
GR 9 COVER SHEET

Proposal to Amend Judicial Information System Committee Rule 13
Concerning Local Court Systems

- A. Name of Proponents: Submitted by the Judicial Information System Committee
- B. Spokesperson: Justice Mary Fairhurst
- C. Purpose:

JISCR 13 (effective May 15, 1976) requires counties or cities wishing to establish automated court record systems to provide 90 days' notice of the proposed development to the Judicial Information System Committee (JISC) and the Administrative Office of the Courts (AOC) for review and approval.

The proposed rule defines "electronic court record system," clarifies that JISC approval is required for all electronic court record systems, provides for increased notice of proposed systems, and requires courts with alternative electronic court record systems to comply with the JIS Data Standards for Alternative Electronic Court Record Systems.

HISTORY

On March 28, 2011, the JISC and the State Court Administrator received a letter from Spokane Municipal Court requesting approval to purchase *JustWare* software from New Dawn Technologies (see attached letter from Judge Tracy Staab, March 28, 2011).

The District Court Information System (DISCIS) is the current statewide person-centric court case management system used at the Courts of Limited Jurisdiction (CLJ) level. DISCIS is used for initiating case filing for well-identified persons and CLJ cases. It is also used to manage persons, case-related financial activities, CLJ calendaring and to perform other functions including delinquent payment processing.

The JIS is the designated statewide repository for criminal and domestic violence case histories. A complete case and person history is essential to the business of the courts for judicial decisions regarding public safety. Therefore, all Washington State Municipal, District, and Superior Courts are required to enter cases into JIS for the purpose of providing a central, statewide data repository for criminal and domestic violence related information.

References: RCW 26.50.070(5), 7.90.120, 10.95.045.

The JISC first discussed Spokane Municipal Court's request at their May 6, 2011 meeting (see attached JISC History on Spokane Municipal Request and JIS Local CMS Policy, 2011-2012). The JISC agreed to consider Spokane's request at its next meeting, June 24, 2011. AOC provided key questions for discussion and responses from Spokane in areas including: the alternate system's unique functionality, data sharing, data integrity, security, and technical requirements (see attached Spokane Municipal Court Request for Approval to Implement a Local Automated Court Record System, May 11, 2011). AOC also provided an analysis and cost estimates for three options for data transfer from Spokane's system to the statewide system (see attached Spokane Municipal Court to Implement a Local Court Management System Options, June 24, 2011).

Option One:

AOC would prioritize the creation of a nightly batch transfer for Spokane, ahead of previously approved and prioritized IT Governance projects. This was estimated to take 1,400 hours of AOC staff time, 6-12 months to complete, and at a cost to AOC of \$100,000.

Option Two:

Spokane would continue its implementation of JustWare, and commit to continuing to enter the full set of required data separately into JIS (which may grow and change over time) until an expanded data transfer was available.

Option Three:

Spokane would defer implementation of its separate JustWare system until expanded data transfer was complete.

AOC recommended Option Two or Option Three, and not Option One, as it would prioritize this over other projects that had already been approved through the IT Governance process, and would provide limited data to other courts in the state, updated once every 24 hours, which could pose a safety risk.

AOC also outlined unanswered policy questions:

1. Who bears the cost of taking the court off JIS?
2. Who bears the cost of putting the court back on if it decides to come back later?
3. If there are differences of opinion as to fee splits or other things, whose opinion rules?

The JISC voted to defer a decision until its August 5, 2011 meeting, and also to form an ad hoc workgroup to propose a draft policy on implementation of local court systems for JISC approval.

The JISC Policy Workgroup on Implementation of Local Court Systems met twice in August, but was not prepared to propose a policy to the JISC in August. The

decision on the policy and on Spokane's request was deferred until October 7, 2011. In the interim, AOC had numerous meetings with Spokane to understand their data exchange issues and how to make it work.

On August 16, 2011, Spokane Municipal Court sent a letter to Justice Mary E. Fairhurst stating that they had chosen to proceed with Option Two, and that they planned to proceed with implementation of their own local system. Option Two: Commit to continuing to enter the *full set of required data* (emphasis added) separately into JIS (which may grow and change over time) until the generic expanded data transfer (ITG #27) is available for use (see attached letter from Judge Mary Logan, August 16, 2011).

At their September 9, 2011 meeting, the JISC decided to send Spokane a letter clarifying the JISC position on Spokane's request.

On September 21, 2011 Justice Fairhurst, on behalf of the JISC, sent a letter to Judge Mary Logan, Spokane Municipal Court Presiding Judge, acknowledging that the JISC was not in a position to approve or deny Spokane's request because "there is not currently a corresponding policy in place to provide the necessary guidance and conditions to support an individual court's efforts to implement a non-JIS system, while ensuring the integrity of data and information upon which all courts depend." The letter went on to state, "the JISC feels it is prudent to inform you of the possible risks associated with implementing a local court system that has not been vetted in advance by the AOC to certify that it meets a predetermined set of business and technical standards. If problems are discovered at a later time, it could potentially be quite costly to you to make the needed corrections." (See attached letter to Judge Mary Logan, September 21, 2011).

On December 14, 2011, Pierce County opted out of the Superior Court Case Management System (SC-CMS) project, opting to retain their existing separate case management system, LINX (see attached letter to Judge Bryan Chushcoff, December 14, 2011).

In November 2012, AOC became aware that Spokane Municipal Court did not plan to enter complete data into JIS, as they had agreed in their August 18, 2011 letter. Justice Fairhurst and Callie Dietz, the State Court Administrator, sent a letter to Spokane Municipal Court on December 3, 2012, warning that "this decision can have significant consequences, including jeopardizing the Administrative Office of the Court's ability to produce consistent statewide caseload reports and to provide estimates of judicial need." (See attached letter to Judge Mary Logan, December 3, 2012). Spokane responded December 13, 2012, stating that the court intended to do double-data entry, but not each event, citing as an example the limited case information sent from Seattle Municipal Court to JIS (see attached letter to Justice Fairhurst and Callie Dietz, December 13, 2012). Since Spokane Municipal implemented its JustWare system in 2013, Spokane has entered significantly less than the full set of data into JIS. In particular, hearing date information and

accounting information are missing. Subsequently, AOC received information from Spokane District Court indicating numerous difficulties created because Spokane Municipal Court was not entering hearing information.

The JISC Policy Workgroup on Implementation of Local Court Systems continued to meet through 2011 and 2012 with the purpose of developing first a policy and then amendments to JISCR 13, but could not come to consensus. The draft policy contained references to an AOC data standard that would detail the data elements required for courts on local systems to share with the statewide system. On June 22, 2012, the workgroup brought majority and minority drafts to the JISC, declared it had reached an impasse, and requested direction from the JISC. The JISC gave the workgroup direction as to several questions, but did not approve either draft. The JISC ordered the workgroup to continue its work and bring a revised draft back to the committee (see attached summary of JISC minutes). The workgroup met through November 2012, but still could not reach consensus. The workgroup then became dormant, until it was finally disbanded in 2014. Having been unable to reach consensus on the policy, the workgroup never addressed the planned amendments to JISCR 13. Because a policy was never passed, the accompanying AOC data standards were also never passed.

In late 2013, AOC became aware that several other courts were pursuing independent local systems, including King County District Court, Yakima County District Court, and Federal Way Municipal Court, in addition to Seattle Municipal Court and Spokane Municipal Court, which already had separate local systems. Representatives of the District and Municipal Court Judges' Association, the District and Municipal Court Management Association, and AOC met on January 24, 2014, to discuss the courts' future plans for independent systems, and the impact on the statewide court information database. If all of these courts of limited jurisdiction leave the statewide system, there must be data standards in place so that their information is visible to other courts and justice partners.

On January 27, 2014, AOC received a letter from King County Superior Court declaring that they were withdrawing from the SC-CMS project (see attached letter from Judge Craighead, January 27, 2014). When King County Superior Court implements its own case management system, there will be a need for King County Superior Court's information to continue to be in the statewide system. Without it, there will be a significant gap in the case information available statewide.

In the 2014 Supplemental Budget, the legislature attached the following proviso to AOC's funding for the Superior:

The administrative office of the courts and the judicial information systems committee shall develop statewide superior court data collection and exchange standards. Upon implementation, these standards must be met by each superior court in order to continue to receive judicial information

systems account funding or equipment and services funded by the account.

For those courts that do not use the statewide superior court vendor solution as chosen by the judicial information systems committee, judicial information systems account funds may not be allocated for (a) the costs to meet the data collection and exchange standards developed by administrative office of the courts and judicial information systems committee, and (b) the costs to develop and implement local court case management systems.

