

FILED
SUPREME COURT STATE
OF WASHINGTON
JUNE 5, 2025
BY SARAH R. PENDLETON
CLERK

THE SUPREME COURT OF WASHINGTON

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

ORDER

NO. 25700-A-1640

The Judicial Information System Committee, having recommended the adoption of the proposed amendments to JISC Rules 1-11 and 14-18, and the Court having published the proposed amendments for comment, and having considered the proposed amendments, and having determined that the proposed amendments will aid in the prompt and orderly administration of justice;

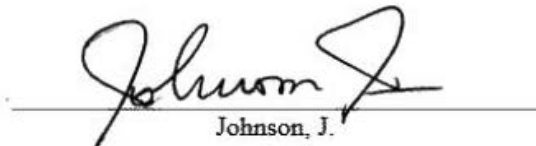
Now, therefore, it is hereby

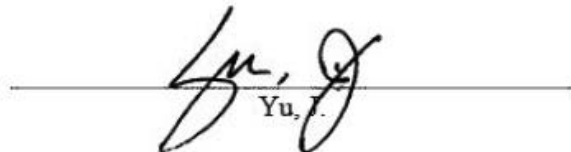
ORDERED:

- (a) That the proposed amendments as attached hereto are adopted.
- (b) That the proposed amendments will be published in the Washington Reports and will become effective September 1, 2025.

DATED at Olympia, Washington this 5th day of June, 2025.


CHIEF JUSTICE

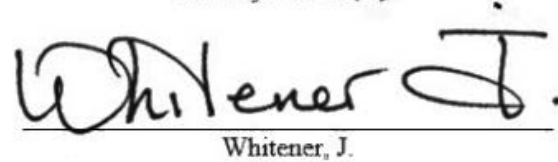

Johnson, J.


Yu, J.


Madsen, J.


Montoya-Lewis, J.


González, J.


Whitener, J.


Gordon McCloud, J.


Mungia, J.

Judicial Information System Committee Rules

JISCR 1

JUDICIAL INFORMATION SYSTEM

It is the intent of the Supreme Court that a statewide Judicial Information System be developed. The Judicial Information System is to be designed and operated by the ~~Administrator for~~ Administrative Office of the Courts under the direction of the Judicial Information System Committee and with the approval of the Supreme Court pursuant to ~~RCW chapter 2.56~~ RCW. The Judicial Information System is to serve the courts of the state of Washington.

JISCR 2

COMPOSITION

(a) Membership. The Judicial Information System Committee (JISC) shall be appointed by the Chief Justice. The Chief Justice will consider for appointment those individuals who have been suggested by representative groups and associations from within the judicial system but shall not be bound thereby. In addition, the Chief Justice shall consider for appointment only those individuals who have demonstrated an interest and commitment to judicial administration and to automation of judicial systems and functions. The committee shall be composed of four members from the appellate court level (Supreme Court and Court of Appeals); five members from the superior court level, two of whom shall be members of the Superior Court Judges' Association, and one of whom shall be a member of the Washington Association of Juvenile Court Administrators; five members from the courts of limited jurisdiction level, one of whom shall be a member of the Misdemeanant ~~Corrections~~ Probation Association; and three at large members from outside the judiciary, one of whom will be a member of the Washington State Bar Association, one of whom will be a member of the Washington Association of Sheriffs and Police Chiefs, and one of whom will be a member of the Washington State Association of Prosecuting Attorneys.

(b) Terms of Office. The term of membership for those who are appointed to represent specific organizations shall be for a term of 3 years with the initial term as determined by lot, staggered so as to ~~insure~~ ensure that an equal number of terms expire each year. Any vacancy in the membership of the committee shall be filled in the same manner in which the original appointment was made and the term of membership shall expire on the same date as the original appointment expiration date.

(c) [Unchanged.]

JISCR 3

STAFF

Staff for the Judicial Information System Committee will be provided by and be responsible to the ~~Administrator for~~ Administrative Office of the Courts ~~who, which~~ will

47 be charged with providing operational, statistical, and other information to legitimate and
48 appropriate users of judicial information.

50 JISCR 4 51 BUDGETS

52
53 The Administrator for the Courts, under the direction of the Judicial Information
54 System Committee, and with the approval of the Supreme Court, shall prepare funding
55 requests for personnel, hardware, and software as required for a ~~phased-~~
56 ~~implementation~~ the maintenance and upgrade of the Judicial Information System. Any
57 budget requests prepared by the Administrator for the Courts shall address the issues
58 of control and dissemination of data from court files, developmental and operational
59 priorities, a clear definition of operational expenses and security, and privacy of
60 information and facilities within the system.

62 JISCR 5 63 STANDARD DATA ELEMENTS

64
65 A standard court data element dictionary for the Judicial Information System shall be
66 prepared and maintained by the ~~Administrator for~~ Administrative Office of the Courts
67 with the approval of the Judicial Information System Committee. A statewide data
68 standard for locally operated, alternate electronic court record systems shall be
69 prepared and maintained by the Administrative Office of the Courts with the approval of
70 the Judicial Information System Committee. This data standard shall be consistent with
71 the standard court data element dictionary and will identify data elements that are
72 necessary for the operation of the Judicial Information System. Any modifications,
73 additions, or deletions from the standard court data element dictionary or the data
74 standard for locally operated, alternate court record systems must be reviewed and
75 approved by the Judicial Information System Committee.

