

# THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE SUGGESTED )  
AMENDMENTS TO JISC RULES 1-11 AND 14-18 )  
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## ORDER

NO. 25700-A-1618

The Judicial Information Systems Committee (JISC), having recommended the suggested amendments to JISC Rules 1-11 and 14-18, and the Court having approved the suggested amendments for publication;

Now, therefore, it is hereby

ORDERED:

(a) That pursuant to the provisions of GR 9(g), the suggested amendments as attached hereto are to be published for comment in the Washington Reports, Washington Register, Washington State Bar Association and Administrative Office of the Court's websites in January 2025.

(b) The purpose statement as required by GR 9(e) is published solely for the information of the Bench, Bar and other interested parties.

(c) Comments are to be submitted to the Clerk of the Supreme Court by either U.S. Mail or Internet E-Mail by no later than April 30, 2025. Comments may be sent to the following addresses: P.O. Box 40929, Olympia, Washington 98504-0929, or [supreme@courts.wa.gov](mailto:supreme@courts.wa.gov). Comments submitted by e-mail message must be limited to 1500 words.

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ORDER

IN THE MATTER OF THE SUGGESTED AMENDMENTS TO JISC RULES 1-11 AND 14-18

DATED at Olympia, Washington this 5th day of December, 2024.

For the Court

  
CHIEF JUSTICE

**GR 9 COVER SHEET**  
**Suggested Amendment to**  
**Judicial Information Systems Committee Rules: 1-11 and 14-18**  
**Submitted by the Judicial Information Systems Committee**

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**A. Name of Proponent:** Judicial Information Systems Committee (JISC)

**B. Spokespersons:** Justice Barbara A. Madsen, Chair  
Judge John Hart, Vice-Chair

**C. Purpose:**

These revisions to the language of the Judicial Information Systems Committee (JISC) Rules (JISCRs) are being proposed to reconcile various sections to developments in organizational changes, policies, and current technology, which have occurred since the inception of the JISC in 1976 or the most recent update to the JISCRs.

The JISC considered the revisions proposed to these rules at its regular meetings throughout 2024. Each of these changes were considered by the committee and unanimously approved. The changes proposed represent the consensus of the committee on changes needed to bring these rules into line with changes that have occurred since they were last updated.

We seek to amend, delete, and add language to JISCR 1 to clarify the responsibility over the Judicial Information System and more accurately define which system is administered.

We seek to amend language to JISCR 2 to update the name of an association and to correct grammar.

We seek to amend and add language to JISCR 3 to update terminology and to correct grammar.

We seek to amend and add language to JISCR 4 to reflect the current stage of the Judicial Information System (JIS).

We seek to amend and add language to JISCR 5 to update terminology and to include the statewide data standard, and the process and responsibilities surrounding this standard.

We seek to amend and add language to JISCR 6 to update terminology and to revise the entity responsible for reporting.

We seek to amend language to JISCR 7 to revise the entity responsible for creating a set of codes for criminal charges, civil actions, juvenile referrals, attorney identification, and standard disposition identification codes. We also seek to eliminate the responsibility for creating case numbering systems as this function is obsolete in modern case management systems.

We seek to amend JISCR 8 to update terminology and to revise the entity responsible for records retention.

We seek to amend and add language to JISCR 9 to update terminology.

We seek to amend and add language to JISCR 10 to update terminology and to revise the entity responsible for assigning and maintaining a uniform attorney identification number for use in JIS.

We seek to amend and add language to JISCR 11 to update terminology and to revise the entity responsible for maintaining on file a copy of all system documentation related to the collection, storage, and dissemination of such information.

We seek to amend and add language to JISCR 14 to update terminology and to correct grammar. The revisions also clarify that the activity governed by this rule is the entry of court data, rather than the broader term data processing.