Responding to the legislature's direction for superior courts, as well as the growing need to ensure the integrity of statewide information for courts of limited jurisdiction, the JISC passed JIS Data Standards for Alternative Court Record Systems and the accompanying Implementation Plan on October 24, 2014 (see attached data standards and implementation plan).

The proposed amended JISC Rule 13 was distributed to JISC members and stakeholders on August 25, 2014, for consideration at the September 5 JISC meeting. Justice Fairhurst received numerous requests to delay consideration of the proposed rule. At the September 5th meeting, the JISC agreed to delay the decision until their October 24th meeting, and had a lengthy discussion about the proposed rule. Justice Fairhurst requested written comments from members.

After receiving suggestions and comments, Justice Fairhurst sent a revised version of the rule to JISC members on September 29, with a request for comments by October 7. More comments were received from members and court stakeholders. A final proposed version of the rule was sent to JISC members and stakeholders on October 13, 2014 for the October 24 JISC meeting. Shortly before the meeting, Justice Fairhurst again received requests to delay a decision on JISCR 13. When the JISC member requesting more time was asked how much more time would be needed, the response was six months.

On October 24, 2014, the JISC approved the proposed amendment to JISCR 13 to include the language in the first paragraph of the legislative proviso above, and made it applicable to both superior and limited jurisdiction courts. The JISC's rationale is to give the JISC authority to enforce the new data standards for courts with independent systems by tying compliance with JIS funding, as the legislature did in its 2014 budget proviso. As more limited jurisdictions contemplate using alternative systems, it is also necessary to ensure the integrity of statewide information for all courts (see attached excerpt from draft minutes, JISC October 24, 2014 meeting).

On October 24, the JISC also added the second paragraph of the legislative proviso to its JIS General Policies, ensuring that JIS funds would not be used for

costs for local systems or for those systems to meet the data standards. (See attached JIS General Policy10.2).

Proposed Change to JISCR 13

The proposed rule defines "electronic court record system," clarifies that JISC approval is required for all electronic court record systems, provides for increased notice of proposed systems, and requires courts with alternative electronic court record systems to comply with the JIS Data Standards for Alternative Electronic Court Record Systems.

- D. Hearing: None needed.
- E. Expedited Consideration: Requested.

1 RULE 13 ELECTRONIC LOCAL COURT RECORD SYSTEMS

2
3 (a) An "electronic court record system" is any electronic court records technology
4 system that is the source of statewide court data identified in the JIS Data
5 Standards for Alternative Electronic Court Record Systems.

6 **Comment:** The JIS Data Standards for Alternative Electronic Court Record Systems
7 define "Statewide court data" as "data needed for sharing between courts, judicial
8 partners, public dissemination, or is required for statewide compilation in order to
9 facilitate the missions of the Washington Courts, justice system partners, and the
10 AOC."

11
12 (b) All electronic court record systems must receive the approval of the Judicial
13 Information System Committee. Notice of the proposed development must be
14 provided to the Judicial Information System Committee and the Administrative
15 Office of the Courts 12 months prior to the purchase or acquisition of software or
16 services.

17 (c) Alternative electronic court record systems must comply with the JIS Data
18 Standards for Alternative Electronic Court Record Systems. These standards
19 must be met in order for a court with an alternative electronic court record system
20 to continue to receive Judicial Information Systems (JIS) account funding or
21 equipment and services funded by the account.

22 ~~Counties or cities wishing to establish automated court record systems shall~~
23 ~~provide advance notice of the proposed development to the Judicial Information~~
24 ~~System Committee and the Office of the Administrator for the Courts 90 days~~
25 ~~prior to the commencement of such projects for the purpose of review and~~
26 ~~approval.~~

27



SPOKANE MUNICIPAL COURT
PUBLIC SAFETY BUILDING
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(509) 622-5867

TRACY A. STAAB
MUNICIPAL COURT JUDGE

March 28, 2011

Judicial Information System Committee
State Court Administrator
Washington State Administrative Offices of the Courts
PO Box 41170
Olympia, WA 98504-1170

Re: Request for approval of local automated court record system.

Ladies and Gentlemen:

Pursuant to JISCR 13, the Spokane Municipal Court is providing notice that it plans to purchase an automated court records system. The court is seeking review and approval of this system from the Judicial Information System Committee.

Spokane Municipal Court has entered into negotiations with New Dawn Technologies to purchase licenses for the program JustWare. Information about this software can be found at www.NewDawnTech.com under the "Municipal Court" tab. Our court is particularly interested in this vendor because three other departments within our jurisdiction, probation, prosecution, and the public defenders, are already using this software. If and when the court obtains licenses, the software will provide an all-encompassing and paperless court records system.

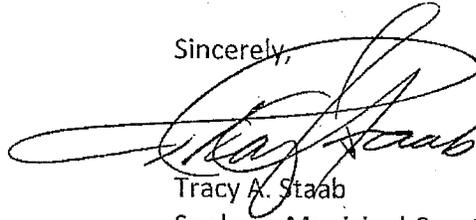
Moving to this software and a paperless system will streamline work order, eliminate the need for duplicate data-entry between the various agencies, reduce the error rate, speed up the flow of information, and provide greater access to justice. New Dawn has assured the court that its software will bridge seamlessly with JIS to push and pull information from JIS without the need for additional data-entry. We anticipate that some of the JustWare information will be available on the court's website as well as a public terminal at the clerk's window. Paper forms will be created and provided to defendants and private counsel.

Judicial Information System Committee
March 28, 2011
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In addition to the benefits this system will provide to the municipal court and related agencies, our use of JustWare will provide a great opportunity to determine if New Dawn can provide reliable software for a state-wide system. We anticipate purchasing and implementing this system as soon as the JIS Committee provides approval.

I would be happy to meet with the Committee along with representatives of New Dawn, and provide any additional information and/or a demonstration of the proposed court records system. Please advise as to any additional steps the Court should take to assist in the evaluation and approval process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tracy A. Staab', written in a cursive style.

Tracy A. Staab
Spokane Municipal Court Judge

cc: Presiding Judge Mary C. Logan
Veronica Diseth, Chief Information Officer
Cindy Marshall, Spokane Municipal Court Administrator

May 6, 2011

Spokane Municipal Request

Mr. Jeff Hall and Ms. Vonnie Diseth shared with the committee a request made from Spokane Municipal Court to go off of DISCUS and use a third party software to meet their case management needs. The vendor is New Dawn Technologies. Mr. Hall was in Spokane and met with the presiding judge and court administrator to gain a better understanding of what they want to do. The city of Spokane currently uses New Dawn for their prosecutor, probation and public defense. They believe they can gain synergy by having the court use the same product.

They are also in a position because of that vendor relationship in other areas of the city to proceed with an acquisition of a case management piece for the court on a sole source basis. During the discussion Mr. Hall was asked what needed to be done and what the process was.

Mr. Hall responded a letter needed to be sent to the JISC pursuant to Rule 13 asking for approval from the JISC to proceed.

Mr. Hall stated that this is a question that we will continue to face as we move forward. There are a number of oversight questions raised by this issue. One that comes to mind is the State Auditor who is responsible for auditing the JIS system to be sure it is a compliant financial system.

Ms. Diseth shared the letter AOC and JISC received from Spokane Municipal along with a document Ms. Diseth created outlining the purpose, background, explanation of JISC Rule 13, and the current status of Spokane Municipal Court.

AOC is in the process of determining the key questions for discussion as well as the standards and criteria by which the JISC could evaluate this request to make their decision.

Judge Wynne directed Ms. Diseth to provide the preliminary list of questions along with the specific data elements to Spokane Municipal for answers and to have it brought back for discussion or possible presentation by Spokane Municipal at the June 24 meeting.

June 24, 2011

Spokane Municipal Request

Justice Fairhurst summarized her expectations; we have two aspects before us:

- Policy decision discussion
- Specific request by Spokane Municipal

Ms. Vonnie Diseth opened by reviewing the major areas for discussion: data sharing, business rules, enterprise architecture requirements, financial process, and security.

Ms. Vonnie Diseth presented the options AOC prepared for discussion:

1. Move ahead now to create a nightly file transfer with the same limited data we receive from Seattle Municipal Court.
2. Add Spokane Municipal to ITG Request #27 to expand Seattle Municipal's data transfer, and Spokane would have to do double data entry until that work is complete. The project could take up to two years to complete.
3. Spokane Municipal would wait to implement JustWare until ITG Request #27 is ready.

Mr. Jim Bledsoe, assistant city attorney for the city of Spokane presented the system Spokane City currently has and what is being proposed to implement. The outcome of this new system will enable clerk and attorney work efforts to be improved by being standardized and more efficient. Information on any case is easily accessible along with reporting and statistical information will be greatly improved. Mr. Bledsoe discussed the use of API's (Application Programming Interface) as being a benefit for future use. AOC stated that API's are not currently an option for exchanging data with JIS.

