the final judicial branch budget will not be as bad as the Senate version but that is all relative. If the AOC operating budget is cut by \$4 million instead of \$10 million, it is still a very large cut. The judicial branch budget request has support in the House and by Democrats in the Senate. The judicial branch is just hanging on waiting for the Legislature to make their budget decisions. In the meantime, a lot of time and resources have been used to complete the contingency plans in the event that the budget is not passed by June 30.

Mr. Radwan apologized for the short turnaround in the 2016 supplemental budget timeline. His recommendation is to hold supplemental budget requests to technical requests, caseload needs or to correct mistakes in the budget. The Office of Financial Management (OFM) is not even thinking about the supplemental budget yet. OFM's instructions to executive branch agencies at this point are that they should not submit any funding proposals in 2016 unless they are caseload related. Mr. Radwan recommends that the judicial branch take a similar approach.

Key dates in the 2016 supplemental budget timeline are:

- By the end of June, instructions will be distributed
- Preliminary budget requests that impact AOC are due July 24
- Preliminary budget requests that do not impact AOC are due July 31
- Budget requests will be distributed to the BJA during their August 21 meeting for discussion
- The BJA will make recommendations regarding budget requests to the Supreme Court Budget Committee during their September 18 meeting

If there is no budget by June 30, the supplemental budget timeline will remain the same.

Mr. Radwan is working with Judge Schindler on criteria for the Budget and Funding Committee which will be implemented for the 2017-19 budget process. That budget process will begin in January 2016.

If there is no state operating budget by June 30, AOC employees will be furloughed and the agency will enact the contingency plan.

State Budget Contingency Plan

Ms. Dietz stated that contingency planning takes a great deal of time to develop. This is complicated by the fact that the trial and appellate courts would still be operating in a state government shutdown. AOC leadership updated the communication plan that was used in 2013 in the event that it is needed this year. E-mails have been sent to AOC staff about once a week to keep them informed. Information will be sent to all presiding judges and court administrators today letting them know what AOC's plans are in the event of a government shutdown. If there is a shutdown, AOC will operate on a week by week basis. AOC will maintain the IT systems, help desk/customer service, and human resources and payroll staff to process payroll for

superior court and appellate court judges. The AOC leadership will rotate days they are in the office. If there is no budget by June 26, AOC staff will cancel all meetings and conference calls on July 1 and 2. If the state goes into shutdown mode, Ms. Dietz will let courts know which staff are working, what their function is, and how to contact them. Any meetings scheduled July 6-11 will be considered unchanged unless there is no budget by July 2 and if that happens, those meetings will also be canceled. The AOC leadership will be on call.

Legislative Report

Ms. McAleenan reported that the Legislature is almost finished with the second special session. They passed a few court-related bills in the first special session but they have not done much this second special session. The Senate will try to pass the Skagit County District Court bill. If it passes in the Senate, it will have to go into the House and that is where the problem was during the regular session.

The Court Management Council rule passed and it is effective September 1 so the rule and law do not match but the court rule will trump statute. They will try to get the Legislature to pass that bill next year.

Standing Committee Reports

Budget and Funding Committee: Judge Schindler reported that the Budget and Funding Committee will meet in July to work on criteria for the biennial budget.

Court Education Committee: A written report was included in the meeting materials.

Policy and Planning Committee: Materials were included in the meeting materials. Judge Sparks gave an overview of the July 5 Policy and Planning Committee forum. The purpose of the forum was to ask justice system partners to identify issues that the Committee could work on in the future. The Committee will narrow down the issues and present them to the BJA for consideration.

Trial Court Improvement Account Report

Ms. McAleenan stated that last year was the first time a Trial Court Improvement Account (TCIA) report was published since 2009 because of budget cuts. Senate Bill 6464 money is distributed to cities/counties for trial court improvement and the report provides information about how the funds are spent. This year, Ms. McAleenan and her assistant plan to continue to send out the request for information. It is in SurveyMonkey form instead of paper so it should be a more efficient way to gather the information. The request for information will continue to be sent as a BJA request. By consensus, the BJA approved the request to gather the TCIA data.

Travel Reimbursement for Annual Conference

Justice Owens gave an overview of the funding situation for the Annual Conference. She stated that if the budget is okay, judges will be reimbursed as indicated in the conference flyer (three nights' lodging for judges who live 50 miles or more from Seattle and King County meal rates). The conference fee is \$100 and there are a lot of really good programs.

BJA Administrative Manager's Report

Ms. Butler said she is working on strengthening the communication and collaboration between the BJA standing committees. She is also developing a work plan for the BJA and the BJA Co-Chairs are helping with that. The plan was distributed in the meeting materials.

A BJA Orientation/Member's Guide is being developed for new members but it will also be beneficial to experienced members. The guide will be distributed in September.

Ms. Butler is working to schedule visits to each of the BJA members to gather input on ways the BJA can be improved. In addition to visiting with the BJA members, she would like to sit in on some cases while she is at each court.

Other Business

The next BJA meeting is scheduled for August 21.

Judge Ringus passed the Member Chair gavel to Judge Sparks.

It was moved by Judge Haan and seconded by Judge Garrow to adjourn the meeting.

Recap of Motions from the June 19, 2015 meeting

Motion Summary	Status
Approve the May 15, 2015 BJA meeting minutes.	Passed
Elect Judge Scott Sparks as the 2015-17 BJA Member Chair.	Passed
Adjourn the meeting.	Passed

Action Items from the June 19, 2015 meeting

Action Item	Status
<u>May 15, 2015 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>2015-17 BJA Member Chair</u> <ul style="list-style-type: none"> • Order signature stamp for Judge Sparks 	In Process
<u>BJA Committee Assignments</u> <ul style="list-style-type: none"> • Create and mail BJA standing committee appointment letters 	Done
<u>2016 Supplemental Budget</u> <ul style="list-style-type: none"> • Add to August BJA meeting agenda • Add to September BJA meeting agenda 	Done
<u>Trial Court Improvement Account Report</u> <ul style="list-style-type: none"> • Send survey 	Done

Tab 2



Administrative Office of the Courts

BOARD FOR JUDICIAL ADMINISTRATION
August 21, 2015

Administrative Office of the Courts



Mission

“To advance the Efficient and Effective Operation of the Washington Judicial System.”

Philosophy

“To provide prompt, courteous and competent service to all we serve through cooperation, collaboration and use of best practices and modern technology always maintaining ethical and professional conduct.”



Workforce Profile

ADMINISTRATIVE OFFICE OF THE COURTS

- 230 employees (includes project and temporary staff)
- Women represent 60.3% of the AOC workforce
- Persons of color represent 19.6% of the AOC workforce



Management Profile

ADMINISTRATIVE OFFICE OF THE COURTS

- 24 management positions
- Women represent 62.5% of AOC management positions
- Persons of color represent 33.3% of AOC management positions



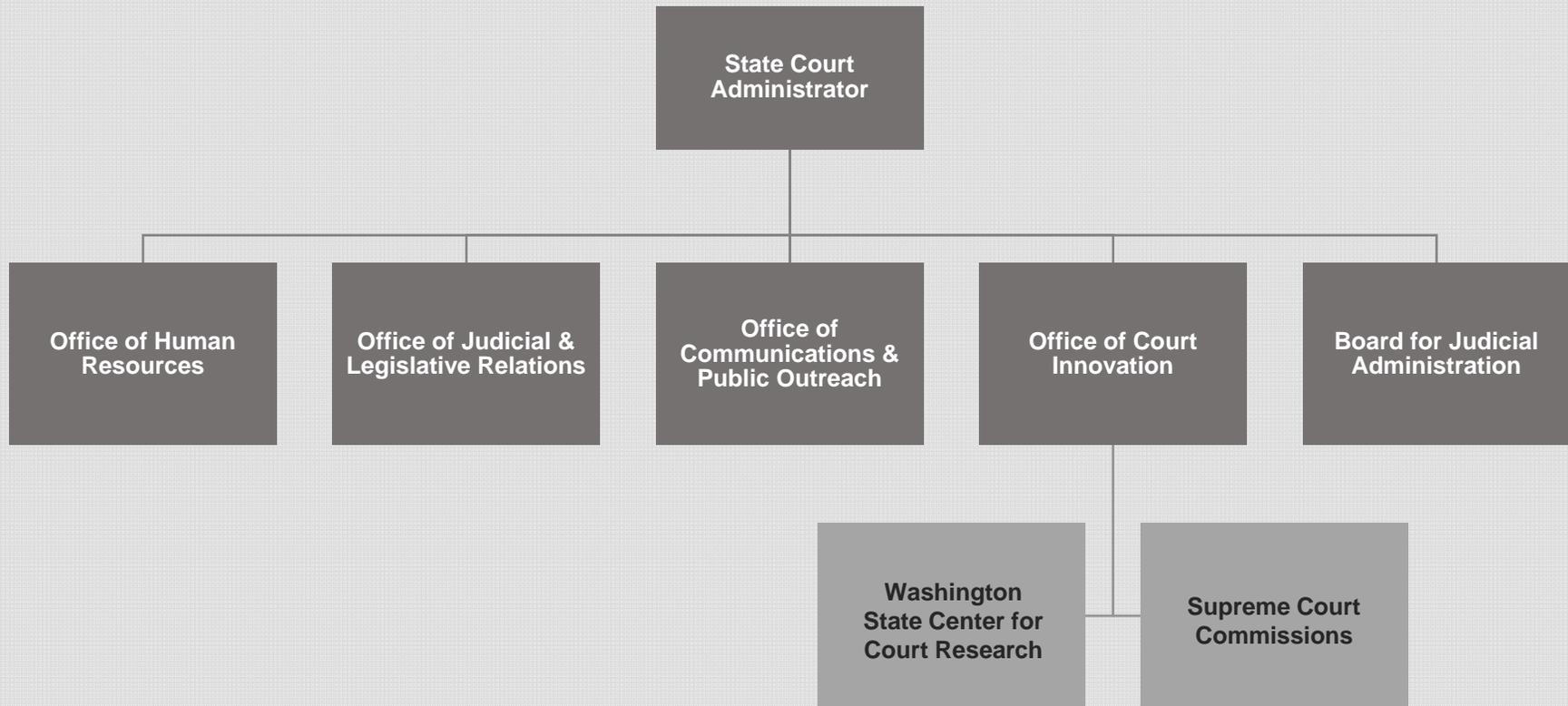
ADMINISTRATIVE OFFICE OF THE COURTS

Administrative Services Division

Dependable Leadership. Effective Planning. Exceptional Service to Courts.

Organization

ADMINISTRATIVE SERVICES DIVISION



Leadership

ADMINISTRATIVE SERVICES DIVISION



Callie T. Dietz
*State Court
Administrator*



Jane VanCamp
*Associate Director,
Office of Human
Resources*



Mellani McAleenan
*Associate Director,
Office of Judicial &
Legislative Relations*



Wendy Ferrell
*Associate Director,
Office of Communications
& Public Outreach*

Leadership

ADMINISTRATIVE SERVICES DIVISION



Carl McCurley
*Manager,
Washington State
Center for Court
Research*



Misty Butler
*Administrative Manager,
Board for Judicial
Administration*

Vacancy
*Administrative Manager,
Office of Court
Innovation*



ADMINISTRATIVE SERVICES DIVISION

Office of Human Resources

Responsibilities

OFFICE OF HUMAN RESOURCES

Administration and Updating Policies

Employee Claims and Files

Compliance with State/Federal Employment Laws

Employee Relations and Recognition

Equal Employment Opportunity/ Reasonable Accommodations

Consultation and Inquiries

Classification and Compensation

Training and Staff Development and New Employee Orientation

Recruitment and Assessment

Business Continuity





ADMINISTRATIVE SERVICES DIVISION

Office of Judicial & Legislative Relations

Overview

OFFICE OF JUDICIAL AND LEGISLATIVE RELATIONS

- Serves as primary contact to legislative and executive branches, acting as liaison for the AOC.
- Speaks on behalf of the Board for Judicial Administration.
- Works with the Trial Courts & their lobbyists to coordinate effort & communicate on legislation & policy
- Work with the Appellate Courts as necessary

Results

OFFICE OF JUDICIAL AND LEGISLATIVE RELATIONS

During the 2015 legislative sessions, AOC's subject matter experts:

- Tracked 849 bills and amendments
- Reviewed just under 2,500 bills
- Collaborate with Court Association paid Lobbyists on behalf of the Trial Courts