We seek to amend, delete, and add language to JISCR 15 to update terminology, delete a section that has been marked rescinded, update the sequential order of sections to account for the deletion, include references to GR31 and GR 31.1 to further substantiate JISCR 15, and to revise the entity responsible for promulgating policies and procedures for handling applications for electronic information. Also, we propose the removal of a policy statement at the beginning of this rule.

We seek to amend, delete, and add language to JISCR 16 to update terminology, specify jurisdiction over the policies and guidance of the Supreme Court and the Judicial Information System Committee as it relates to the development, management, operation, and use of the Judicial Information System.

We seek to add language to JISCR 17 to provide further information regarding the effective dates of JISCRs that have been amended or adopted after May 15, 1976.

We seek to amend JISCR 18 to update terminology.

We request these changes to modernize the JISCRs to the current organizational and technological court environment.

**D. Hearing:** A hearing is not requested.

**E. Expedited Consideration:** Expedited consideration is not requested.



47 representative of the users at each level. Ad hoc committees shall also be established  
48 for the purpose of monitoring specific projects undertaken by the Judicial Information  
49 System.

50  
51 **JISCR 3**  
52 **STAFF**  
53

54 Staff for the Judicial Information System Committee will be provided by and be  
55 responsible to the ~~Administrator for~~ Administrative Office of the Courts ~~who~~ which will be  
56 charged with providing operational, statistical, and other information to legitimate and  
57 appropriate users of judicial information.

58  
59 **JISCR 4**  
60 **BUDGETS**  
61

62 The Administrator for the Courts, under the direction of the Judicial Information  
63 System Committee, and with the approval of the Supreme Court, shall prepare funding  
64 requests for personnel, hardware, and software as required for a ~~phased-~~  
65 ~~implementation~~ the maintenance and upgrade of the Judicial Information System. Any  
66 budget requests prepared by the Administrator for the Courts shall address the issues  
67 of control and dissemination of data from court files, developmental and operational  
68 priorities, a clear definition of operational expenses and security, and privacy of  
69 information and facilities within the system.

70  
71 **JISCR 5**  
72 **STANDARD DATA ELEMENTS**  
73

74 A standard court data element dictionary for the Judicial Information System shall be  
75 prepared and maintained by the ~~Administrator for~~ Administrative Office of the Courts  
76 with the approval of the Judicial Information System Committee. A statewide data  
77 standard for locally operated, alternate electronic court record systems shall be  
78 prepared and maintained by the Administrative Office of the Courts with the approval of  
79 the Judicial Information System Committee. This data standard shall be consistent with  
80 the standard court data element dictionary and will identify data elements that are  
81 necessary for the operation of the Judicial Information System. Any modifications,  
82 additions, or deletions from the standard court data element dictionary or the data  
83 standard for locally operated, alternate court record systems must be reviewed and  
84 approved by the Judicial Information System Committee.

85  
86 **JISCR 6**  
87 **REPORTS**  
88

89 The ~~Administrator for~~ Administrative Office of the Courts shall furnish to the  
90 courts and clerks of the state standard report formats as recommended and approved  
91 by the Judicial Information System Committee. Records and reports either in  
92 ~~computerized~~ electronic or manual formats shall be in accordance with the standard

93 court data elements established by the Judicial Information System Committee and  
94 consistent with the definitions contained therein.

95  
96 **JISCR 7**  
97 **CODES AND CASE NUMBERS**  
98

99 The ~~Administrator for Administrative Office of~~ the Courts shall establish, with the  
100 approval of the Judicial Information System Committee, a uniform set of codes and case  
101 ~~numbering systems~~ for criminal charges, civil actions, juvenile referrals, attorney  
102 identification, and standard disposition identification codes.  
103

104 **JISCR 8**  
105 **RETENTION**  
106

107 The ~~Administrator for Administrative Office of~~ the Courts shall establish retention  
108 periods for all ~~computerized~~ electronic records based upon the recommendations of the  
109 Judicial Information System Committee and consistent with state law.  
110