Mr. Jeff Hall stated AOC is looking for a decision on whether this is generally the standard Spokane would need to meet. The policy contains significant questions, including:

- Who bears the cost of taking the court off of JIS?
- Who bears the cost of putting the court back on if it decides to come back later?
- If there are differences of opinion as to fee splits or other things, whose opinion rules?

Justice Fairhurst: We have a motion from Mr. William Holmes, second by Judge J Leach to continue the decision to the August 5 meeting. Motion passed unanimously among those members present.

~~Not voting~~ Bob Berg, Stew Menefee, Marc Lampson, N.F. Jackson

Jeff Hall moved that the JISC establish an ad hoc workgroup to help AOC staff flesh out the draft policy, with members to be appointed by the Chair. Judge Rosen seconded.

Voting Yes: Justice Fairhurst, Larry Barker, Linda Bell, Jeff Hall, Judge Heller, William Holmes, N.F. Jackson, Rich Johnson, Judge Leach, Barb Miner, Judge Rosen, and Judge Tricky.

Voting - No: Yolande Williams

~~Not Voting~~ Bob Berg, Marc Lampson, Stew Menefee

Justice Fairhurst appointed to the workgroup: Barb Miner, Judge Rosen, Judge Staab, Judge Dalton, Linda Bell (chair), Jeff Hall, Vonnie Diseth and staff Ms. Diseth designates.

Mr. Jeff Hall noted that the work of the group should also include the amendment to JISC Rule 13.

August 5, 2011

JISC Rule 13 – Implement a Local Court Record System

The Spokane Municipal Request was not on the agenda and was not directly discussed. However, Linda Bell provided the following update on the JISC Policy Workgroup on Implementation of Local Court Systems that was established at their June 24th meeting:

- The workgroup met twice - July 6th and 26th. The next scheduled meeting is on August 30th.
- Discussion continues on the policy content --- clarifying the local court and AOC responsibilities.
- We are separating out the "policy" from the "standards" that will still need to be developed and documented by AOC.
- Several more meetings are needed.
- Based on the workgroup members availability, it is not likely that the DRAFT Policy will be ready for presentation at the September 9th JISC meeting. (All presentation materials need to be completed two weeks prior to the meeting for review and inclusion in the JISC packet. That does not allow enough time to have the follow-on meetings to complete the policy discussion).

Work Remaining:

- Complete the Draft Policy for adoption by the JISC.
- Draft changes to Rule 13 to include reference to the IT Governance Process.
- Development of the "IT Standards" that must be complied with. This will take some time for AOC to develop and will occur independent of the policy adoption by the JISC.

As a result, it was decided that both of the following agenda items would be moved to the October 7th JISC meeting:

1. JISC Policy Workgroup on Implementation of Local Court Systems
2. Spokane Municipal Court Request

September 9, 2011

Update on the Spokane Municipal Court Request

Vonnie Diseth reminded everyone of the initial letter that was sent to the JISC in March requesting approval to implement their own CMS system, locally in Spokane. In June, this was brought before the JISC for initial discussion. At that time, we brought forth the options as we saw them for dealing with Spokane's request. We presented three different options. One was using the existing Seattle Municipal Court file transfer process that we currently have, and we identified the pros and cons of that approach. The second option was to do duplicate data entry into both the new system that they wanted (JustWare), as well as the JIS system. We also identified the pros and cons of that approach. The third option was to not implement JustWare until after we had completed ITG request #27, which was Seattle's request to expand the data transfer. No decision was made by the JISC at that time. The JISC decided to create a group to look at developing a policy for Rule 13. Meanwhile, ISD has been working with Spokane trying to understand the data exchange issues and what it would take to make this work. We were having a lot of technical meetings with them. But on August 16th, Justice Fairhurst received a letter from Spokane stating that they had reconsidered their request and have decided that they want to go with Option 2 which is the duplicate data entry temporary solution. They stated that they plan to proceed with implementing their own CMS system and continue to enter data into JIS. They stated that no further consideration or discussion needs to happen here with the JISC. I wanted to make you aware of their decision and that technically the JISC never actually voted or approved their implementation of a local court system. We briefly discuss this at the JISC Executive Meeting. The decision was to draft a response to Spokane that outlines the potential risks that they will assume of implementing their own system. This agenda item is simply an FYI to let you know what was decided.

Justice Fairhurst clarified that we are technically pointing out to Spokane that the JISC isn't in a position at the moment to approve or disapprove their request because we don't have a policy in place. We acknowledge that they were trying to follow what they understood was the rule. But, because a policy is not in place, we didn't want to hold it up any further. So, our recommendation is we just do nothing other than what we've outlined.

Barb Miner stated that it would be helpful when we are doing the December presentation on INH if we would include how the Seattle Municipal request fits in with the INH effort since it involves data exchange and is a large project. If the INH was in place, would the Seattle Municipal request still be necessary?

Larry Barker asked if we were continuing with the subcommittee that was created to go over Rule 13 and to create a policy. The answer was 'yes', we are still continuing with that work. It is on the agenda for October.

October 7, 2011

JIS Policy on Implementing Local Court Record

Linda Bell presented a request for guidance to the JISC from the JISC-appointed workgroup drafting a JIS policy to provide guidance on the approval of local court systems. The work group has met several times, and asked the JISC for some broad-based direction on the following questions:

1. Costs and Responsibilities –
 - Who pays for AOC costs associated with removing a court from the statewide system and setting up a data exchange?
 - Who pays for associated local costs?
2. Which system is the official court record—the statewide database or the local system?
3. What is the recourse if a court does not agree with an AOC interpretation of how a business rule should be applied in the system?

Feedback from the committee:

Question 1: There was quite a bit of discussion on this question, but the JISC committee members were unable to reach consensus on guidance.

Question 2: The JISC responded that there is a long-standing Data Dissemination policy that the official record is in the local court.

Question 3: The clause in the current draft is better, but the request for review should come from the county clerk or the presiding judge.

Where the JISC was unable to provide guidance, they asked that the committee keep working to provide recommendations on the issue.

June 22, 2012

JIS Policy on Local Automated Court Record

Judge Rosen, Chair of the policy workgroup, presented the draft policy to the committee for review. He presented a primary and an alternate draft, and explained that the differences were in paragraphs one and four, centering around the issue of whether AOC or the local court will pay for double-data entry until AOC has the resources available to remove the court from JIS and implement a data exchange. Judge Rosen said that the workgroup had reached an impasse, and was looking to get guidance from the JISC. The committee discussed the issue of paying for double-data entry before or after the Information Networking Hub (INH) is in place. The committee directed the workgroup to revise the policy to include what will be required before the INH is built, then consider options for revising the policy after the INH is in place. The committee also gave the following specific feedback: All references in the policy should be to "local court," the maintenance section should say the JISC will review the policy at least annually, and paragraph nine should say that the local system must "comply with all ISD standards, including, but not limited to..."

**Spokane Municipal Court
Request for Approval To
Implement a Local Automated Court Record System
May 6, 2011**

Purpose

To determine the standards and criteria that must be met by Spokane or any court requesting to implement a Local Automated Court Record System to ensure that required data is imported into the Judicial Information System (JIS) database to be available for statewide access.

Background

On March 28, 2011, the Judicial Information System Committee (JISC) and State Court Administrator, received a letter (see attachment) from the Spokane Municipal Court requesting approval to purchase *JustWare* software from New Dawn Technologies. They are seeking JISC approval based on the JISC Rule 13 – Local Court Systems. They particularly want this software because three other departments within their jurisdiction (probation, prosecution, and public defenders) are already using it. Because of that relationship, they are able to obtain a sole source quote. Having this software in place will provide them with an all-encompassing and paperless court records system.

The District Court Information System (DISCIS) is the current statewide person-centric court case management system used at the Courts of Limited Jurisdiction (CLJ) level. DISCIS is used for initiating case filing for well-identified persons and CLJ cases. It is also used to manage persons, case-related financial activities, CLJ calendaring and to perform other functions including delinquent payment processing.

JISC Rule 13 – Local Court Systems (Effective Date May 15, 1976)

“Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the courts 90 days prior to the commencement of such projects for the purpose of review and approval.”

Statutes & Court Rules

The JIS is the designated statewide repository for criminal and domestic violence case histories. A complete case and person history is essential to the business of the courts for judicial decisions regarding public safety. Therefore, all Washington State Municipal, District, and Superior Courts are required to enter cases into JIS for the purpose of providing a central, statewide data repository for criminal and domestic violence related information.