ADMINISTRATIVE SERVICES DIVISION

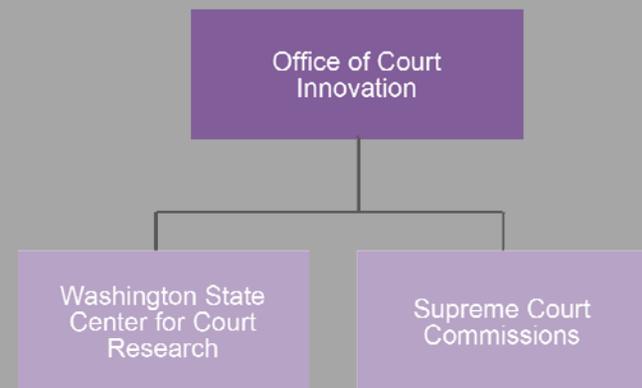
Office of Communications & Public Outreach

Results

OFFICE OF COMMUNICATIONS AND PUBLIC OUTREACH

- Website averages 235,000 hits daily
- Compiles highlights of media coverage of Washington's judiciary each work day and e-mails to nearly 1,200 subscribers
- Responds to media requests for the judicial branch
- Facebook page has over 500 likes.
- Twitter feed # of impressions is 75,811 with visits to the site at 4,479, and nearly 200 unique mentions/tags

Office of Court Innovation



Organization

WASHINGTON STATE CENTER FOR COURT RESEARCH (WSCCR)



Results

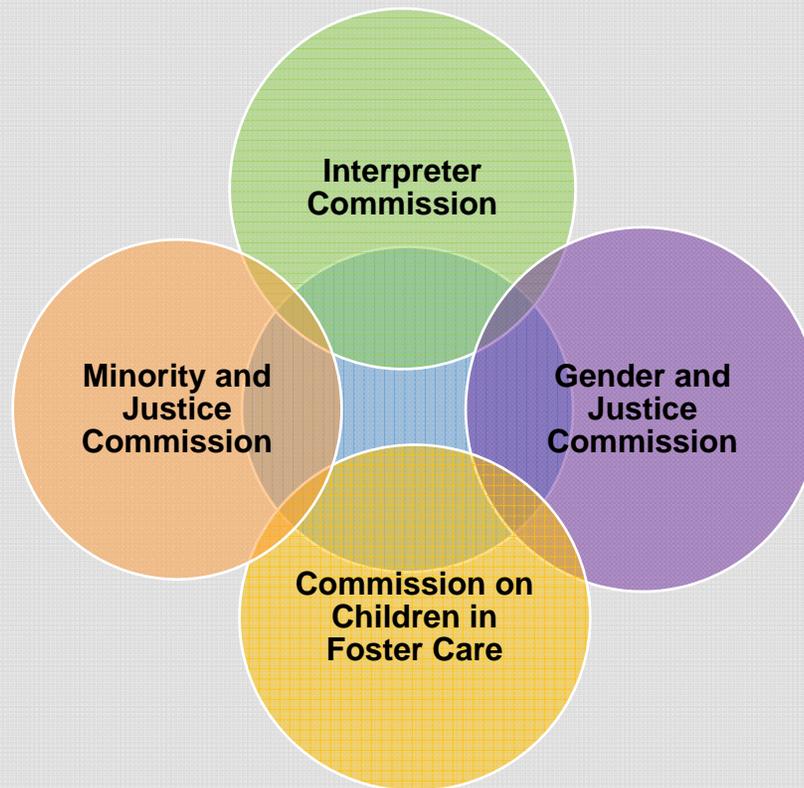
WASHINGTON STATE CENTER FOR COURT RESEARCH (WSSCR)

- Serve all 3 levels of court in Washington
- Support 6 committees and workgroups
- Maintain 4 consistent lines of performance reporting
- Currently developing 2 additional lines of performance reporting
- Current maintain 8 research reporting partnerships
- Provide data and research 13 universities



Organization

SUPREME COURT COMMISSIONS



Results

SUPREME COURT COMMISSIONS

- Sponsored 18 judicial education trainings
- Provided LFO resource guides for judges
- Hosted an annual Symposium on Reentry and “Courts Igniting Change” Programs
- Produced Perceptions of Justice Report
- Provided funding to 40 trial courts for interpreter services
- Sponsored training for current court interpreters
- Tribal State Consortium and follow-up meetings
- Manage 3 grants for court projects



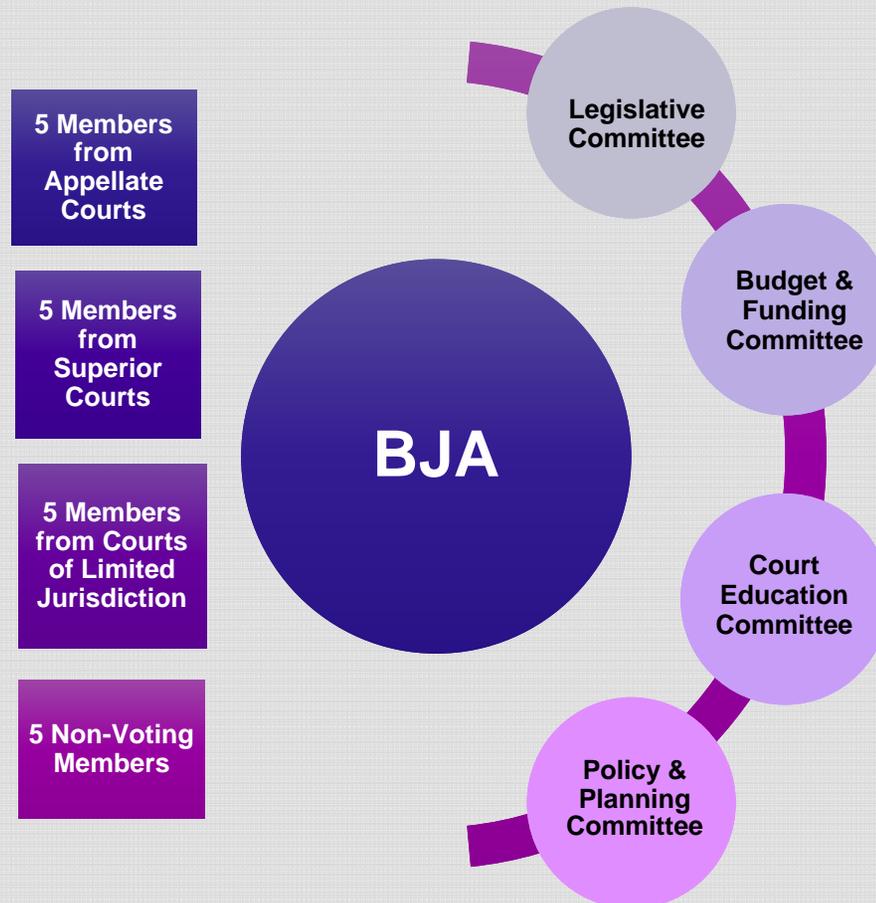


ADMINISTRATIVE SERVICES DIVISION

Board for Judicial Administration

Organization

BOARD FOR JUDICIAL ADMINISTRATION



Results

BOARD FOR JUDICIAL ADMINISTRATION

- Published the comprehensive results and recommendations of the Committee Unification Workgroup which surveyed over 200 judicial branch committees, commissions and boards
- Produced “Court Reform and Regional Courts: A Review and Analysis of Reform Efforts in Washington’s Courts of Limited Jurisdiction”
- The BJA Public Trust and Confidence Committee produced and distributed the Emmy nominated video “Myths & Misperceptions About Washington Courts”





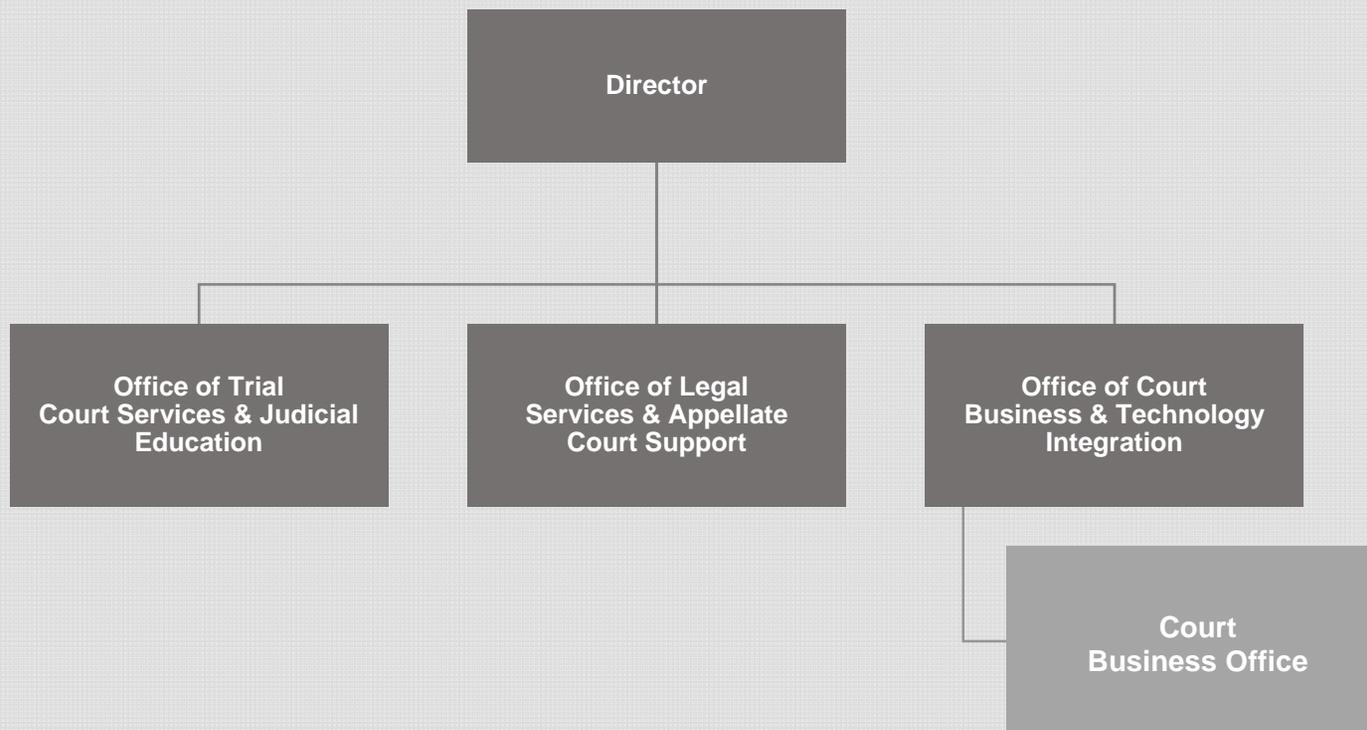
ADMINISTRATIVE OFFICE OF THE COURTS

Judicial Services Division

Mission statement

Organization

JUDICIAL SERVICES DIVISION



Leadership

JUDICIAL SERVICES DIVISION



Dirk Marler
Director



Danielle Pugh-Markie
Manager, Office of Trial Court Services & Judicial Education