111 **JISCR 9**  
112 **COMMUNICATIONS LINK DATA EXCHANGES WITH OTHER SYSTEMS**  
113

114 The Judicial Information System will serve as the ~~communications link data~~  
115 exchange source for the courts with all local, regional, statewide, and national ~~noncourt~~  
116 governmental systems. The Judicial Information System shall perform all functions  
117 relating to the transfer of ~~computerized~~ electronic judicial data or information except as  
118 specifically approved by the Supreme Court upon the recommendations of the Judicial  
119 Information System Committee.  
120

121 **JISCR 10**  
122 **ATTORNEY IDENTIFICATION NUMBERS**  
123

124 The ~~Office of the Administrator for Administrative Office of~~ the Courts will assign  
125 and maintain a uniform attorney identification number consistent with the number  
126 currently ~~utilized~~ used by the Washington State Bar Association. The use of such code  
127 numbers will be subject to rules promulgated by the Supreme Court upon  
128 recommendations by the Judicial Information System Committee and the Board of  
129 Governors of the Washington State Bar Association.  
130

131 **JISCR 11**  
132 **SECURITY, PRIVACY, AND CONFIDENTIALITY**  
133

134 All court record systems must conform to the privacy and confidentiality rules as  
135 promulgated by the Supreme Court upon the recommendation of the Judicial  
136 Information System Committee, which rules shall be consistent with all applicable law  
137 relating to public records. Any modifications, additions, or deletions from the established

138 rules must be reviewed by the Judicial Information System Committee and approved by  
139 the Supreme Court. Additionally:

140  
141 (a) Courts obtaining information from ~~computerized~~ electronic files subject to  
142 special security and privacy administrative rules or legislative direction must ~~insure~~  
143 ensure that all such rules or legislative enactments are followed in the handling of such  
144 information.

145  
146 (b) In all automated systems, ~~duplicate records~~ electronic data backups must be  
147 prepared regularly and stored separately and a transaction log kept of all record  
148 changes covering the entire time period since the preparation of the last ~~duplicate set of~~  
149 records-electronic data backups.

150  
151 (c) The ~~Office of the Administrator for~~ Administrative Office of the Courts will  
152 maintain a library of court system documentation for the state. All automated information  
153 systems which have received approval from the Supreme Court to collect, store, and/or  
154 disseminate ~~computerized~~ electronic judicial information must submit to the ~~Office of the~~  
155 Administrator for Administrative Office of the Courts and maintain on file a copy of all  
156 system documentation related to the collection, storage, and dissemination of such  
157 information.

158  
159 **JISCRs 12 and 13 [Unchanged.]**

160  
161 **JISCR 14**

162 **CONTROL OF COURT DATA ENTRY PROCESSING EQUIPMENT**

163  
164 ~~Entry of court Ddata processing for courts~~ shall be ~~processed~~ accomplished on  
165 computer equipment managed and controlled by the courts. In exceptional instances  
166 where extreme care has been taken to ~~insure~~ ensure the integrity of the internal function  
167 of the courts, explicit approval may be obtained from the Supreme Court upon the  
168 recommendation of the Administrator for the Courts and the Judicial Information System  
169 Committee to utilize ~~facilities~~ computer equipment not totally managed and controlled by  
170 the courts.

171  
172 **JISCR 15**

173 **DATA DISSEMINATION OF COMPUTER-BASED ELECTRONIC COURT**  
174 **INFORMATION**

175  
176 ~~It is declared to be the policy of the courts to facilitate public access to court records,~~  
177 ~~provided such disclosures in no way present an unreasonable invasion of personal~~  
178 ~~privacy and will not be unduly burdensome to the ongoing business of the courts.~~

179 Due to the confidential nature of some court information, authority over the  
180 dissemination of such information shall be exercised by the judicial branch pursuant  
181 General Rule 31 (Court Case Records) and General Rule 31.1 (Court Administrative  
182 Records). In furtherance of the access to records requirements in GR 31 and GR 31.1,



183 ~~1.~~ This rule establishes the minimum criteria to be met by each information request  
184 before allowing dissemination.