Reference RCW 26.50.070(5), 7.90.120, 10.95.045.

Spokane Municipal Court Request
May 6, 2011

Current Status

Spokane Municipal Court

- They are awaiting the decision by the JISC.
- Cindy Marshall, the Spokane Court Administrator, is planning to attend a week long New Dawn technology conference in Logan, Utah from May 9-13 to gain a better understanding of the software and how to use it.
- They are **not** planning to do any conversion of JIS data into the new JustWare CMS system. They are simply going to pick an implementation date and from that date forward begin entering new cases into the new system.
- New Dawn has estimated that it will be a 6-month deployment effort.
- They would like to begin June 1, 2011 with a target implementation of January 1, 2012 (understanding that the schedule is totally dependent on the decision of the JISC).
- Contacts:
 - Cindy Marshall, Spokane Court Administrator, 509-625-4450
 - Jim Bledsoe, Justware Administrator, 509-625-6228
 - Denny Bork, Spokane City MIS, 509-625-6954

Administrative Office of the Courts / Information Services Division

AOC is in the process of determining the key questions for discussion as well as the standards and criteria by which the JISC could evaluate this request to make their decision. Below are a sampling of some of the issues or concerns that need to be addressed:

Category	Items for Consideration
Functionality	<ul style="list-style-type: none"> • Is there new or unique business functionality that will be provided by the new system that is beyond what is already provided by the statewide system? <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>Spokane expects to have both new and unique business functionality.</i> <ul style="list-style-type: none"> ▪ <i>First, the Prosecution, Probation and Public Defender departments in Spokane all use JustWare. Including the Court in the JustWare 'system' will add a complete new dimension of speed and efficiency in case handling in the state's second largest city. While this multi-agency capability might not be unique in the state, it would be the first installation of a commercially supported and function focused system.</i> ▪ <i>Having the Court on the system will allow all of the players in the criminal justice system in Spokane to</i>

Spokane Municipal Court Request
May 6, 2011

	<p><i>perform their roles in support of one another and in support of an efficient and effective criminal justice system.</i></p> <ul style="list-style-type: none">▪ <i>The system will be scalable, flexible, adaptable, and have near instant communication from one agency to the next. It can easily support changes in methods and procedural requirements. It will bring to focus those data elements important to each user while retaining the big picture for system wide statistics and information.</i><ul style="list-style-type: none">• <i>For instance, how many female defendants represented by the public defender were booked for traffic related offenses and how many days of jail time were imposed? In those cases, what conditions of probation were imposed and how well did the defendant's respond to those conditions?</i>• <i>Or, for every defendant ordered into probation's supervision where a drug and alcohol evaluation was also ordered, how many were found defendant and of those how many reoffended while under supervision and of those how many had completed treatment at the time of the second offense?</i>• <i>Or, for every defendant represented by the public defender, what was the average time to resolution by charge and what were the top three resolutions reached by charge. The queries are bounded only by the data, which is complete on a system basis rather than just the court basis.</i>○ <i>Rapid and effective defendant identity management through one to many case and name record relationships; mass reassignment of records; rapid dissemination of same source document to multiple case and or name records; comprehensive law table with attributes, effective, expiration, modifier, category and other descriptors; Google based search engine to find names and records from wherever they are in the database</i>○ <i>Paper management and control – Spokane envisions a court as paperless as a court can be while still needing to provide a defendant with a copy; templated orders merged to system dates, times and locations to create scheduling orders, continuances, resolution orders, Venzels, and virtually any other piece of paper produced in or for the court (with the right name, the right date of birth, a standardized citation title, and accurate citation number among data fields).</i>○ <i>Docket Management. A single screen that presents the entire</i>
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Spokane Municipal Court Request
May 6, 2011

	<p>docket linked to various cases of that docket so that cases can be managed as a group, but individually addressed. The docket module controls and or monitors docket size, who sat on the docket, who subbed in on the docket if necessary, how each case is continued to the next available docket of a given size or less, to ensure the date time and location are all correct for the continuance order, whether the defendant failed to appear, settled or continued the case all with a few clicks. It also provides by Judge, by date, by week, by month or longer docket availability and saturation which is de-conflicted for state and national holidays, local court closures, courtroom space, and judicial manning among other resources</p> <ul style="list-style-type: none">o <i>Localized Specialization.</i> Currently JustWare in Spokane specifically and separately tracks all of the diverted DWLS 3 cases, mental health cases, domestic violence cases, defendants designated by our county to its Repeat Offender Program (ROPE), chronic downtown offenders, gang offenders, those with special needs (interpreter, deaf/hard of hearing, medical issues) as well as other criteria judged necessary to run our system smoothly and effectively.o <i>Internal Business Rules.</i> Locally created to rapidly generate case records based on the defendant's last name, one business rule automatically adds the agency and individual associated from each including the Judge, Prosecutor, Defendant, DV Advocate on DV cases, Police Officer, and Probation Officer when the case is so assigned. Another business rule tracks the expected probation termination date to ensure the case is reviewed for timely closure. Another business rule notifies the DV advocate anytime a motion is filed in a domestic violence case. Another notifies the losing prosecutor and gaining prosecutor of any case reassigned to the mental health docket. The list goes on and the possibilities are only limited by the ability to define the need.o <i>Custom and Canned Reporting.</i> JustWare provides over 25 canned reports designed to call forth information commonly needed by users of the JustWare system. These reports run the gamut of data base health and maintenance reports to user and agency level performance reports. However, the real power in JustWare's reporting system is its use of Microsoft Reporting Services (Visual Studio) to produce custom reports. Spokane has over 25 reports it has developed to evaluate everything from data entry compliance, to case and name record handling, to case resolution sampling and beyond. Once again, the limit here is the defined need combined with an experienced report writer who will be able to pull data within minutes and write a respectable looking report in the matter of an hour or less.o <i>Each of these new or unique business functionalities directly</i>
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Spokane Municipal Court Request
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	<p><i>equate to reduced cost, increased accuracy, speed and efficiency in the Spokane criminal justice system.</i></p>
<p>Data Sharing</p>	<ul style="list-style-type: none"> • Currently, data sharing occurs across the CLJ's because the statewide data is housed in JIS. By approving this request, will there be a degradation of available statewide data for all other courts across the state? <ul style="list-style-type: none"> Spokane's Response: <ul style="list-style-type: none"> ○ <i>The amount of data provided by Spokane via JustWare will be up to AOC. Currently JustWare mirrors JIS by integrating the CDK, DCH, NCC, PER data and data from other screens into its system. That same data can be pulled out and posted to the flat file for daily upload. Of the data fields currently posted by Seattle Municipal court and those additional fields initially outlined by AOC, no field has been identified that is not currently in use or that cannot be added when the Spokane Municipal Court would go live.</i> • How would the new system interface with JIS? <ul style="list-style-type: none"> Spokane's Response: <ul style="list-style-type: none"> ○ <i>In the same manner as Seattle Municipal. All AOC requested data (that data currently uploaded from Seattle plus any additional data needed for a more robust report) can be downloaded out of JustWare, coded to meet AOC requirements, and posted to a designated FTP for AOC access on a daily basis.</i> • What data needs to be exchanged with JIS? <ul style="list-style-type: none"> Spokane's Response: <ul style="list-style-type: none"> ○ <i>None. Data needed by AOC to ensure continuity of its JIS system needs to be identified so that it can be uploaded, but a two-way exchange is not requested.</i> ○ <i>A data drop is already being done by the City to DOL via the ICPS application. In this feed license plate and ticket numbers and their counts are fed into a flat file which is FTP'd over to a DOL FTP site for import. In addition, files are placed on the same FTP site which we pick up and process on our end, back into the ICPS system. DOL charges for these imports by size, drop frequency or another method. Andrea Rollins is currently looking into this contract for more information.</i> • AOC shares JIS information with other partner agencies (i.e. DOL). How would the new system continue to meet that need?