Shannon Hinchcliffe
Manager, Office of Legal Services & Appellate Court Support



Kathy Wyer
Manager, Office of Court Business & Technology Integration



Dexter Mejia
Manager, Court Business Office

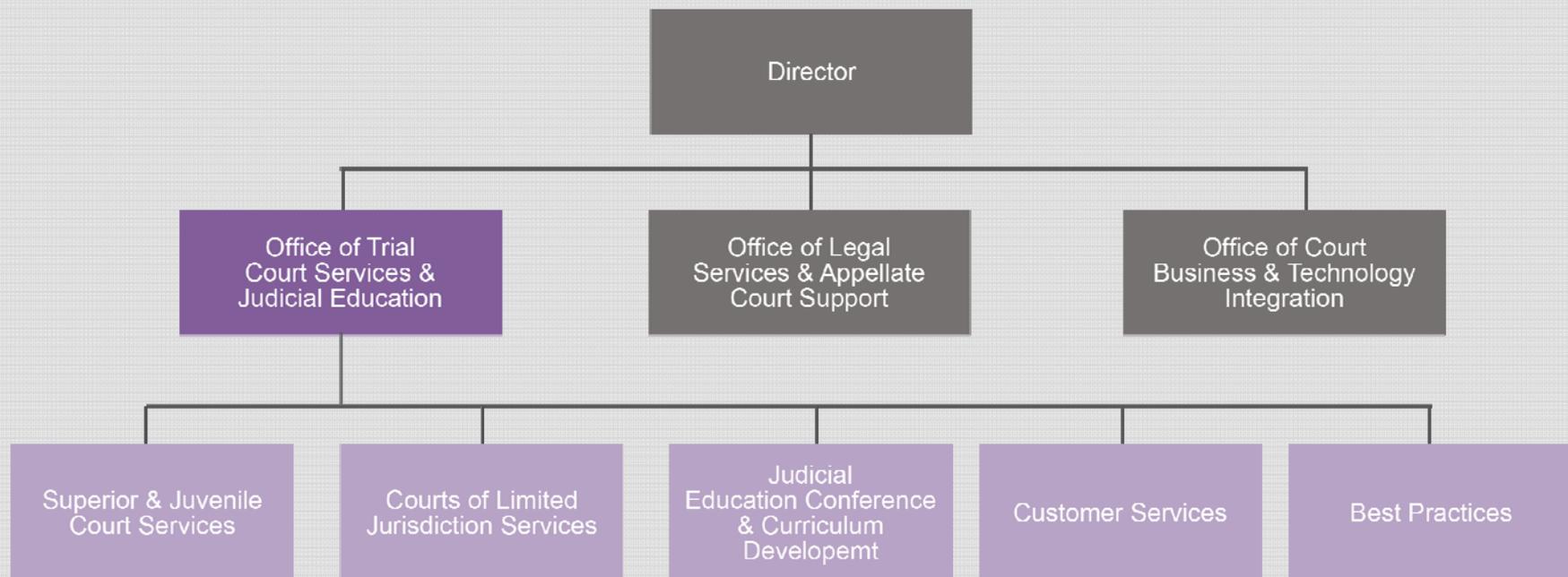


JUDICIAL SERVICES DIVISION

Office of Trial Court Services & Judicial Education

Organization

OFFICE OF TRIAL COURT SERVICES & JUDICIAL EDUCATION



Judicial Education

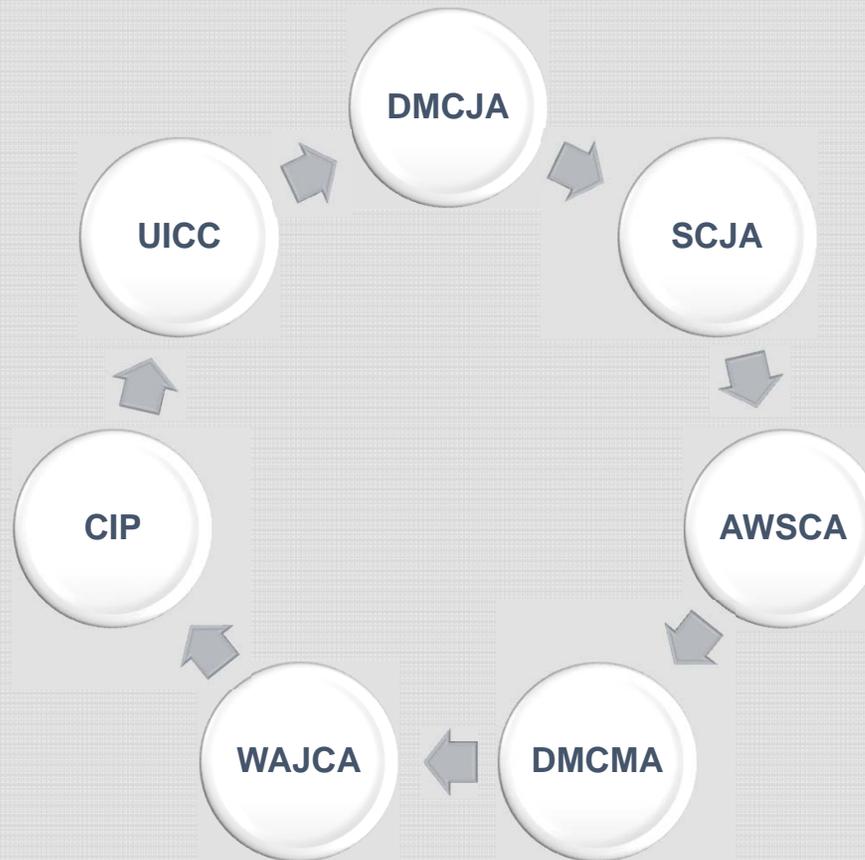
OFFICE OF TRIAL COURT SERVICES & JUDICIAL EDUCATION

SUPERIOR COURTS	JUVENILE COURTS	COURTS OF LIMITED JURISDICTION
BOARD AND COMMITTEE STAFFING		
BUDGET PROPOSALS		
LEGISLATION ANALYSIS AND IMPLEMENTATION		
POLICY DEPARTMENT		
PROBLEM SOLVING COURTS/THERAPEUTIC COURTS		
LAW TABLE		
RESEARCH PROJECTS		



Support for Associations, Boards, Committees

OFFICE OF TRIAL COURT SERVICES & JUDICIAL EDUCATION



Ethics	Therapeutic Courts	Technology	Legislative
Education	Guardianship & Probate	Family & Juvenile Law	Rules
Diversity	Bylaws	DOL Liaison	Long Range Planning
Nominating	Reserves	Conference Planning	Rural Courts
Security	TCAB	Sentencing & Supervision	Criminal Law



Judicial Education

OFFICE OF TRIAL COURT SERVICES & JUDICIAL EDUCATION

APPELLATE COURTS	SUPERIOR COURTS	JUVENILE COURTS	COURTS OF LIMITED JURISDICTION
JUDICIAL COLLEGE			
ANNUAL JUDICIAL CONFERENCE			
INSTITUTE FOR NEW COURT EMPLOYEES			
PRESIDING JUDGE AND ADMINISTRATOR EDUCATION			
JUDGES' SPRING CONFERENCES			
COURT ADMINISTRATORS' EDUCATION			



Best Practices

OFFICE OF TRIAL COURT SERVICES & JUDICIAL EDUCATION

APPELLATE COURTS	SUPERIOR COURTS	JUVENILE COURTS	COURTS OF LIMITED JURISDICTION
JUDICIAL NEEDS ESTIMATES/TRIAL COURT STAFFING			
BUSINESS PROCESS RESEARCH/DATA INTO INFORMATION			
CASE MANAGEMENT STANDARDS			
PUBLISHED CASELOAD			
DATA QUALITY AND ACCURACY			
AOC SUPPORT			



Customer Service

OFFICE OF TRIAL COURT SERVICES & JUDICIAL EDUCATION

APPELLATE COURTS	SUPERIOR COURTS	JUVENILE COURTS	COURTS OF LIMITED JURISDICTION
CASE MANAGEMENT			
ACCOUNTING			
TECHNICAL SUPPORT			
AD HOC REPORTING			
eSERVICE CENTER			
AOC SUPPORT			



eService Center

The screenshot shows a Windows Internet Explorer browser window displaying the Washington Courts eService Center website. The address bar shows the URL <https://custhelp.courts.wa.gov/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. A blue arrow points to the 'Find Answers' link in the Favorites bar. The website header features the Washington Courts logo and a navigation bar with 'Home', 'eService Center', 'Advanced Search', and 'Search'. Below the header, there are tabs for 'Answers', 'Ask a Question', 'Live Chat', and 'My Stuff'. The 'Answers' tab is active, showing an 'Advanced Search' box with a 'Search' button. To the right, there is a 'Contact Us' section and an 'Announcements' section with a link to 'Click Here for current announcements'. The main content area is titled 'Top Topics' and lists several links: [Resetting my JIS/JCS \(RACF ID\) password](#), [County Clerk Resources](#), [Multiple person records or juvenile numbers for one person in JIS](#), [YEAR-END CHECKLIST FOR ALL COURT LEVELS](#), [Handling inappropriate PER information in JIS](#), [CLJ Resources](#), [New Judge Checklist](#), [Locate a reply to a question submitted using the "Ask A Question" option above.](#), [2012 Legislative changes impacting Superior Courts and Juvenile Departments](#), [2012 Legislative changes impacting Courts of Limited Jurisdiction](#), and ["Access Denied" error message when logging into JCS](#).





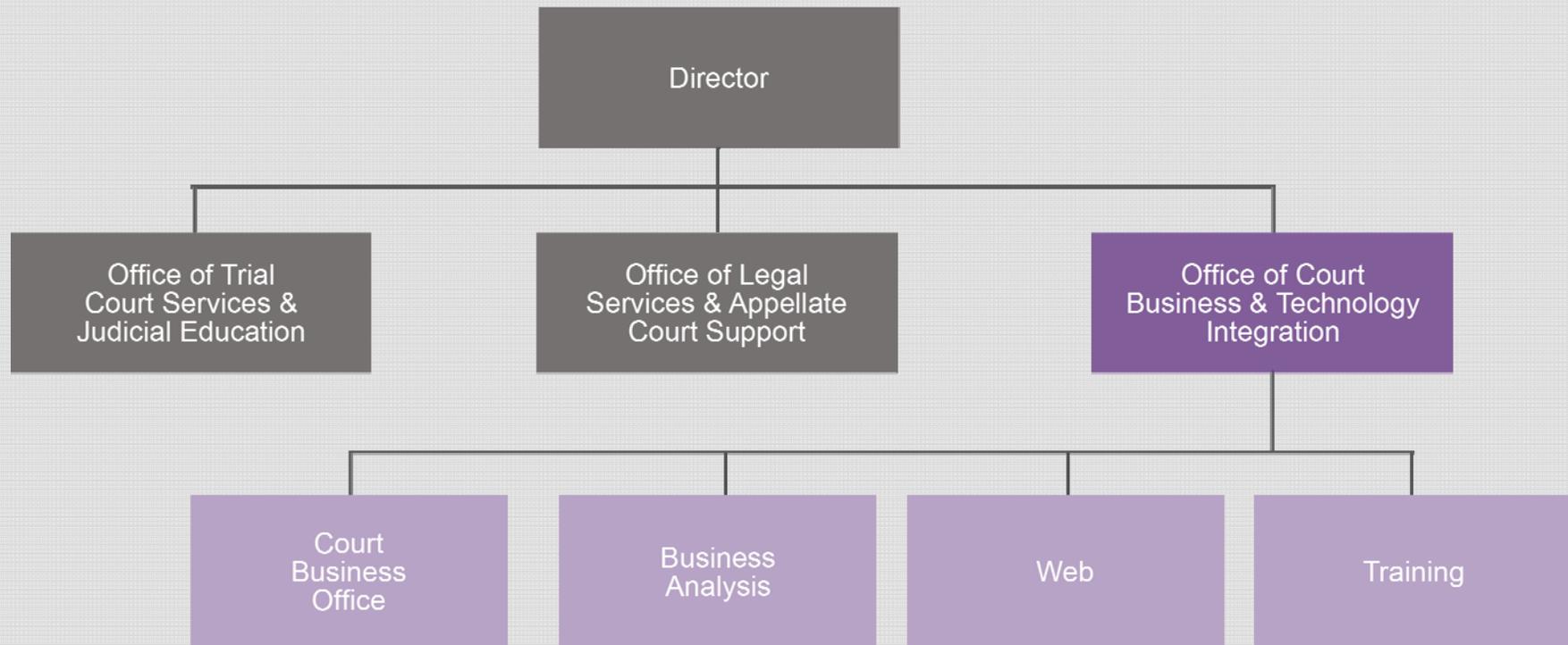
JUDICIAL SERVICES DIVISION

Office of Court Business & Technology Integration

Bringing court business and information technology together

Organization

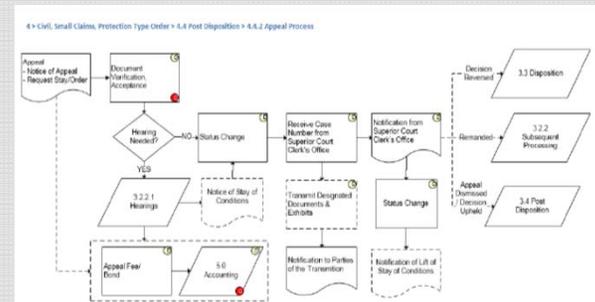
OFFICE OF COURT BUSINESS & TECHNOLOGY INTEGRATION