77 JISCR 6 78 REPORTS

79
80 The ~~Administrator for~~ Administrative Office of the Courts shall furnish to the
81 courts and clerks of the state standard report formats as recommended and approved
82 by the Judicial Information System Committee. Records and reports either in
83 ~~computerized~~ electronic or manual formats shall be in accordance with the standard
84 court data elements established by the Judicial Information System Committee and
85 consistent with the definitions contained therein.

87 JISCR 7 88 CODES AND CASE NUMBERS

89
90 The ~~Administrator for~~ Administrative Office of the Courts shall establish, with the
91 approval of the Judicial Information System Committee, a uniform set of codes ~~and case~~

numbering systems for criminal charges, civil actions, juvenile referrals, attorney identification, and standard disposition identification codes.

JISCR 8 RETENTION

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

JISCR 9 ~~COMMUNICATIONS LINK~~ DATA EXCHANGES WITH OTHER SYSTEMS

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

JISCR 10 ATTORNEY IDENTIFICATION NUMBERS

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

JISCR 11 SECURITY, PRIVACY, AND CONFIDENTIALITY

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

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

137 (b) In all automated systems, ~~duplicate records~~ electronic data backups must be
138 prepared regularly and stored separately and a transaction log kept of all record
139 changes covering the entire time period since the preparation of the last ~~duplicate set of~~
140 ~~records~~ electronic data backups.

141
142 (c) The ~~Office of the Administrator for~~ Administrative Office of the Courts will
143 maintain a library of court system documentation for the state. All automated information
144 systems ~~which that~~ have received approval from the Supreme Court to collect, store,
145 and/or disseminate ~~computerized~~ electronic judicial information must submit to the
146 ~~Office of the Administrator for~~ Administrative Office of the Courts and maintain on file a
147 copy of all system documentation related to the collection, storage, and dissemination of
148 such information.

149
150 **JISCRs 12 and 13 [Unchanged.]**

151 152 **JISCR 14**

153 **CONTROL OF COURT DATA ENTRY ~~PROCESSING EQUIPMENT~~**

154
155 Entry of court ~~D~~data processing for courts shall be ~~processed~~ accomplished on
156 computer equipment managed and controlled by the courts. In exceptional instances
157 where extreme care has been taken to ~~insure~~ ensure the integrity of the internal function
158 of the courts, explicit approval may be obtained from the Supreme Court upon the
159 recommendation of the Administrator for the Courts and the Judicial Information System
160 Committee to utilize ~~facilities~~ computer equipment not totally managed and controlled by
161 the courts.

162 163 **JISCR 15**

164 **DATA DISSEMINATION OF ~~COMPUTER-BASED~~ ELECTRONIC COURT** 165 **INFORMATION**

166
167 ~~It is declared to be the policy of the courts to facilitate public access to court records,~~
168 ~~provided such disclosures in no way present an unreasonable invasion of personal~~
169 ~~privacy and will not be unduly burdensome to the ongoing business of the courts.~~

170 Due to the confidential nature of some court information, authority over the
171 dissemination of such information shall be exercised by the judicial branch pursuant to
172 General Rule (GR) 31 (Court Case Records) and GR 31.1 (Court Administrative
173 Records). In furtherance of the access to records requirements in GR 31 and GR 31.1,
174 this rule establishes the minimum criteria to be met by each information request
175 before allowing dissemination.

176
177 (a) **Application.** This rule applies to all requests for ~~computer-based~~ electronic court
178 information submitted by an individual, as well as public and private associations
179 and agencies. This rule does not apply to requests initiated by or with the
180 consent of the Administrator for the Courts for the purpose of answering a
181 request vital to the internal business of the courts.
182

(b) [Unchanged.]

~~(c) Data Dissemination Committee.~~ Rescinded.

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

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

(1) Requestor's ~~identifying information concerning the applicant;~~

(2)-(3) [Unchanged.]

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

(1)-(4) [Unchanged.]

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

~~(h)~~ **(g) Appeal.** If a request is denied by the Administrator for the Courts, the requestor may appeal the decision to the Judicial Information System Committee in accordance with section ~~(d)~~ (c). The Judicial Information System Committee shall review and act upon the appeal in accordance with procedures promulgated by the Committee for this purpose.

JISCR 16

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

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

JISCR 17

EFFECTIVE DATE

229 These rules, with the exception of rule 2, shall take effect on May 15, 1976. Rule
230 2 shall take effect on July 1, 1976, and until such time, the Superior Courts
231 Management Information System (SCOMIS) Committee formed on February 21, 1974,
232 shall continue to function as directed by this court. All other rules that are adopted or
233 amended shall take effect in accordance with Supreme Court rule making authority.

234 235 **JISCR 18**

236 **ADDING RECORDS TO THE JUDICIAL INFORMATION SYSTEM**

237
238 In all courts adding records to the Judicial Information System, for all persons on
239 whom a juvenile or adult criminal offense, infraction, or a juvenile ~~non-offender~~
240 nonoffender case is filed, a record will be created in the person ~~data base~~ database
241 according to rules and procedures adopted by the Judicial Information System
242 Committee. Provided, truancy records associated with a juvenile who has no other case
243 history, and records of a juvenile's parents who have no other case history, shall be
244 removed from the ~~j~~Judicial ~~i~~nformation ~~s~~System when the juvenile is no longer subject
245 to the compulsory attendance laws under ~~C~~chapter 28A.225 RCW.