Spokane Municipal Court Request
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	<p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>The API interface used by JustWare is capable of interfacing directly with DOL or producing the flat file requested by AOC. If the information needs to flow to DOL or another user via JIS all that is required is that the data be identified and coded for smooth upload.</i> <ul style="list-style-type: none"> ● Would interfaces be required with other JIS systems (i.e., Judicial Access Browser System (JABS), DISCIS, Electronic Ticket Processing (ETP), and SCOMIS)? <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>The interface with JIS would be via a flat file containing the necessary information desired by AOC. Once the information is uploaded to JIS other agencies would access the information as they currently do via JIS.</i> ○ <i>Electronic Ticket Processing (SECTOR) would continue as it currently does in Spokane pending Spokane admittance to the SECTOR sharing server group. Once Spokane can electronically upload the SECTOR ticket the ticket will either be direct file or pending planned changes in the SECTOR environment via the prosecutor's office. JustWare's API is capable of both scenarios. Long term, Spokane fully intends to integrate SECTOR into its criminal justice information system.</i> ○ <i>SCOMIS does not interface with JIS to our knowledge, but if it does in some way then the necessary data elements only need to be identified for upload.</i>
<p>JIS Impacts -Questions to AOC -Info to DOL?</p>	<ul style="list-style-type: none"> ● Will this request increase the overall state cost to JIS to implement whatever is necessary to accommodate it? <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>No. The implementation as proposed is a flat file interface (robust) similar to the flat file interface currently in use by Seattle Municipal. The goal will be to provide a similar file (more information) via an FTP transfer point once a day in which all SPM case information can be uploaded to the system in the same manner that data is currently loaded for Seattle. No new procedures, equipment or personnel and only a minimal increase in manpower time to actually do the transfer and upload.</i> <ul style="list-style-type: none"> ● Who is responsible to fund the integration work and activities with the JIS System that will be required of ISD staff? <p>Spokane's Response:</p>

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	<ul style="list-style-type: none"> ○ AOC. However, as described in the response above, by mimicking the process currently used by Seattle Municipal to provide information the increase in cost would be limited to the time it would take to upload SPMs information. One-quarter to one-half of a man hour per business day?? As the requirements for the flat file are defined if time can be saved with better or more thorough coding of the information, which too can be incorporated. <ul style="list-style-type: none"> ● Will this request require ISD resources to implement a data exchange with the new Case Management System? Spokane's Response: <ul style="list-style-type: none"> ○ No. Data will flow one way – SPM to AOC/JIS. Any information needed from JIS will be retrieved for read-only viewing as it is now. For instance, if detailed information is needed about a driver's license the JIS/DOL screen will be used. Likewise, if there is a need to view a defendant's statewide criminal history, the DCH screen will be viewed. ● If so, where does this request fall in the IT Governance process? ISD staff would not be available to work on other JISC prioritized Governance requests. Spokane's Response: <ul style="list-style-type: none"> ○ We do not believe our launch will provide any need to involve ISD staff other than to provide the parameters of the proposed flat file and its hand-off procedure.
<p>Financial & Audit Activities</p>	<ul style="list-style-type: none"> ● DISCIS is used to collect, record, distribute and report all case related financial information. How would these activities be handled in the new system? Spokane's Response: <ul style="list-style-type: none"> ○ JustWare's integrated financial accounting package adheres to standard accounting principles for assessing, collecting, and disbursing funds. With JustWare, you can track fines, restitution, and other agency-defined fees. Spokane Municipal Court would completely define all fee types and codes and how fees should be allocated to different accounts. JustWare allows users to accept payments, print receipts, and automatically generate statements. Additionally, JustWare's flexible payment plan functionality allows an unlimited number of offender payment plans. ○ In addition, every JustWare installation comes with standard system reports and Business Intelligence hours to produce specific and unique system and accounting reports. As well, time sensitive

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financial reports can be automatically created and e-mailed to prescribed users at times defined by the agency.

- Would the system maintain the existing revenue collection, distribution and reporting functionality currently contained in JIS?

Spokane's Response:

- *In addition to maintaining existing financial needs, JustWare offers many areas of enhancements to the current financial accounting processes. For instance, JustWare's Business Rules Manager can automatically send notifications to the collection agencies when information changes. It's possible to have certain information set to be a "trigger" for the email, such as updates to addresses, receivables, payments, and other collections-related data.*
- *Additionally, it's possible to give collections agencies (or others) real-time web access to court-selected reports that SPM would select, through the JusticeWeb public portal.*
- *Integrated Business Rules in combination with the embedded accounting functions allow task lists, unique workflows, and actions to trigger based on case events and payment statuses, which will help create efficiencies in SPM's processes and cut down on redundant manual tasks.*

How would AOC audit the system to ensure that funds are appropriately split and distributed?

Spokane's Response:

- *The reporting of the collection and distribution of funds can be accommodated in JustWare and provided to AOC for auditing purposes.*

- The new system would need to ensure compliance with Legislative mandates and changes.

Spokane's Response:

- *Financial Obligations (Agency defined accounts) are simple to create, manage, and update to meet and comply with legislative mandates and changes. In addition, JustWare has the ability to pre-set activation and expiration dates with accounts, which can automatically, take effect when the given dates are realized. This functionality takes the burden off of administrators of having to manually change these when the dates come to fruition. Manual changes are also easy to administer.*

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<p>Security</p>	<ul style="list-style-type: none"> • Access to any new CMS system must meet AOC Security standards to ensure that it will not jeopardize the statewide JIS system and data. <p>Spokane's Response:</p> <ul style="list-style-type: none"> • <i>No system to system interface is requested. This should relieve any concerns about cross-system contamination. The flat file that JustWare will produce for daily upload can be encrypted, if necessary, and then subjected to AOC virus pre-screening as part of the download from Spokane and upload procedure at AOC.</i> • <i>Spokane currently hosts an external FIBS 140-2 secure FTP environment which would be ideal for the staging of data for pickup</i>
<p>Business Rules</p>	<ul style="list-style-type: none"> • The business rules must match the JIS business rules to ensure the quality & integrity of the data. <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>JustWare has the ability to data mask field entries to ensure the proper number of characters in that field, the format of the entry, the necessity to make the entry, and other features designed to ensure data consistency.</i> ○ <i>In addition, JustWare has a duplicate number detection capability to that reveals any duplicated name record numbers ensuring that transpositions are rapidly identified. Additionally, JustWare's internal business rules can automate data entry, provide for the proper series of steps and even create events (for instance, the entry of a warrant event can generate the warrant document and the recall of the warrant event can likewise create the recall document).</i>
<p>Data Integrity</p>	<ul style="list-style-type: none"> • The Person ID's and Person rules for the new system must match the state. <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>JustWare is very well configured to ensure and match the name record requirements of JIS. The present prosecution system presently uses JIS standards such as hair and eye color options. JustWare uses locally configurable dropdowns to limit and control the form and data choices for field entry when data is desired to be in a consistent form. Further JustWare's own business rules can be written in to require minimum field completion prior to saving, enable subsequent work flows, set tasks for others and other JustWare unique capabilities.</i> <ul style="list-style-type: none"> • The Law Table must stay in sync with the official one at AOC. <p>Spokane's Response:</p>

Spokane Municipal Court Request
May 6, 2011

	<ul style="list-style-type: none"> ○ <i>Keeping the JustWare law table synchronized with the state is already in place in Spokane. JustWare has the ability to set start and end times for statutes and associate penalties for those statutes allowing, for instance, a 1995 DUI to plead guilty in 2011 to 1995 DUI penalty standards. The current JustWare law table uses state code table citation formatting, statute titles, categories and etc. in order to provide uniformity for the user when viewing a JustWare screen and then viewing a JIS screen.</i> <ul style="list-style-type: none"> ● Spokane would be responsible for implementing annual legislative updates to their own system as is currently done in JIS. <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>Prior to the City's adoption of the MTO in January 2009, Spokane Municipal Court was responsible for updating all legislative changes in JIS so we are familiar with this process. In addition, Spokane is currently responsible for updating Spokane Municipal Codes into JIS and can perform the same for JustWare.</i> <ul style="list-style-type: none"> ● The Attorney Search and Find My Court Date would not show up on the public web search if the Spokane data exchange file went into the "Inactive Database" as the Seattle Municipal court records currently do now. <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>When JustWare is implemented, members of the public will be able to find their court date and other public information via JusticeWebview, which is a public viewing portal accessible through a browser. And if at such time in the future, AOC is able to put our data into the "Active Database", this information can be provided by JustWare.</i>
<p>Disaster Recovery</p>	<ul style="list-style-type: none"> ● What is their plan to deal with Disaster Recovery and Back-up of court information? ISD would not be responsible for any Disaster Recovery activities with the new system. They would be on their own. <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>It is understood that the City of Spokane will be held responsible for disaster recovery and backup. We would expect to do a full backup for the JustWare database nightly and differential or routine backups of the transaction log during the day, depending on the maintenance plan we finalize. We can take data from any one of these backups, recreate the import file and drop it again if needed. These backups would be held onsite for a number of days and then potentially transported offsite, again depending on the maintenance plan we implement. As a side note we are working toward a disaster recovery center which has been in the works for some time – once live we'd</i>