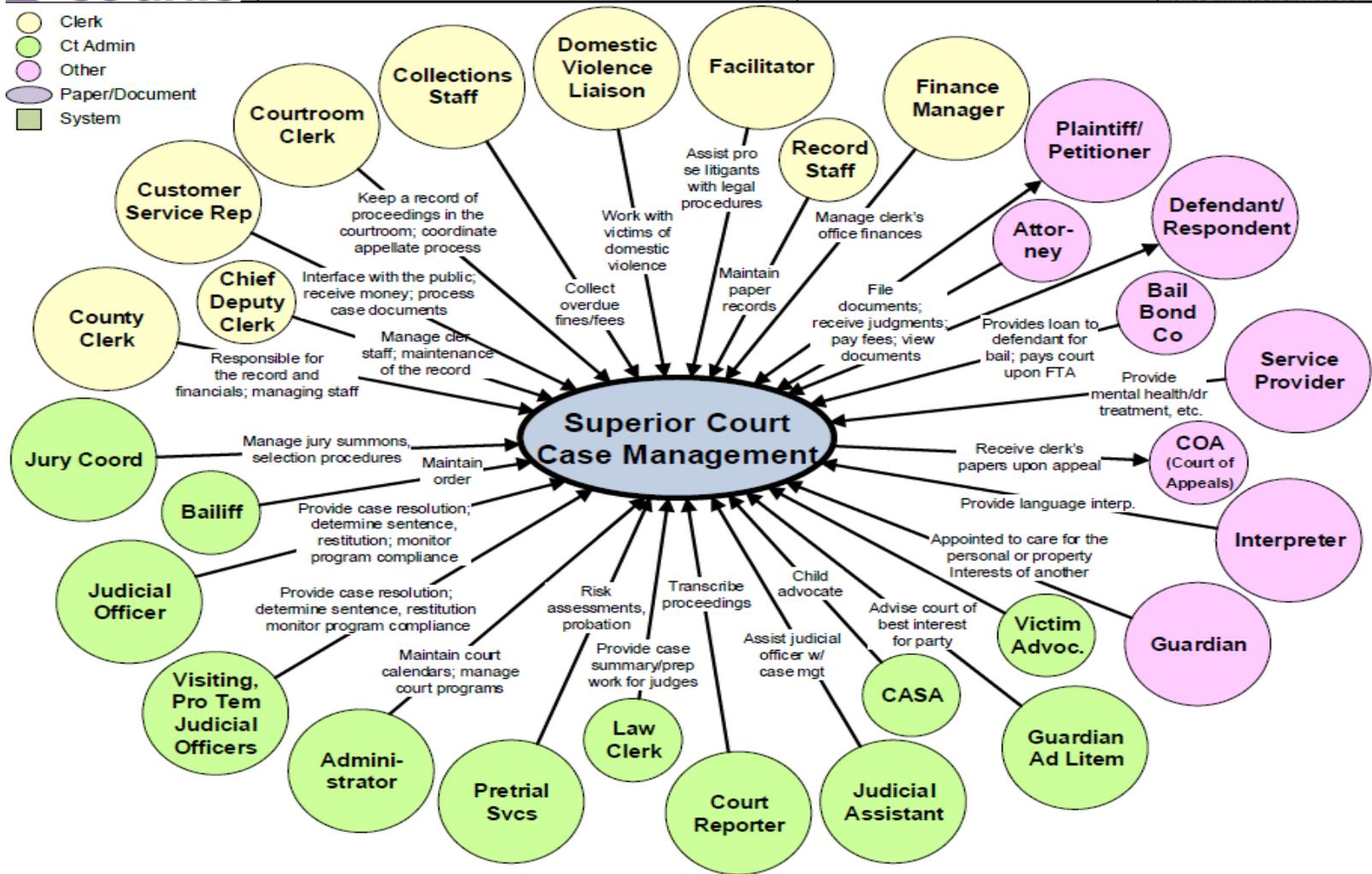
Responsibilities

OFFICE OF COURT BUSINESS & TECHNOLOGY INTEGRATION

- Communicate opportunities and impacts associated with new systems.
- Establish statewide and local configurations (CUWG).
- Promote opportunities to improve court operations.
- Analyze impacts of business process changes on JIS applications and services.



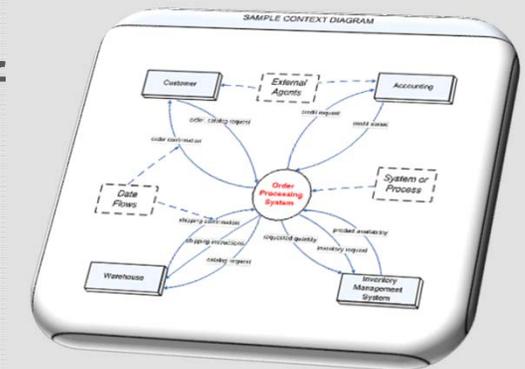
- Clerk
- Ct Admin
- Other
- Paper/Document
- System



Business Analysis

OFFICE OF COURT BUSINESS & TECHNOLOGY INTEGRATION

- Responsible for transforming and improving court business processes.
- Assist the courts in the transition to the new technology.
- Contributes business perspective to development of IT solutions.
- Facilitates education and training of judicial officers, clerks, and staff on business process changes.

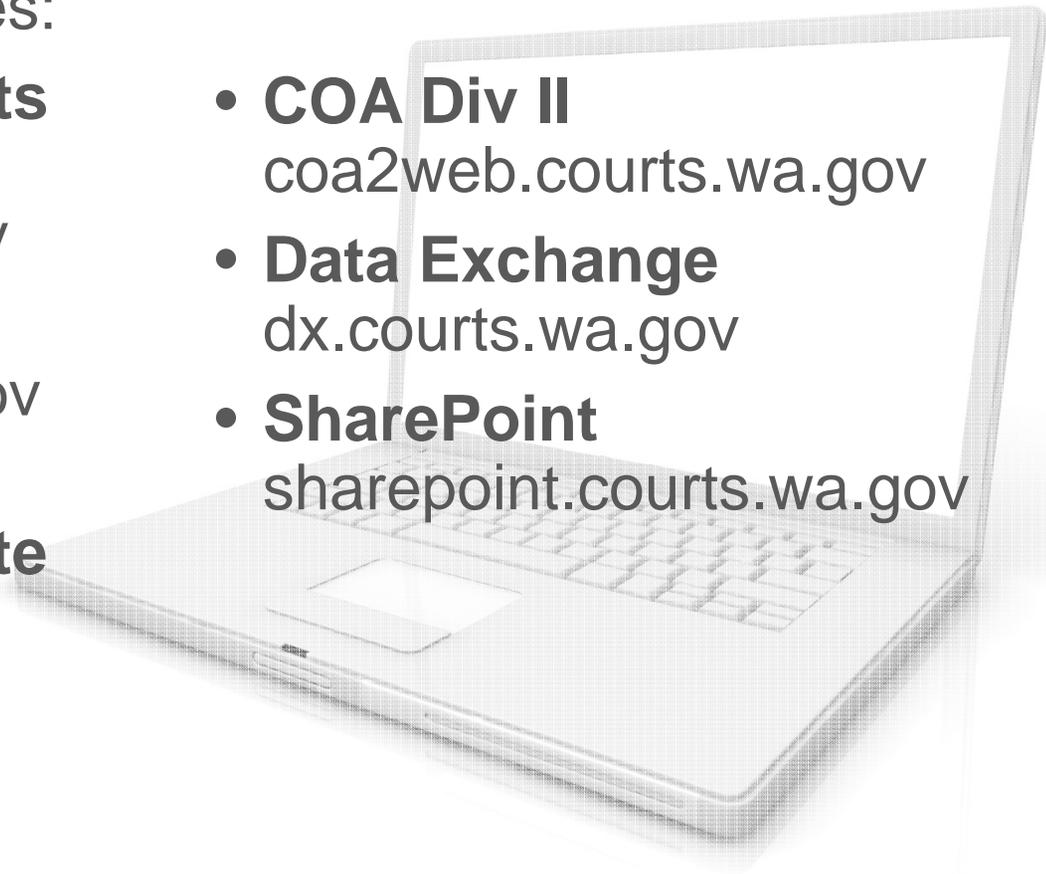


Web Team

OFFICE OF COURT BUSINESS & TECHNOLOGY INTEGRATION

Manages six websites:

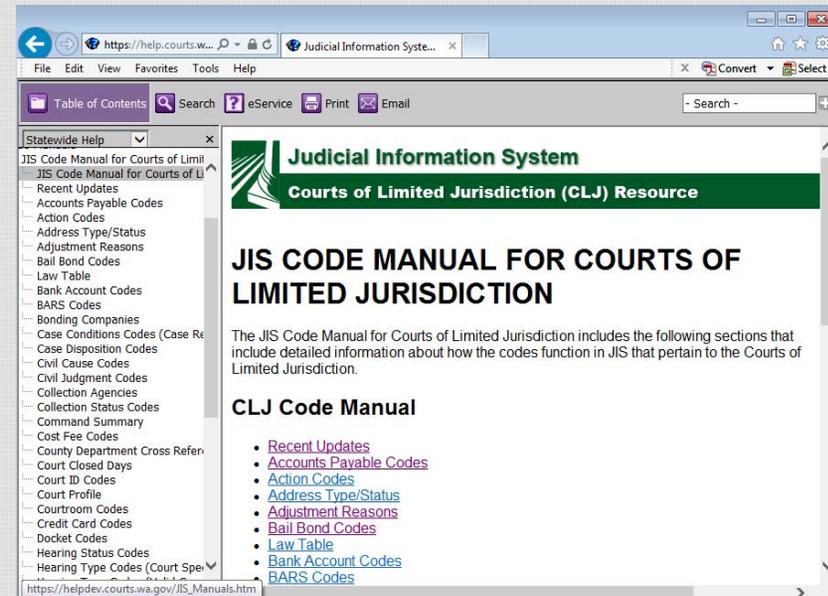
- **Washington Courts Public Site**
www.courts.wa.gov
- **Inside Courts**
inside.courts.wa.gov
- **Case Search/
Find My Court Date**
dw.courts.wa.gov
- **COA Div II**
coa2web.courts.wa.gov
- **Data Exchange**
dx.courts.wa.gov
- **SharePoint**
sharepoint.courts.wa.gov



JIS Training

OFFICE OF COURT BUSINESS & TECHNOLOGY INTEGRATION

- Support JIS updates application updates and implementation
- Teach JIS related classes
- Legislative sizing and implementation
- On-line training tutorials and demos
- Manuals, system release notes, eService answers





JUDICIAL SERVICES DIVISION

Office of Legal Services & Appellate Court Support

Washington State Court Rules

The Washington Rules of Court found on the Washington State Court's Internet site are current as of September 2012. Local Court rules, maintained online by the Washington State Courts, were updated in September 2012.

Court Rules Search

NOTE: Some of the local courts maintain their court rules on their own website. While links are provided to these local sites, the Washington State Courts website does not have the responsibility for updating these local court sites and therefore, does not know if these sites are kept current. Questions about rule accuracy or whether the rules are current should be directed to the local court. Contact information for the local courts can be found in the [Court Directory](#).

The Washington Reports Official Advance Sheets should be examined to determine if any later adoptions, amendments, or rescissions have been made to the rules of court. For local court rules, contact the local court.

Questions or general comments regarding Washington State court rules may be sent to rulescomments@courts.wa.gov.

› [Sign up to be notified when proposed changes to court rules have been published for comment.](#)

State Court Rules

- › [Rules for Appellate Court Administration](#)
- › [Additional Matter](#)
- › [Rules on Appeal](#)
- › [Rules for Courts of Limited Jurisdiction](#)
- › [Rules of General Application](#)
- › [Rules for Superior Court](#)
- › [Rules Adopted but not Yet Effective](#)
- › [Proposed Rules Published for Comment](#)
- › [Disposition of Rules Formerly Published for Comment](#)



ADMINISTRATIVE OFFICE OF THE COURTS

Management Services Division

Providing support for all courts and judicial branch entities

Administration

MANAGEMENT SERVICES DIVISION

- Provide overall leadership to the division.
- Provide budget advice to the Supreme Court, Court of Appeals, Board for Judicial Administration and the Judicial Information System Committee
- Lead the development of the judicial branch biennial and supplemental budgets.
- Negotiate Supreme Court, Court of Appeals, State Law Library and AOC biennial and supplemental budgets with the state legislature.