185  
186 **(a) Application.** This rule applies to all requests for ~~computer-based~~ electronic  
187 court information submitted by an individual, as well as public and private  
188 associations and agencies. This rule does not apply to requests initiated by or  
189 with the consent of the Administrator for the Courts for the purpose of answering  
190 a request vital to the internal business of the courts.

191  
192 **(b) Excluded Information.** Records sealed, exempted, or otherwise restricted by  
193 law or court rule may not be released to the general public except by court order.

194  
195 ~~**(c) Data Dissemination Committee.** [Rescinded.]~~

196  
197 ~~**(d)**~~ **Data Dissemination Policies and Procedures.** The Administrator for  
198 Administrative Office of the Courts shall promulgate policies and procedures for  
199 handling applications for ~~computer-based~~ electronic information. These policies and  
200 procedures shall be subject to the approval of the Judicial Information System  
201 Committee.

202  
203 **(e) Information for Release of Data.** Information which must be supplied by the  
204 requestor and upon which evaluation will be made includes:

- 205  
206 (1) ~~Requestor's identifying information concerning the applicant;~~  
207  
208 (2) Statement of the intended use and distribution;  
209  
210 (3) Type of information needed.

211  
212 ~~**(f)**~~ **Criteria To Determine Release of Data.** The criteria against which the  
213 applications are evaluated are as follows:

- 214  
215 (1) Availability of data;  
216  
217 (2) Specificity of the request;  
218  
219 (3) Potential for infringement of personal privacy created by release of the  
220 information requested;  
221  
222 (4) Potential disruption to the internal, ongoing business of the courts.

223  
224 **(g) Cost.** The requestor shall bear the cost of honoring the request for information in  
225 accordance with section ~~(d)~~.

226  
227 **(h) Appeal.** If a request is denied by the Administrator for the Courts, the requestor  
228 may appeal the decision to the Judicial Information System Committee in accordance

229 with section (d). The Judicial Information System Committee shall review and act upon  
230 the appeal in accordance with procedures promulgated by the Committee for this  
231 purpose.

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236

**JISCR 16**  
**RECORDING AND DISSEMINATION OF JUDICIAL INFORMATION SYSTEM**  
**POLICIES DATA PROCESSING**

237 The Administrative Office of the Courts shall be responsible for the recording and  
238 dissemination of ~~decisions concerning the policies and guidance~~ of the Supreme Court  
239 and the Judicial Information System Committee in relating to the area of data-  
240 processing development, management, operation, and use of the Judicial Information  
241 System, ~~except for such policies as relate to the preparation of appellate court opinions~~  
242 ~~and their publication in the official law reports which are the responsibility of the~~  
243 ~~Washington Court Reports Commission.~~

244  
245  
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247

**JISCR 17**  
**EFFECTIVE DATE**

248 These rules, with the exception of rule 2, shall take effect on May 15, 1976. Rule  
249 2 shall take effect on July 1, 1976, and until such time, the Superior Courts  
250 Management Information System (SCOMIS) Committee formed on February 21, 1974,  
251 shall continue to function as directed by this court. All other rules that are adopted or  
252 amended shall take effect in accordance with Supreme Court rule making authority.

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**JISCR 18**  
**ADDING RECORDS TO THE JUDICIAL INFORMATION SYSTEM**

257 In all courts adding records to the Judicial Information System, for all persons on  
258 whom a juvenile or adult criminal offense, infraction, or a juvenile non-offender case is  
259 filed, a record will be created in the person ~~data base~~ database according to rules and  
260 procedures adopted by the Judicial Information System Committee. Provided, truancy  
261 records associated with a juvenile who has no other case history, and records of a  
262 juvenile's parents who have no other case history, shall be removed from the Judicial  
263 Information System when the juvenile is no longer subject to the compulsory attendance  
264 laws under Chapter 28A.225 RCW.