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	<p><i>like to integrate this site with our JustWare recovery strategy.</i></p>
<p>Technical Requirements</p>	<ul style="list-style-type: none"> • The requesting court would need to meet ISD's Enterprise Architecture technical requirements to ensure alignment and compliance with the AOC Future Enterprise Architecture stated direction. <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>Because the method of implementation will only involve the production of data for upload in the form of a flat file, Spokane does not believe this requirement would be an issue. The data could be uploaded to any Future Enterprise Architecture. In addition, the broad flexibility of the JustWare API would allow Spokane at some future date and with the appropriate coordination and permissions to interface directly with any future architecture adopted by AOC.</i>
<p>Impacts Across AOC Divisions</p>	<ul style="list-style-type: none"> • Requirements gathering and validation will require substantial internal AOC subject matter expertise from JSD (JIS Education, Legal Services, Customer Services, Research, and Court Services) and MSD. These staff resources are already overcommitted with projects approved or working their way through the JIS governance process. <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>There is no intent or need to engage in requirements gathering and validation. Using the proposed flat file data update model as proposed SPM will push information one-way as defined and required by AOC once a day via a flat file (robust), mirroring the process currently in use by Seattle Municipal.</i> <ul style="list-style-type: none"> • The proliferation of products and services complicates statewide training programs for court personnel, customer service responses to courts and the public, and the ability to analyze and accurately report on caseload statistics, finance, and other data on a statewide basis. <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>The SPM proposal will not add anything except SPM data to the current system. Based on the information currently requested all data elements needed to sustain the current system as used by Seattle Municipal will remain unchanged. Enhanced reporting proposed by AOC for the a robust flat file is within the capability of JustWare and can be reported daily. Statistical information is not expected to be impacted.</i> <ul style="list-style-type: none"> • Coordinating law table and legislative changes with AOC to ensure

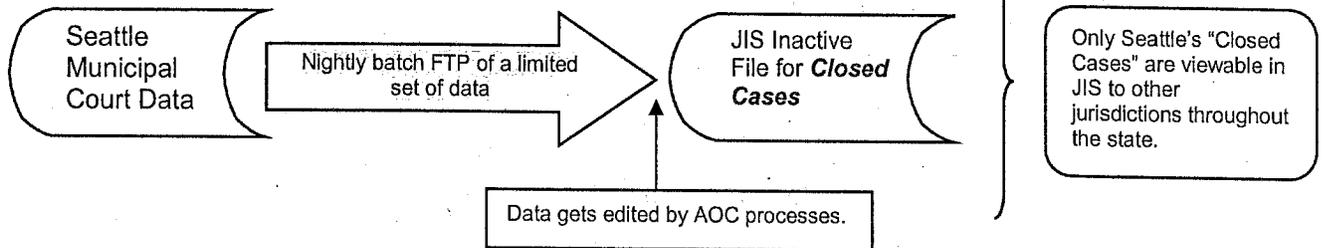
Spokane Municipal Court Request
May 6, 2011

	<p>consistency adds workload and complexity to AOC's processes, and most of the impact will be on JSD and MSD.</p> <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>SPM plans to use updated to the law and financial tables already published by AOC to maintain its internal law table. The prosecution system in SPM uses the current law table to ensure uniformity for its users when looking from JustWare to DISCUS (same code citations, titles, and categories). In addition, SPM maintains its City Code law tables to ensure its municipal ordinances are current and in effect within JustWare. There is no planned impact on JSD or MSD.</i>
<p>Other Considerations</p>	<ul style="list-style-type: none"> ● Will approval of this request establish precedent for other courts of limited jurisdiction to similarly obtain their own systems? <p>Spokane's Response:</p> <ul style="list-style-type: none"> ○ <i>Yes. However, JISC can shape this precedent to its benefit and the benefit of its constituent courts. Presently, JIS cannot provide the information, management and automation of court operations that is proposed by SPM in its implementation of JustWare. If disapproved this, in effect, raises the cost of justice in Spokane by requiring inefficiencies where there is an identified and mostly in place ability to radically lower costs and speed justice. A paperless court and the efficiencies that can be achieved using JustWare are unparalleled in our experience. The benefit to AOC in permitting SPM to implement in the manner proposed exposes AOC to minimum/no risk while at the same time preserving data essential to the healthy functioning of its statewide system.</i> <ul style="list-style-type: none"> ▪ <i>SPM would propose a two phase precedent.</i> <ul style="list-style-type: none"> ● <i>Any similar implementation could be limited to a data push system using the flat file approach. This eliminates system interface and a host of security and coordination issues. In effect JustWare emulates JIS, albeit one a day as opposed to continually throughout the day.</i> ● <i>Any grant of approval could be conditioned upon a future system advanced by AOC to replace JIS being mandatory for all users, or, in the alternative any user would be responsible for the bridge necessary to keep data flowing, at least one way, to AOC.</i>

**Spokane Municipal Court
To Implement a
Local Court Management System
OPTIONS**

June 24, 2011

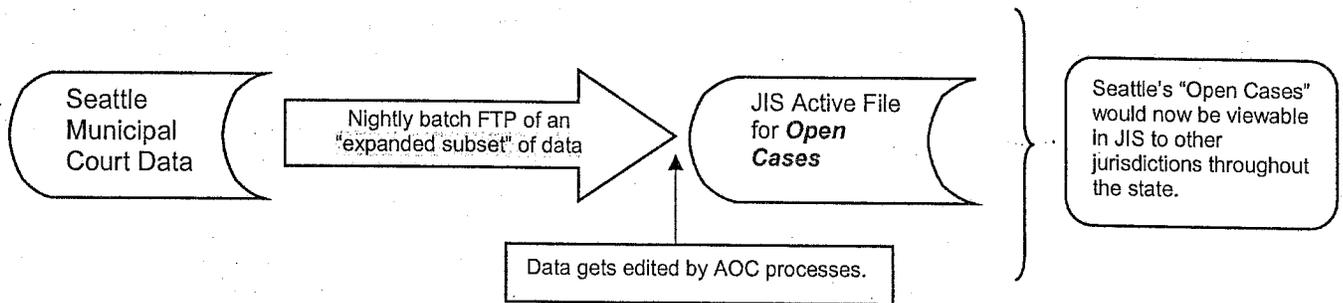
Current Data Transfer with Seattle Municipal Court



Proposed Expanded Data Transfer with Seattle Municipal Court (ITG Request #27)

The request has two distinct parts:

1. Expanded data transfer.
2. Enhanced integration with MCIS and JABS



The intention is for the Spokane Municipal Court to use the same data transfer that gets developed for the Seattle Municipal ITG Request #27. It would become a generic data transfer that any local court could use.

Current Estimate and Status:

Hours: 1,400
Time: 6-12 months
Cost: \$100,000
Resources: ISD internal programming staff
Schedule: TBD. Not yet scheduled due to resource availability conflicts.
JISC Priority: 5

Spokane Municipal Court

OPTIONS

June 24, 2011

Options for Spokane Municipal Court

Option 1: Use the Existing Seattle Municipal Court File Transfer Process

- Proceed with implementing *JustWare*.
- Use the current nightly FTP data transfer (as is) with only a limited subset of data that goes into the Inactive File for closed cases.

Pros	Cons
Spokane County Municipal Court can proceed with implementing their CMS as planned.	Exacerbates a known problem that currently exists and replicates an undesirable practice.
Spokane County Municipal Court would not have to do duplicate data entry to use the existing FTP data transfer.	AOC resources would need to be reprioritized to accommodate this request.
	Would require work for ISD to modify the existing process to accept data from Spokane. This would require special processing and coding to establish a secondary court ID for Spokane in JIS to distinguish between the filings that reside in JIS and those that reside in <i>JustWare</i> .
	ITG Request #27 would have to be deferred as Spokane's request would take priority and requires the same resources.
	Only Spokane's <u>closed/inactive cases</u> would be accessible to other courts throughout the state. This could pose a risk to public safety.
	Real time data would not be available.
	Further restricts the availability of statewide data for research and reporting.

Spokane Municipal Court

OPTIONS

June 24, 2011

Option 2: Enter Data into both JIS and JustWare

- Proceed with implementing *JustWare*.
- Commit to continuing to enter the full set of required data separately into JIS (which may grow and change over time) until the generic expanded data transfer (ITG #27) is available for use.

Pros	Cons
Spokane County Municipal Court can proceed with implementing their CMS as planned.	Requires duplicate data entry for Spokane.
No additional impact or work for AOC staff.	It may be as long as two years before the expanded data transfer (ITG #27) is available for use.
Spokane's open/active cases would still be accessible to other courts throughout the state.	

Option 3: Defer Implementation of JustWare

- Defer the implementation of *JustWare* until after the completion of ITG Request #27.