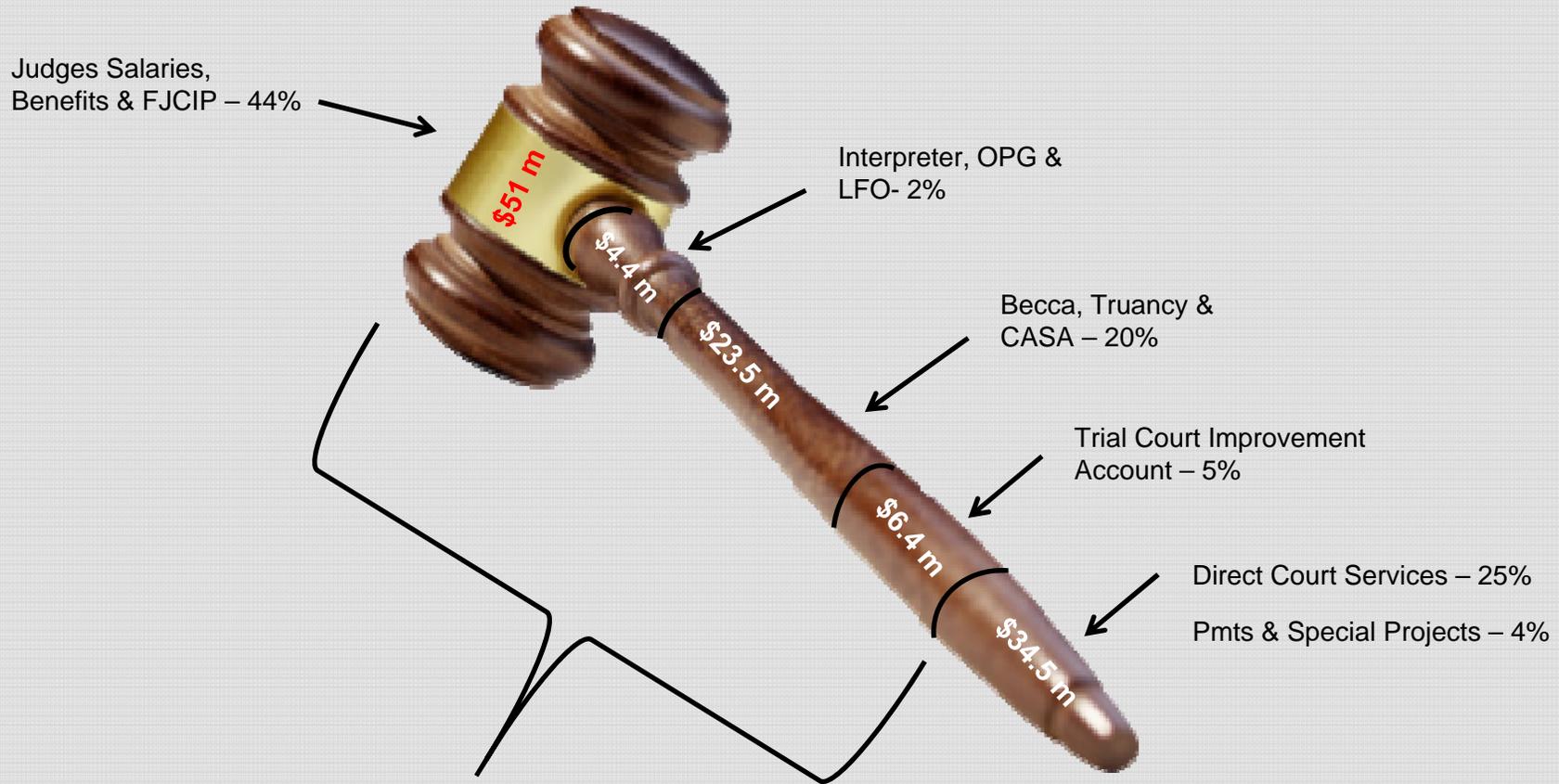
TOTAL AGENCY BUDGET: State General Fund (SGF) plus JSTA = \$119.4* million (m)					
State Funds for Trial Courts 71%					
Superior Court Funding 63%		District/Municipal Court Funding 5%	Shared/Other 3%	Direct Court Services 25% Pmts & Special Projects 4%	Judicial Information Systems (JIS)
Superior Court Judges Salaries & Benefits \$51 m	Becca and Truancy \$17.4 m	Limited Jurisdiction Judge Contribution \$6.4 m	Interpreter Reimbursement \$1.2 m	Agency Administration (Board for Judicial Administration, Branch HR, Public Information, Research, Commissions)	Information Services Systems Maintenance Systems Development \$56 m
FJCIP \$1.2 m	Court Appointed Special Advocates (CASA) \$6.1 m		Office of Public Guardianship \$948 k	Management Services (Shared services, budget, accounting, risk management, contracts, financial statements)	
			Legal Financial Obligations \$673 k	Judicial Services (Legal, Education, Association Support)	
Total Superior Court: \$75.7 m		D/M Court: \$6.4 m	Shared/Other: \$2.8 m	Total Direct Svcs: \$34.5 m	

Over \$2 million of state general fund is included in the AOC budget for statewide services such as payments to CTS, DES, Auditor, debt service, etc.



Budget Breakdown

MANAGEMENT SERVICES DIVISION



Over 71% of the AOC near general fund budget is distributed directly to courts



MANAGEMENT SERVICES DIVISION

Office of Contracts, Procurement, Data Dissemination and Public Records

Services

OFFICE OF CONTRACTS, PROCUREMENT, DATA DISSEMINATION & PUBLIC RECORDS

SERVICE	STATE JUDICIAL BRANCH	APPELLATE & TRIAL COURTS
Contract development, negotiation, and execution	✓	✓
Administrative public records	✓	✓
Continuity of operation planning	✓	✓
Procurement services	✓	✓
Court case data dissemination	✓	
Assist with the development of COOP and evacuation planning	✓	✓



Results

OFFICE OF CONTRACTS, PROCUREMENT, DATA DISSEMINATION & PUBLIC RECORDS

- Annually create and manage over 1,300 contracts.
- Develop branch-wide contract standards and policies.
- Ensure vendors meet contractual obligations before payment is made.
- Provide staff and policy support to the JISC Data Dissemination Committee.
- Annually respond to approximately 150 administrative public records requests per year.
- Facilitate development, implementation and education activities regarding GR 31.1.





MANAGEMENT SERVICES DIVISION

Office of Financial & Budget Services

Services

OFFICE OF FINANCIAL AND BUDGET SERVICES

SERVICE	STATE JUDICIAL BRANCH	APPELLATE & TRIAL COURTS
Develop and monitor branch biennial and supplemental budgets	✓	✓
Prepare and submit annual and biennial financial reports	✓	✓
Forecast and monitor revenue	✓	✓
Manage and distribute pass through funding	✓	✓
Provide fiscal and payroll services	✓	✓
Draft and coordinate judicial impact notes	✓	✓

Results

OFFICE OF FINANCIAL AND BUDGET SERVICES

- Facilitate development of judicial branch biennial and supplemental budgets (approx. \$336 million).
- Create comprehensive annual financial statements for AOC, the Supreme Court, Court of Appeals, and Office of Civil Legal Aid (annual expenditures exceeding \$128 million).
- Forecast over \$75 million in biennial revenue and monitor over \$300 million of biennial revenue collections.
- Manage and distribute approximately \$85 million to trial courts (judicial salaries, CASA, truancy, interpreter, juvenile and family court services).
- Annually prepare an average of 230 judicial impact notes.





MANAGEMENT SERVICES DIVISION

Office of Staff Services

Services

OFFICE OF STAFF SERVICES

SERVICE	STATE JUDICIAL BRANCH	APPELLATE & TRIAL COURTS
Print/Scan briefs		✓
Print services including educational materials, CASA manuals, posters, etc.	✓	✓
Telephone, mail, auto, shipping and receiving, and facility services	✓	
Mass communication services	✓	✓
Consultation services including telephone, facilities, etc.	✓	✓



Results

OFFICE OF STAFF SERVICES

- Annually print and distribute over 500,000 pages of judicial educational materials
- Annually print and distribute over 300,000 pages of CASA educational materials.
- Annually scan and distribute over 1.9 million pages of legal briefs.
- Provide guidance and advice regarding telephone systems, facility issues, janitorial contracts, etc.





MANAGEMENT SERVICES DIVISION

Office of Guardianship & Elder Services

Services

OFFICE OF GUARDIANSHIP AND ELDER SERVICES

SERVICE	STATE JUDICIAL BRANCH	APPELLATE & TRIAL COURTS
Credential and regulate professional guardians		✓
Contract with and monitor persons/entities that provide public guardianship services	✓	✓
Provide educational resources	✓	
Investigate complaints against guardians	✓	✓
Provide ADA assistance	✓	✓



Results

OFFICE OF GUARDIANSHIP AND ELDER SERVICES

- Manage guardianship contracts.
- Investigate guardianship grievances.
- Manage guardian certification and regulation.
- Monitor certification requirements for approximately 300 professional guardians.
- Develop and host web-based lay guardian training for approximately 15,000 family guardians.
- Serve as a resource to local courts regarding ADA questions.





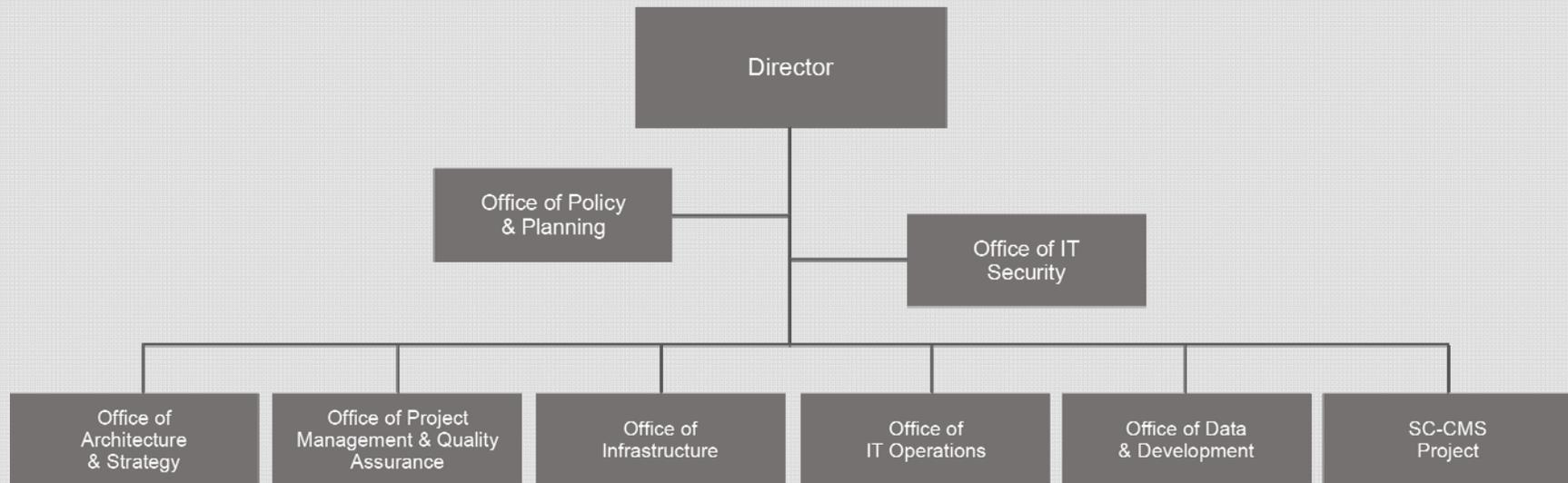
ADMINISTRATIVE OFFICE OF THE COURTS

Information Services Division

Implementing and operating modern systems for courts

Organization

INFORMATION SERVICES DIVISION



Leadership

INFORMATION SERVICES DIVISION



Vonnie Diseth
Director



Jennifer Creighton
*Associate Director,
Policy & Planning*



Terry Overton
*Information Security
Officer*



Kumar Yajamanam
*Manager, Office of
Architecture &
Strategy*

Leadership

INFORMATION SERVICES DIVISION



Kevin Ammons
*Manager, Office of
Project Management
Office (PMO) / QA*



Dennis Longnecker
*Manager, Office of
Infrastructure*



Mike Keeling
*Manager,
Office of
Operations*



Tammy Anderson
*Manager,
Office of Data &
Development*



Maribeth Sapinosa
*Manager,
SC-CMS
Project*



INFORMATION SERVICES DIVISION

Judicial Information System Committee

Membership

JUDICIAL INFORMATION SYSTEM COMMITTEE

- 5 Superior Court Representatives
- 5 Courts of Limited Jurisdiction Representatives
- 4 Appellate Court Representatives
- 3 At-Large Members



Responsibilities

JUDICIAL INFORMATION SYSTEM COMMITTEE

- Setting the strategic direction for the JIS.
- Establishing and/or approving JIS policies, standards, and procedures.
- Approving projects and setting priorities.
- Providing oversight of JIS projects.
- Approving budgets and funding requests for the JIS.
- Determining what JIS projects will be undertaken and establishing their scope.
- Providing general guidance and oversight to ISD in supporting the major applications that comprise the JIS.

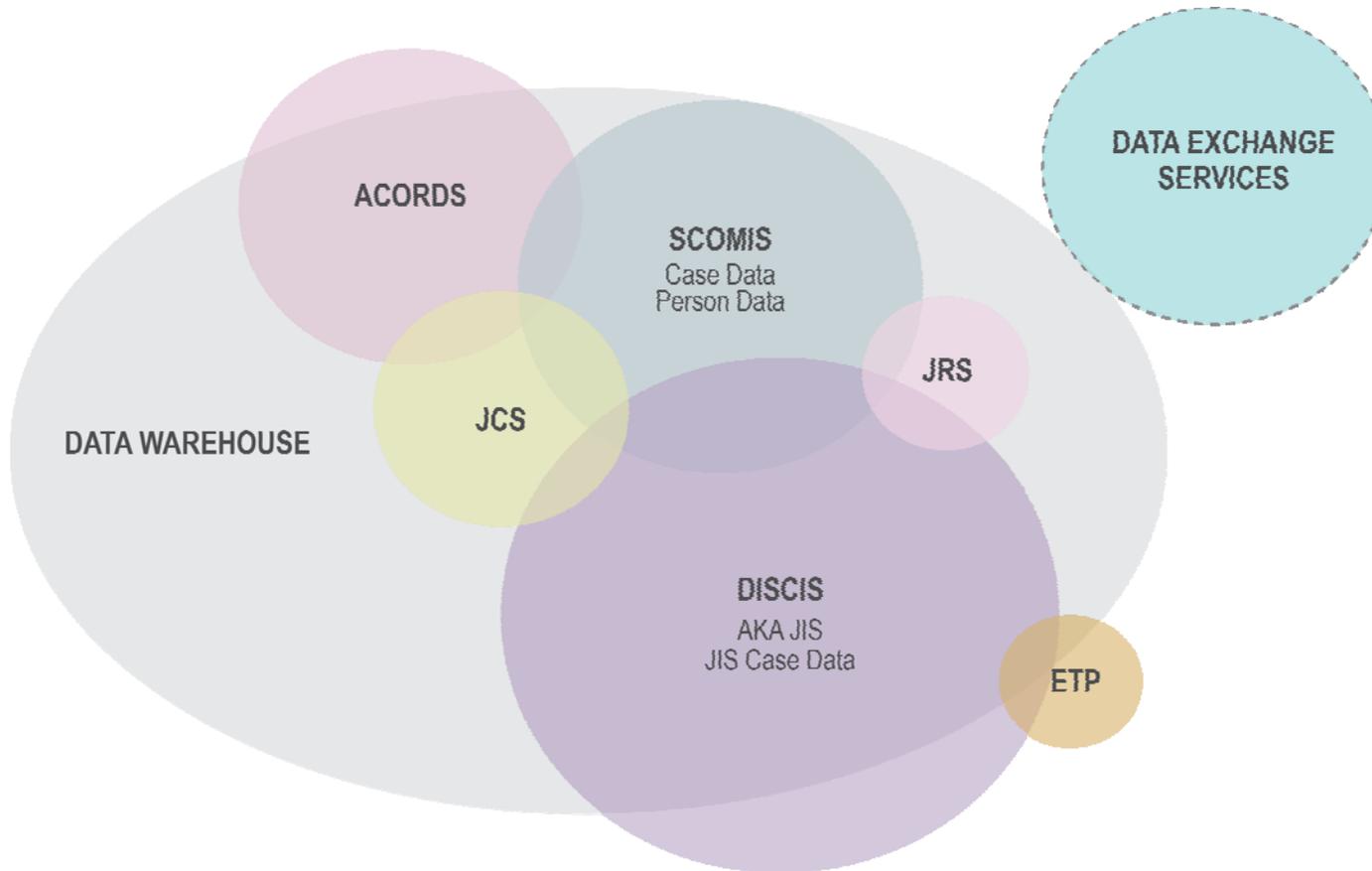


INFORMATION SERVICES DIVISION

Judicial Information System

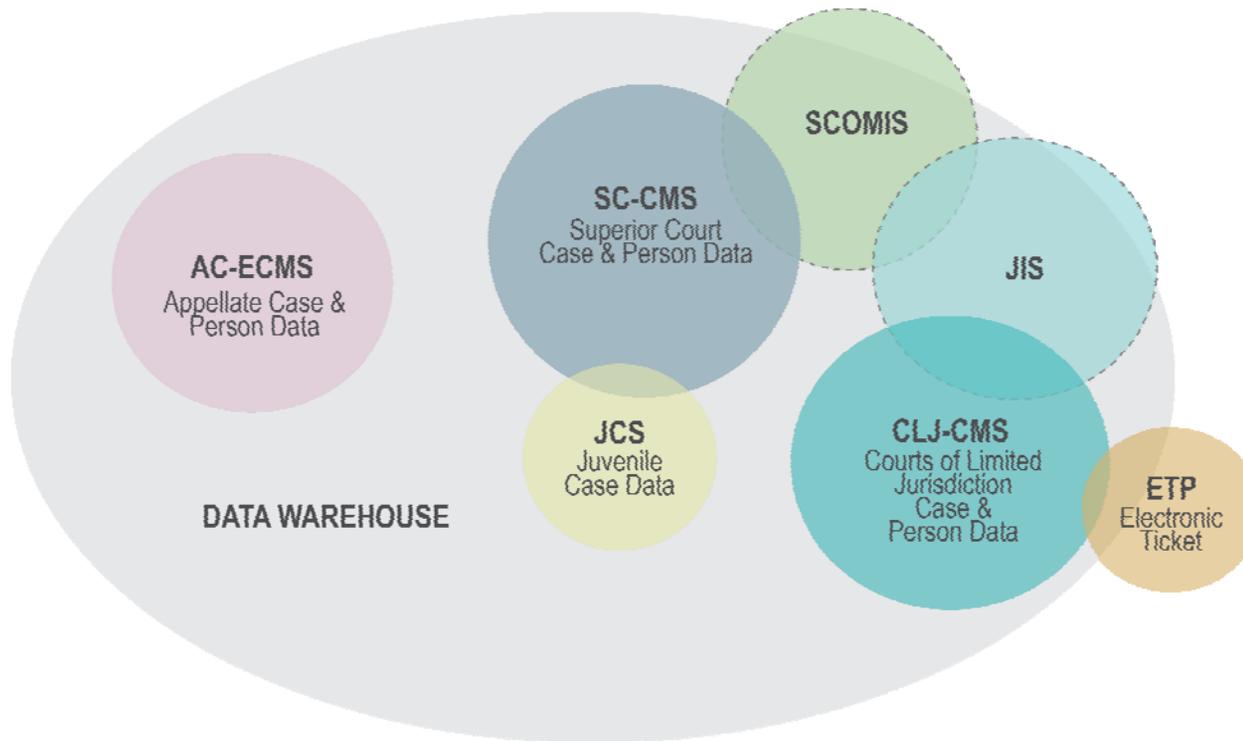
Today's JIS Applications

JUDICIAL INFORMATION SYSTEM



Tomorrow's JIS Applications

JUDICIAL INFORMATION SYSTEM



Primary JIS Applications

JUDICIAL INFORMATION SYSTEM

Acronym	Application Name	Serving
ACORDS	Appellate Court Records & Data System	Appellate Courts
SCOMIS	Superior Court Management Information System	Superior Courts & Juvenile
JRS	Judicial Receipting System	Superior Courts
CAPS	Court Automated Proceeding System	Superior Court – Yakima County Only
Odyssey	NEW – SCOMIS, JRS, and CAPS Replacement	Superior Courts & Juvenile
JABS	Judicial Access Browser System	Superior Courts, CLJ, & Juvenile
DISCIS (JIS)	District Court Information System	Superior Courts, CLJ, & Juvenile
JCS	Juvenile & Corrections System	Juvenile
DW	Data Warehouse	All courts & public access
ETP / VRV	Electronic Ticketing Process / Vehicle Related Violations	CLJ & Law Enforcement





INFORMATION SERVICES DIVISION

Office of Policy & Planning

Overview

OFFICE OF POLICY & PLANNING

Five units

- Internal Organizational Change Management & Communications
- IT Portfolio Management
- Release & Change Management
- IT Governance & Performance Measurement
- Business Liaisons





INFORMATION SERVICES DIVISION

Office of IT Security

Responsibilities

OFFICE OF IT SECURITY

- Manage the Information Security Program for AOC.
- Identify and raise Information Security issues to the CIO and State Court Administrator.
- Develop and maintain information security awareness, education, and training program for staff.
- Conduct IT risk assessments to identify and mitigate security vulnerabilities.
- Provide proactive and ongoing IT security improvements and recommendations.





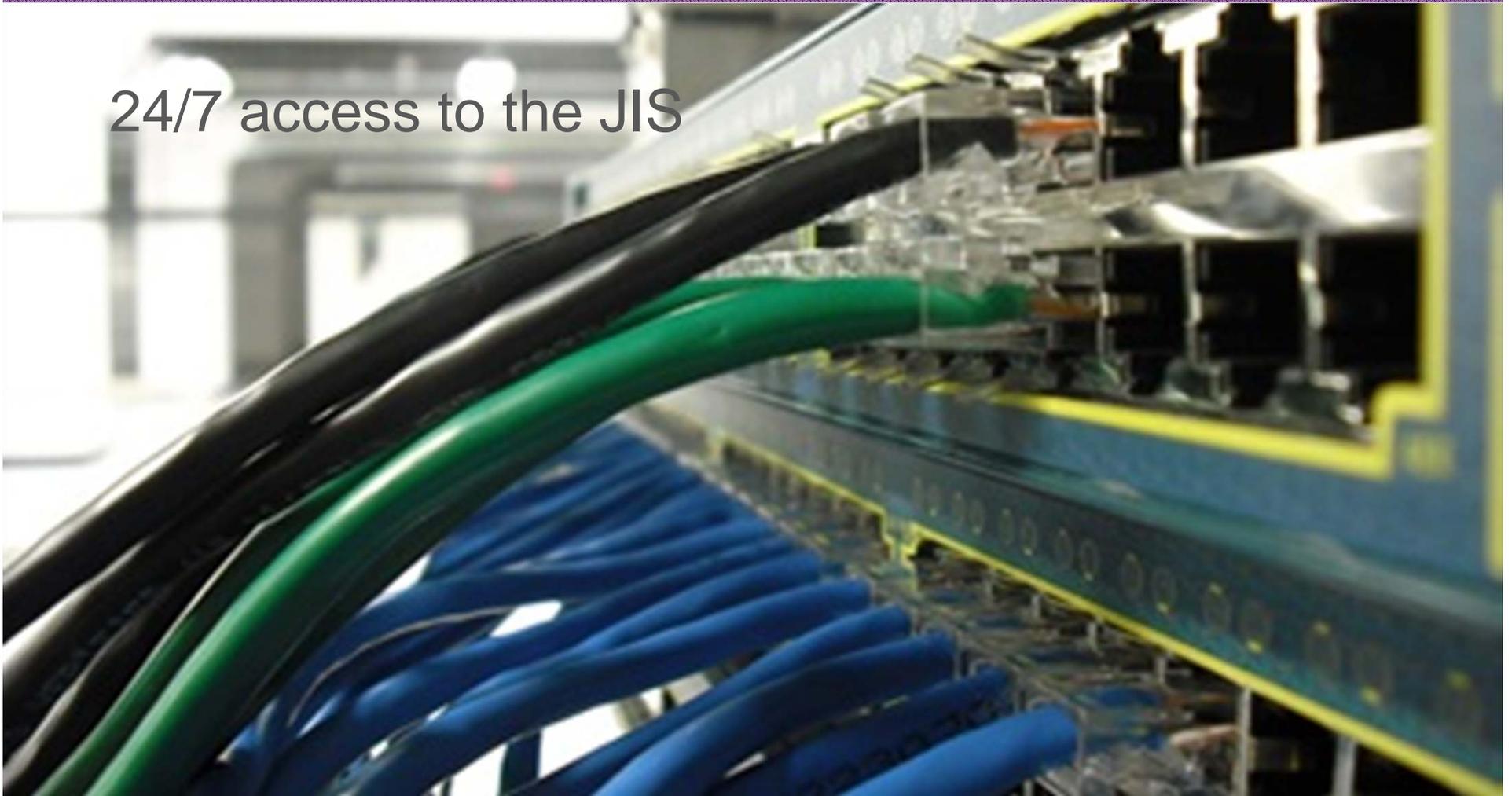
INFORMATION SERVICES DIVISION

Office of Infrastructure

Responsibilities

OFFICE OF INFRASTRUCTURE

24/7 access to the JIS





INFORMATION SERVICES DIVISION

Office of IT Strategy & Architecture

Overview

OFFICE OF IT STRATEGY & ARCHITECTURE

Two units

- Enterprise Architecture
- Solutions Architecture





INFORMATION SERVICES DIVISION

Office of Project Management & Quality Assurance

Overview

OFFICE OF PROJECT MANAGEMENT & QUALITY ASSURANCE

Two units

- PMO
- QA & Testing

Major IT Projects Underway

OFFICE OF PROJECT MANAGEMENT & QUALITY ASSURANCE

Project Name	Acronym
Superior Court – Case Management System	SC-CMS
Appellate Court – Enterprise Content Management System	AC-ECMS
Courts of Limited Jurisdiction – Case Management System	CLJ-CMS
Expedited Data Exchange / Information Networking Hub Program: <ul style="list-style-type: none">• Enterprise Data Repository (EDR) Core• Application Integration• Data Integration• Data Warehouse• Data Quality	EDE / INH
Courts of Limited Jurisdiction Records Retention and Destruction	
Judicial Access Browser Statewide Viewer	JABS