Pros	Cons
No additional impact or work for AOC staff.	Requires Spokane to wait until other JISC priorities are completed.
ITG Request #27 can be scheduled and proceed as planned.	It may be as long as two years before the expanded data transfer (ITG #27) is available for use.

AOC Recommendation:

- Either Options 2 or 3, not Option 1. Choosing Option 1 would delay ITG Request #27 and is a bad practice relative to the reporting of statewide data.



SPOKANE MUNICIPAL COURT
PUBLIC SAFETY BUILDING
1100 W. MALLON
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(509) 622-5867

MARY C. LOGAN
PRESIDING JUDGE

August 16, 2011

Received

AUG 18 2011

Justice Mary E. Fairhurst

Justice Mary E. Fairhurst
Washington State Supreme Court
PO Box 40929
Olympia, WA 98504-0929

Re: Spokane Municipal Court's Request for Approval of Local Automated
Court Record System

Dear Justice Fairhurst:

First, let me say thank you for the attention you and the technical members of the JISC have shown to our request. We had no idea in Spokane that this would involve any expense or controversy on behalf of JISC or AOC. We were surprised to learn of the cost estimates and the concerns that have been voiced by other criminal justice associations. To that end we have reviewed our plan and have decided to take a different approach.

In your June 24, 2011, 'Options' response, to our request you laid out three options. The first is proving to be too expensive and controversial, while the last will not allow us in these tight budget times to meet our budget limitations and criminal justice needs. We have, therefore, focused on the second option of double entry and have done an analysis that has convinced us that while we will not achieve the savings we had initially planned, that we can still save money and operate far more efficiently by proceeding to implement while doing double entry into the JIS database. We will wait until such time as you have completed ITG 27 allowing us to transmit our daily data and then achieve our final cost savings.

Consequently, we do not believe there is any further need for the JISC committee or the technical staff to expend any further effort on behalf of our request to interface JustWare with the JIS system. I understand that Mr. Bledsoe of our City Legal Department advised Mr. Cogswell, of AOC, and your technical staff members of this decision on August 16, 2011, but I wanted to follow that up with this letter.

Once again, thank you for your assistance on this issue.

Sincerely,

Mary C. Logan
Presiding Judge
Spokane Municipal Court

The Supreme Court
State of Washington

MARY E. FAIRHURST
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TEMPLE OF JUSTICE
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September 21, 2011

Honorable Mary C. Logan
Presiding Judge,
Spokane Municipal Court
1100 W. Mallon
Spokane, Washington 99260

Re: Spokane Municipal Court's Request for Approval of Local Automated Court Record System

Dear Judge Logan:

Thank you for your letter of August 16, 2011 informing me of your court's decision to proceed with the implementation of a local court case management system.

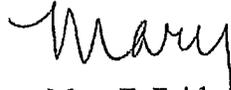
Judicial Information System Committee (JISC) Rule 13 gives the JISC specific responsibility and authority to review and approve county or city proposals to establish their own automated local court record systems. However, the JISC acknowledges that there is not currently a corresponding policy in place to provide the necessary guidance and conditions to support an individual court's efforts to implement a non-JIS system, while ensuring the integrity of data and information upon which all courts depend.

The JISC has a subcommittee that is currently working on development of a JIS Policy on Local Court Systems. But since a policy is not currently in place, the JISC does not feel justified in requesting your court to wait until such time as the policy is adopted and the supporting processes, procedures, and standards are put in place. Therefore, the JISC is not in a position at this time to either approve or deny your request.

However, the JISC feels it is prudent to inform you of the possible risks associated with implementing a local court system that has not been vetted in advance by the AOC to certify that it meets a predetermined set of business and technical standards. If problems are discovered at a later time, it could potentially be quite costly to you to make the needed corrections.

At such time in the future, when all the necessary technology components are in place, the JISC looks forward to being able to work with your court on automating the data exchange between systems. We wish you success with your system implementation.

Very truly yours,



Mary E. Fairhurst

cc: JISC Members
Jeff Hall, State Court Administrator
Vonnie Diseth, CIO/ISD Director

The Supreme Court
State of Washington

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December 14, 2011

Judge Bryan Chushcoff
Presiding Judge, Pierce County Superior Court
930 Tacoma Avenue South, Rm 334
Tacoma, WA 98402-2108

Re: LINX and the proposed new Superior Court Case Management System (SC-CMS)

Dear Judge Chushcoff:

I am writing to address your concern that was recently brought to my attention by Judge Laura Inveen, President of the Superior Court Judge's Association, Jeff Hall, State Court Administrator, and Vonnie Diseth, Director of AOC's Information Services Division.

Your concern, as I understand it, is that the Pierce County Superior Court would like assurance from the Judicial Information System Committee (JISC) and Administrative Office of the Courts (AOC) that if and when a new case management system for the Superior Courts is implemented across the state; Pierce County will not be required to adopt the new system and forced to abandon the integrated Legal Information Network Exchange (LINX) system that you currently use and have relied on for many years.

JISC Rule 13 gives the Judicial Information Systems Committee specific responsibility and authority to review and approve county or city proposals to establish their own automated local court record systems. But the JISC does not have the authority to require a court to use the state provided system. The JISC and AOC acknowledge that Pierce County has been using the LINX system for a number of years. Given our acknowledgement and acquiescence, permission was granted several years ago, either by formal action or failure to object.

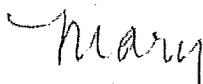
In addition, I want you to know that it is a documented assumption in the Superior Court Case Management System Feasibility Study that moving to the new system would be totally voluntary and that not all courts would necessarily participate. The Return on Investment (ROI) in the Feasibility Study factored that probability into the equation. It was anticipated that Pierce

County Superior Court would likely not adopt the new system and would continue to use LINX. That is the reason why the Data Exchange effort is so critically important and continues to be the JISC's highest priority initiative. Regardless of what system a court uses, all courts need to be able to exchange their data. Therefore, it is our expectation that Pierce County Superior Court will continue to exchange data with whatever statewide system is implemented.

It is my hope that this letter provides you the assurance you were looking for and that you will give your endorsement and support for the Superior Court Case Management System project to move forward so that we can meet the requirement of the December 30th Legislative Proviso. We all want to see this effort succeed for the benefit of the Washington State superior courts and the general public.

If you have any questions, please feel free to contact me at 360-357-2053.

Very truly yours,



MARY E. FAIRHURST

cc: Judge Laura Inveen, President of the Superior Court Judge's Association
Jeff Hall, State Court Administrator
Vonnie Diseth, CIO/Director, Information Services Division, AOC

The Supreme Court
State of Washington

MARY E. FAIRHURST
JUSTICE
TEMPLE OF JUSTICE
POST OFFICE BOX 40929
OLYMPIA, WASHINGTON
98504-0929



(360) 357-2053
FAX (360) 357-2103
E-MAIL J.M.FAIRHURST@COURTS.WA.GOV

December 3, 2012

Honorable Mary Logan
Spokane Municipal Court
1100 West Mallon Avenue
Spokane, WA 99260

Dear Judge Logan:

When the Judicial Information System Committee (JISC) considered Spokane Municipal Court's request to implement a local court management system, we understood that Spokane Municipal Court agreed to enter all data into the Judicial Information System (JIS) as it does currently until such time as a data exchange between the new system and JIS is in place. It has come to our attention that Spokane Municipal Court may not, in fact, plan to enter all of its data into JIS. In particular, we understand that the Court will not enter court dates or financial data in JIS.

If true, this decision can have significant consequences, including jeopardizing the Administrative Office of the Court's ability to produce consistent statewide caseload reports and to provide estimates of judicial need.

Please confirm at your earliest opportunity whether the information in the attached tables is correct.

In addition, please advise how the Court intends to process cases that were originally opened in JIS. Will your court close all open JIS cases and reopen them in your new system, or will the court continue to process active cases in JIS until they are completed and closed?

Thank you very much for your prompt attention to this matter.

Very truly yours,

Handwritten signature of Mary E. Fairhurst in cursive.

Justice Mary E. Fairhurst, Chair
Judicial Information System Committee

Handwritten signature of Callie T. Dietz in cursive.