INFORMATION SERVICES DIVISION

Office of Data & Development

Overview

OFFICE OF DATA AND DEVELOPMENT

Three units

- Enterprise Data Warehouse
- Data Quality & Governance
- Development





INFORMATION SERVICES DIVISION

Office of IT Operations

Overview

OFFICE OF IT OPERATIONS

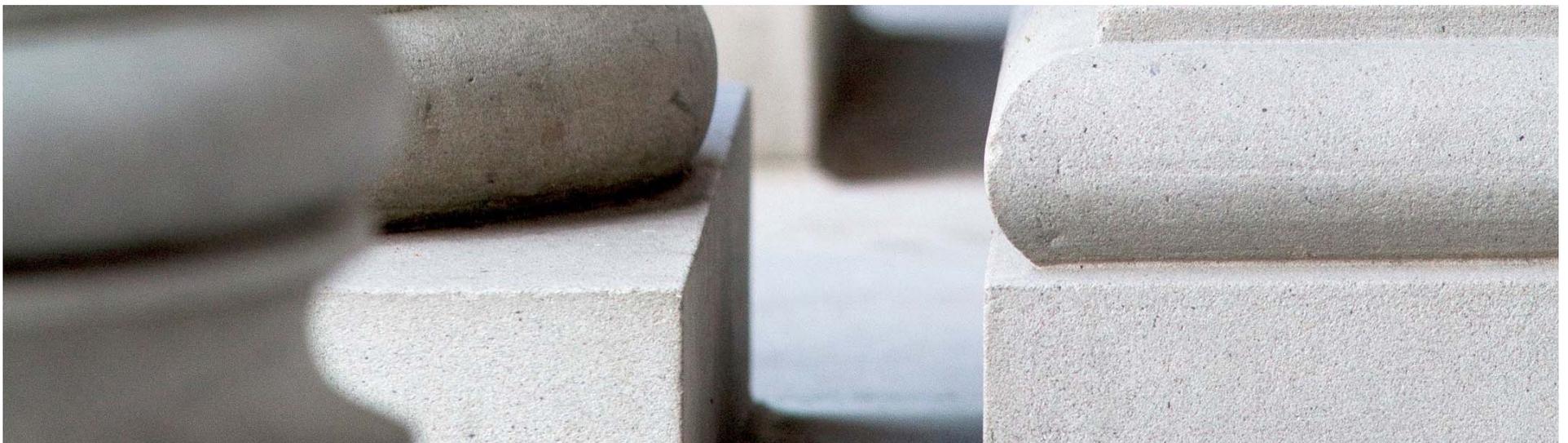
Three units

- Legacy Applications
- Standard Systems
- COTS



ADMINISTRATIVE OFFICE OF THE COURT

Next steps



Challenges

ADMINISTRATIVE OFFICE OF THE COURTS

- **Aging Information Technology Systems**
 - AOC supports over 70 applications from 4 years old to 35 years old
- **Capacity Issues**
 - Hiring, training, and retaining employees
 - Numerous projects with limited funding and staffing resources to do the work
- **Competing Priorities**
 - Prioritizing requests
 - Balancing maintenance activities with strategic growth opportunities
 - Allocating resources that are in high demand
 - Meeting the needs of the courts, judicial branch agencies, executive branch agencies, and the legislature
 - Maintaining a focus on “statewide” systems while trying to be responsive to individual county requests
- **Communication**
 - Keeping the courts informed on what we are doing
 - Ensuring that accurate information is shared throughout the court community



Tab 3

**Washington State Judicial Branch
2016 Preliminary Supplemental Budget Request**

Supreme Court State General Fund Maintenance Level Requests		
Title	FTE	Amount Requested
Benefits for Salary Increases in 2015 & 2016	FTE 0.0	\$12,000
Funding is requested to pay for the additional benefits associated with the elected official's salary increase as implement by the Salary Commission.		
Employment Security Department	FTE 0.0	\$19,000
Funding is requested for payment of unemployment compensation invoices.		
Total Request - Supreme Court	FTE 0.0	\$31,000
Supreme Court 2015-2017 Enacted Budget		\$15,085,000
Percent Increase		.21%

**Washington State Judicial Branch
2016 Preliminary Supplemental Budget Request**

Administrative Office of the Courts - General Fund State Requests		
Title	FTE	Amount Requested
Fund Transfer for the Courts of Limited Jurisdiction information networking hub	FTE 0.0	\$0
Funding is requested from the state general fund rather than the Judicial Information System Account to implement the courts of limited jurisdiction information networking hub (\$5.3 million from JIS to SGF).		
	FTE 0.0	\$0
Total Request- State General Fund	FTE 0.0	\$0

Administrative Office of the Courts - State General Fund Maintenance Level Requests		
Title	FTE	Amount Requested
Employment Security Department	FTE 0.0	\$107,000
Funding is requested for payment of unemployment compensation invoices.		
Technical Correction to Technology Savings	FTE 0.0	\$278,000
Funding is requested to correct errors in the computations used to implement information technology savings.		
	FTE 0.0	\$0
Total Maintenance Level Request State General Fund	FTE 0.0	\$385,000

**Washington State Judicial Branch
2016 Preliminary Supplemental Budget Request**

Administrative Office of the Courts-JIS Requests		
Title	FTE	Amount Recommended
Operational Staffing for Odyssey Support	FTE 4.0	\$492,000
Funding is requested to hire staff to support the new Superior Court Case Management System.		
AC-ECMS	FTE 0.0	\$55,000
Funding is requested for ongoing licensing and maintenance for the electronic case management system for the Appellate Courts.		
COTS Preparation for CLJ-CMS, JCS and AC-ECMS	FTE 0.0	\$564,000
Funding is requested to prepare existing systems to interact with the new Courts of Limited Jurisdiction Case Management System.		
Total Request JIS	FTE 4.0	\$1,111,000
Total AOC Request	FTE 4.0	\$1,496,000
AOC 2015-2017 Enacted Budget-All Sources		\$178,222,000
Percent Increase		0.83%
State Law Library		
Title	FTE	Amount Recommended
	FTE 0.0	\$
No 2016 supplemental request for the State Law Library		
Total Request Law Library	FTE 0.0	\$
State Law Library 2015-2017 Enacted Budget		\$3,147,000
Percent Increase		0.0%

**Washington State Judicial Branch
2016 Preliminary Supplemental Budget Request**

Court of Appeals		
Title	FTE	Amount Recommended
Reinstatement of Merit Increments	FTE 0.0	\$195,000 or \$319,000
Funding is requested to reinstate salary step increases for eligible employees.		
Office of the Attorney General	FTE 0.0	\$20,000
Funding is requested to reimburse the Attorney General's Office for services provided in fiscal year 2015 and to ensure that anticipated AGO costs will be paid in 2016.		
Employment Security Department	FTE 0.0	\$75,000
Funding is requested for payment of unemployment compensation invoices from ESD.		
Fringe Benefits for Elected Officials' Salary Increase	FTE 0.0	\$12,000
Funding is requested to cover the increase in benefits due to the salary adjustment for the Court of Appeals Judges.		
Retirement Buyout	FTE 0.0	\$94,000
Funding is requested to meet the leave buyout obligation for employees who have been with the Courts for many years.		
Total Request Court of Appeals	FTE 0.0	\$396,000-\$520,000
Court of Appeals 2015-2017 Enacted Budget		\$34,158,000
Percent Increase		1.16%-1.52%

**Washington State Judicial Branch
2016 Preliminary Supplemental Budget Request**

Office of Public Defense General Fund State Requests		
Title	FTE	Amount Requested
Mandatory Expense Expenditures	FTE 0.0	\$900,000
Funding is requested to pay for counsel for indigent persons facing sex predator civil commitment proceedings under Chapter 71.09 RCW.		
Federal Grant Expenditure Authority	FTE 0.0	\$TBD
OPD has two grant applications pending with the U.S. Department of Justice (DOJ). 1) Capacity Building for Monitoring and Improving Assigned Counsel Public Defense Systems. 2) Strategic Planning to Enhance Juvenile Defense.		
Leave Buyout	FTE 0.0	\$22,000
Funding is requested for leave buyout for OPD employees who will depart the agency in FY 2016 who have significant accrued leave.		
Total Request Office of Public Defense	FTE 0.0	Minimum \$922,000

OPD 2015-2017 Enacted Budget	\$78,108,000
Percent Increase	1.18%

Office of Civil Legal Aid General Fund State Requests		
Title	FTE	Amount Requested
Northwest Justice Project	FTE 0.0	\$TBD
Funding is requested to protect the ability of Northwest Justice Project to maintain presence in two key areas of the state (\$450,000 to \$550,000 estimate).		
Total Request Office of Civil Legal Aid	FTE 0.0	\$TBD

OCLA 2015-2017 Enacted Budget	\$26,991,000
Percent Increase	TBD%

**Washington State Judicial Branch
2016 Preliminary Supplemental Budget Request**

Total Request		
Title	FTE	Amount Requested
Total Request (All Sources)	FTE 4.0	\$2,845,000-\$2,969,000

Total 2015-2017 Enacted Budget	\$335,711,000
Percent Increase	0.84%-0.88%

Tab 4

**BOARD FOR JUDICIAL ADMINISTRATION
2015 – 2016 DUES**

Dear Colleagues,

In 1987, the Board for Judicial Administration, under the leadership of Chief Justice Pearson, established a private account funded with dues paid by judges from their personal funds. The initial reason for establishing the account was to pay for dinner meetings with legislators for which the use of public funds is not appropriate. Contributions from judges of all court levels was deemed appropriate as the legislative agenda of the Board for Judicial Administration represents the judiciary as a whole and generally seeks improvements that affect all court levels. The dues have been levied on an as-needed basis through the years, on average about once every two years. The most recent dues levy occurred in 2012. The dues schedule has remained unchanged since 1992.

The primary uses of the account are:

- Travel expenses related to Salary Commission hearings
- Legislative dinners, receptions, and “brown bag” sessions
- Travel expenses for judges testifying before the legislature on behalf of the Board for Judicial Administration
- Board for Judicial Administration events that exceed the state per diem
- Miscellaneous expenses such as recognition gifts for Board members leaving the Board and photographs of bill signings

On behalf of the Board for Judicial Administration, we are asking you to participate in supporting the Board’s efforts on your behalf and that of the judicial branch of government. Please direct any questions you may have regarding this notice or the purposes for which these dues are used to either your BJA representative or Ms. Misty Butler. Ms. Butler can be reached at 360.705.5226.

Sincerely,

Chief Justice Barbara Madsen

Judge Scott Sparks

Board for Judicial Administration Dues Schedule

Supreme Court Justices	\$55.00
Court of Appeals Judge	\$55.00
Superior Court Judge	\$55.00
Courts of Limited Jurisdiction Judge (full-time)	\$55.00
Courts of Limited Jurisdiction Judge (part-time)	\$30.00

**Please make check payable to BJA and mail to:
Colleen Clark, PO Box 41170, Olympia, WA 98504-1170**

Thank you.

Tab 5



August 14, 2015

TO: Board for Judicial Administration Members

FROM: Judge Judy Rae Jasprica, BJA Court Education Committee Chair
Judge Douglas J. Fair, BJA Court Education Committee Co-Chair

RE: Court Education Committee Report

I. Work in Progress

The CEC Budget Committee met on August 4 and again on August 7 to allocate the \$625,000 biennial budget they received for judicial education. The recommendations were disseminated to the entire CEC for their review via e-mail asking them to vote on various policies and procedures and the proposed FY16 and FY17 allotments. On Friday, August 14, 2015 the CEC approved the proposed budgets.

On August 4, 2015, the Chief Justice ordered the sunset of the Board for Court Education via court order.

The CEC formally sunset the Mandatory Continuing Judicial Education Committee. The CEC will assume their normal roles and responsibilities. If the general rule or standards need to be reviewed, an ad-hoc committee will be created to do so. The CEC submitted recommended changes to GR26 and the standards. Changes were administrative in nature, changing reference to the BCE to the CEC.

The CEC formally sunset the Judicial College Trustees. Policies and governance of the Judicial College will become the responsibility of the CEC. A new committee was formed to begin looking at the possible development of a one to five year curriculum for newly elected judicial officers.

The CEC created a second ad-hoc committee to develop an educational curriculum for court personnel from their first day of service to their last. At this time, it would include the Institute for New Court Employees and the Institute for Court Management.

The next CEC meeting will be September 28, 2015 from 9 –12 at the SeaTac Office (lower office).

II. Short-term Goals

The CEC will formulate their mission, goals and strategic plan for education. The CEC will also adopt a communication plan to develop relationships between the other BJA standing committees and the BJA as a whole.

Develop in-state Judicial Education Leadership Institute.

Begin work on articulating judicial education needs and the associated costs in order to submit biennial request to the BJA in March 2016.

III. Long-term Goals

Develop a stable funding source for court education.



Board for Judicial Administration

Policy and Planning Committee

COMMITTEE REPORT – AUGUST 14, 2015

I. Membership

The current membership of the Committee is:

Judge Janet Garrow, Chair
Judge Michael Downes
Judge J. Robert Leach
Chief Justice Barbara Madsen
Judge G. Scott Marinella
Judge Scott Sparks

II. Committee Meetings

The most recent meeting of the Committee was June 5, 2015. The next meeting is TBD.

III. Committee Activities

- a. Strategic Issue Management Initiative. The Committee has undertaken a project designed to strengthen intra-branch collaboration and to address critical strategic issues by working with judicial system stakeholders to identify issues of mutual importance and to jointly develop strategies to address them. Twenty-three system partner organizations have been identified, and each was asked to provide a liaison to the project. These liaisons have been designated. (Attached.)

There are four major steps in the issue management process:

1. Monitoring of trends and conditions in the environment
2. Identification of issues
3. Analyses of issues and strategy formation
4. Implementation, communication and assessment

The project launched with a forum on June 5, attended by liaisons from the stakeholder organizations, committee members, staff and several observers. The forum was facilitated by John Greacen, a nationally recognized court management consultant.

The goal of the forum was to address the first two steps in the process by having the liaisons discuss those issues in their task environments that are of importance to their organizations, and to discuss areas of mutual interest. Liaisons were also invited to provide written lists of five issues that they would be willing to engage directly in subsequent steps in the issue management process. The output of the forum was a list of approximately 140 notations that referred to issues affecting the judicial branch and at least one stakeholder organization.

This preliminary list was organized into a typological issue inventory containing approximately 80 issues and sub-issues. (Attached.) This issue inventory was then used to follow up on the forum with an online survey of the liaisons. The intent of the survey is to more specifically assess the attitudes of the stakeholder liaisons with respect to each issue in terms of the importance of the issue to their organization and their assessment of the feasibility of a project to address the issue. In addition, liaisons were asked again to indicate those issues that they would be willing to engage in directly. The survey was released on June 29th. All of the liaisons completed the survey, the last being completed on July 27.

The Committee is evaluating the survey responses at present for the purpose of identifying those issues that will move on to step 3 in the issue management process (analysis and strategy development). The Committee will organize a small workgroup for each identified issue. These workgroups will be asked to develop a short description of the issue and to identify additional stakeholder groups that may have an interest in the issue. These issue stakeholders will be added to the system stakeholders to form expanded workgroups, and these workgroups will be asked to develop brief analyses and proposed strategies. The output of that step will be a portfolio of issue prospectuses that provide issue descriptions and a proposed strategies for each of the identified strategic issues. These will then be considered by the Committee as well as the stakeholder organizations for recommendations to the respective organizations for action.

- b. Court Performance and Accountability Issues. The Committee has been tasked with oversight of the best practices function of the BJA and the work of the Public Trust and Confidence Committee. In addition, at its March 20 meeting the BJA referred the matter of judicial evaluations to the Policy and Planning Committee.

In April the Committee agreed to defer these matters until after the change in membership and leadership, which occurred in July, and to then consider whether to manage the three matters separately and distinctly, or to consider approaching them as in a comprehensive manner as related to each other within a broader framework under the rubric of performance and accountability.

IV. Future Work.

The committee charter directs the Committee to review of the BJA mission statement, vision statement, principal policy goals and strategic goals of the BJA. These will be undertaken in 2016.

System Partner Liaisons (6/5/15)

Association of Washington Cities	<i>Heidi Ann Wachter</i>
Association of Washington Superior Court Administrators	<i>Frank Maiocco</i>
Civil Legal Aid Oversight Committee	<i>Jim Bamberger</i>
District and Municipal Court Judges' Association	<i>G. Scott Marinella</i>
District and Municipal Court Management Association	<i>Suzanne Elsner</i>
Judicial Information System Committee	<i>Judge Jeanette Dalton</i>
Office of Public Defense Advisory Committee	<i>Sophia Byrd McSherry</i>
Superior Court Judges' Association	<i>Judge Linda Krese</i>
Washington Association of Criminal Defense Lawyers	<i>Louis A. Frantz</i>
Washington Association of Juvenile Court Administrators	<i>Bonnie Bush</i>
Washington Association of Prosecuting Attorneys	<i>Mark McClain</i>
Washington Defense Trial Lawyers	<i>Jillian Hinman</i>
Washington State Access to Justice Board	<i>Ishbel Dickens</i>
Washington State Association for Justice	<i>Nathan Roberts</i>
Washington State Association of Counties	<i>Kevin Bouchey</i>
Washington State Association of County Clerks	<i>Ruth Gordon</i>
Washington State Association of Municipal Attorneys	<i>W. Scott Snyder</i>
Washington State Bar Association	<i>Anthony Gipe</i>
Washington State Court of Appeals	<i>Judge J. Robert Leach</i>
Washington State Gender and Justice Commission	<i>Justice Barbara Madsen</i>
Washington State Interpreter Commission	<i>Justice Steven Gonzalez</i>
Washington State Minority and Justice Commission	<i>Justice Mary Yu</i>
Washington State Office of the Attorney General	<i>Christina Beusch</i>
Washington State Supreme Court	<i>Justice Barbara Madsen</i>

BJA Policy and Planning Committee

Strategic Issue Management Initiative

ISSUE INVENTORY

CASE CHARACTERISTICS:

1. Mental health and the judicial system (ALL)
 - a. in adult cases
 - b. in juvenile cases
 - c. rules and judicial processing
 - d. availability of treatment and services

2. Juveniles and the judicial system (ALL)
 - a. systemic case process improvement
 - b. alternatives to detention
 - c. racial disproportionality and cultural competence
 - d. mental health
 - e. sexual identity, treatment/safety in custody
 - f. truancy
 - g. dependency and foster care
 - h. BECCA legislation

3. Reliance on criminal sanctions (decriminalization)(ALL)
 - a. mental health cases
 - b. juvenile (alternatives to detention)
 - c. adult misdemeanor, non-violent offenses
 - d. DWLS3*
 - e. disproportional racial impacts
 - f. pre-trial detention/bail
 - g. alternatives to incarceration

4. Post-judgment obligations (ALL)
 - a. relicensing following license suspension
 - b. re-entry following incarceration
 - c. legal financial obligations

COURT FUNDING, STRUCTURE, GOVERNANCE:

5. Local justice system funding (ALL)
 - a. Structural deficits
 - b. Revenue sources
 - c. State v. local funding responsibilities
6. State funding of due process costs – indigent defense, interpreters, etc.
7. Accountability and performance measurement – transparency, measures, data for decisions
8. High cost cases –murder, complex, multiple defendants
9. Equitability/regressive funding sources (ALL)
 - a. Due process services
 - b. Court operations
 - c. Court technology funding sources
10. Municipal courts -- autonomy, flexibility, innovation, accountability, governance structures
11. Non-unified court system
12. Local rules – inconsistent, use of model rules

COURT OPERATIONS:

13. Technology (ALL)
 - a. CMS – implementation in superior courts
 - b. CMS in district and municipal
 - c. E-everything – e-filing, e-service, e-records, e-appearances – statewide system
 - d. Data exchange
 - e. JIS funding – adequacy, reliability (TF sweeps), equitability of sources
 - f. Universal cashiering capacity
 - g. FTA – personal device reminder to appear
 - h. Appellate court technology
14. Access (ALL)
 - a. access to attorneys (availability, cost of)
 - b. access to courts (hours of operation, remote access)
 - c. online access to process (e-filing, e-service, e-records, e-appearances)
 - d. access to information (e-records, plain-language forms)

15. Systemic (global v. local) and court efficiency (ALL)
 - a. Global efficiency and process improvement – research, data, outcome measures
 - b. Costs of prosecution
 - c. Resource utilization – facilities, personnel
 - d. Definition of “conflict”
16. Personnel (ALL)
 - a. Succession planning
 - b. Recruitment and retention
 - c. Training of court personnel at all levels
17. Customer satisfaction

FAIRNESS AND DUE PROCESS:

18. Diversity and cultural competence (ALL)
 - a. Bias in justice system, ethos of cultural competence – personal, institutional
 - b. Handling of sexual identity issues
 - c. Handling of sexual identity issues of juveniles
 - d. Civic education
19. Indigent defense (ALL)
 - a. Adequate funding
 - b. State funding
 - c. Ability to monitor caseloads
 - d. Training
20. Interpretation (ALL)
 - a. Universal provision – no waiver, no costs
 - b. Court/county LEP plans
 - c. Statewide directory, scheduling system
 - d. Remote systems
 - e. State funding
21. Jury reform (ALL)
 - a. Jury pool sourcing
 - b. Diversity
 - c. Efficiency

Tab 6



August 14, 2015

TO: Board for Judicial Administration (BJA) Members and Liaisons
FROM: Misty Butler, BJA Administrative Manager
RE: AUGUST ADMINISTRATIVE MANAGER STATUS UPDATE

Member's Guide

The 2015- 2016 BJA Member Guide is complete. Members will be asked for suggestions going forward so we can improve the guide and ensure it is meeting needs/expectations.

BJA Orientation

Chief Justice Madsen, Judge Sparks and the BJA Administrative Manager are developing a BJA member orientation plan. They will be seeking input from BJA members.

Board Member Visits

The BJA Administrative Manager is currently visiting members at their courthouses. The purpose is to visit with them each individually and listen to their ideas about how to improve the BJA.

The visits will also be an opportunity for the BJA Administrative Manger to observe court in session (if possible) to continue her immersion into the Washington State court system.

Strengthen Communication/Collaboration between BJA Standing Committees

The BJA Standing Committee Staff continue to meet to work on improving communication and collaboration among the committees and with the BJA. Current agenda items include:

- Charter updates
- Committee budgets
- Committee work plans
- Administrative support time study

Tab 7

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 RULE 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. 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 four standing committees: Policy and Planning, 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.

(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; amended effective September 1, 2014.]

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.]



[Courts Home](#) > [Programs & Orgs](#) > [BJA](#)



[Search](#) | [Site Map](#) | [eService Center](#)

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.

Approved for Circulation--7/27/87
Amended 1/21/00
Amended 9/13/00
Amended 5/17/02
Amended 5/16/03
Amended 10/21/05
Amended 03/16/07

[Courts](#) | [Organizations](#) | [News](#) | [Opinions](#) | [Rules](#) | [Forms](#) | [Directory](#) | [Library](#)
[Back to Top](#) | [Privacy and Disclaimer Notices](#)

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**

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.

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.)