Callie T. Dietz, Administrator
Administrative Office of the Courts

Attachment

cc: Honorable Tracy Staab

Case Type	Data Fields	Future Data Availability
Infractions (traffic, non-traffic, and parking) <i>Traffic (IT)</i> <i>Non-Traffic (IN)</i>	Case Filings	Yes
	Violations Charged	Yes
	Proceedings Held	No
	Deferred Findings	Yes, if Case Condition Codes or Case Review/Tracking Codes are considered by SPM in the Disposition category.
	Charge Dispositions	Yes, if Case Condition Codes or Case Review/Tracking Codes are considered by SPM in the Disposition category.
	Appeals to Superior Court	Yes; if Case Condition Codes or Case Review/Tracking Codes are entered
	Revenue Remitted (excluding PSEA)	No
	Cases Closed	Yes, if Case Disposition Codes are entered.
Citations/Complaints (DUI/physical control, other traffic, and misdemeanors) <i>DUI Citation (CD)</i> <i>Other Criminal Traffic (CT)</i> <i>Non-Traffic Misdemeanor (CM)</i>	Case Filings	Yes
	Violations Charged	Yes
	Trial Settings	No
	Proceedings Held	No
	Charge Dispositions	Yes, if Case Condition Codes or Case Review/Tracking Codes are considered by SPM in the Disposition category.
	Prosecution Diversion	Yes, if Case Condition Codes or Case Review/Tracking Codes are considered by SPM in the Disposition category.
	Appeals to Superior Court	Yes; if Case Condition Codes or Case Review/Tracking Codes are entered
	Revenue Remitted (excluding PSEA)	No
	Revenue Remitted (Probation Assessments)	No
For Criminal Cases	Court Costs Recovered (excluding PSEA)	No
For Criminal and Infraction Cases	State PSEA Revenue Remitted	No

Case Type	Data Fields	Future Data Availability
For All Case types	Misc Revenue Remitted	No
	Cases Closed	Yes, if Case Disposition Codes are entered.
DV/Anti-Harassment/Sexual Assault <i>Domestic Violence (DV) Anti-Harassment (HAR) Sexual Assault Protection Order (SXP)</i>	Petitions Filed Ex Parte and Full Order Proceedings Held Civil Judgments Granted/Denied/Dismissed Transfers to Superior Court Revenue Remitted Cases Closed	It appears that SPM does not process protection orders.
Civil (all other causes)	Case Filings	Yes, if SPM considers these case filings part of Names (Person Records) data entry.
	Trial Settings	No
	Proceedings Held	No
	Civil Judgments Recorded	Yes, if SPM considers entry of Civil Judgment Type Codes, Civil Judgment Ruling Codes, and/or Civil Judgment Disposition Codes that are entered on the CVJ or CVP screen part of Disposition data entry.
	Appeals to Superior Court	Yes, if SPM considers entry of Civil Judgment Type Codes, Civil Judgment Ruling Codes, and/or Civil Judgment Disposition Codes that are entered on the CVJ or CVP screen part of Disposition data entry.
	Writs Issued (based on revenue remitted)	No, if based on revenue reporting.
	Revenue Remitted	No
Cases Closed	Yes, if SPM considers entry of Civil Judgment Disposition Codes that are entered on the CVJ or CVP screen part of Disposition data entry.	
Small Claims	Case Filings Proceedings Held Civil Judgments Recorded Judgments Transferred to Civil Dept. Appeals to Superior Court Revenue Remitted Cases Closed	N/A
Felony Complaints	In-Custody Defendants Case Filings Proceedings Held Charge Dispositions	N/A

The Supreme Court
State of Washington

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September 21, 2011

Honorable Mary C. Logan
Presiding Judge,
Spokane Municipal Court
1100 W. Mallon
Spokane, Washington 99260

Re: Spokane Municipal Court's Request for Approval of Local Automated Court Record System

Dear Judge Logan:

Thank you for your letter of August 16, 2011 informing me of your court's decision to proceed with the implementation of a local court case management system.

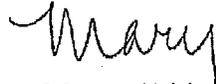
Judicial Information System Committee (JISC) Rule 13 gives the JISC specific responsibility and authority to review and approve county or city proposals to establish their own automated local court record systems. However, the JISC acknowledges that there is not currently a corresponding policy in place to provide the necessary guidance and conditions to support an individual court's efforts to implement a non-JIS system, while ensuring the integrity of data and information upon which all courts depend.

The JISC has a subcommittee that is currently working on development of a JIS Policy on Local Court Systems. But since a policy is not currently in place, the JISC does not feel justified in requesting your court to wait until such time as the policy is adopted and the supporting processes, procedures, and standards are put in place. Therefore, the JISC is not in a position at this time to either approve or deny your request.

However, the JISC feels it is prudent to inform you of the possible risks associated with implementing a local court system that has not been vetted in advance by the AOC to certify that it meets a predetermined set of business and technical standards. If problems are discovered at a later time, it could potentially be quite costly to you to make the needed corrections.

At such time in the future, when all the necessary technology components are in place, the JISC looks forward to being able to work with your court on automating the data exchange between systems. We wish you success with your system implementation.

Very truly yours,



Mary E. Fairhurst

cc: JISC Members
Jeff Hall, State Court Administrator
Vonnie Diseth, CIO/ISD Director



SPOKANE MUNICIPAL COURT
PUBLIC SAFETY BUILDING
1100 W. MALLON
SPOKANE, WASHINGTON 99260
(509) 622-5867

MARY C. LOGAN
PRESIDING JUDGE

August 16, 2011

Received

AUG 18 2011

Justice Mary E. Fairhurst

Justice Mary E. Fairhurst
Washington State Supreme Court
PO Box 40929
Olympia, WA 98504-0929

Re: Spokane Municipal Court's Request for Approval of Local Automated
Court Record System

Dear Justice Fairhurst:

First, let me say thank you for the attention you and the technical members of the JISC have shown to our request. We had no idea in Spokane that this would involve any expense or controversy on behalf of JISC or AOC. We were surprised to learn of the cost estimates and the concerns that have been voiced by other criminal justice associations. To that end we have reviewed our plan and have decided to take a different approach.

In your June 24, 2011, 'Options' response, to our request you laid out three options. The first is proving to be too expensive and controversial, while the last will not allow us in these tight budget times to meet our budget limitations and criminal justice needs. We have, therefore, focused on the second option of double entry and have done an analysis that has convinced us that while we will not achieve the savings we had initially planned, that we can still save money and operate far more efficiently by proceeding to implement while doing double entry into the JIS database. We will wait until such time as you have completed ITG 27 allowing us to transmit our daily data and then achieve our final cost savings.

Consequently, we do not believe there is any further need for the JISC committee or the technical staff to expend any further effort on behalf of our request to interface JustWare with the JIS system. I understand that Mr. Bledsoe of our City Legal Department advised Mr. Cogswell, of AOC, and your technical staff members of this decision on August 16, 2011, but I wanted to follow that up with this letter.

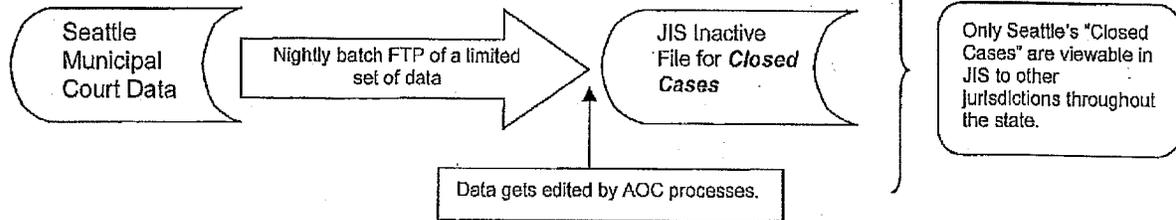
Once again, thank you for your assistance on this issue.

Sincerely,

Mary C. Logan
Presiding Judge
Spokane Municipal Court

**Spokane Municipal Court
To Implement a
Local Court Management System
OPTIONS
June 24, 2011**

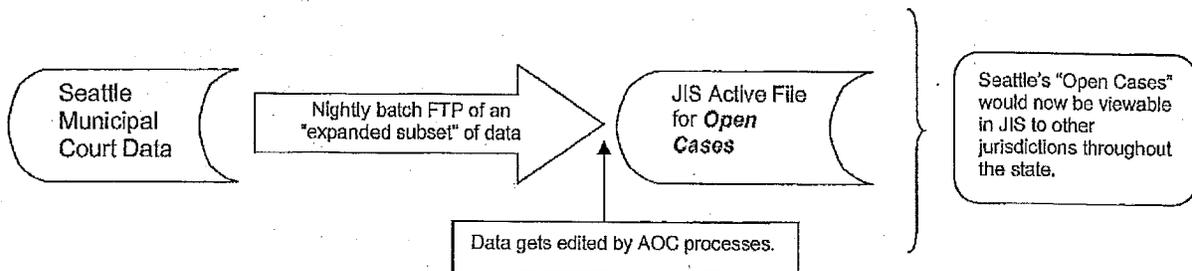
Current Data Transfer with Seattle Municipal Court



Proposed Expanded Data Transfer with Seattle Municipal Court (ITG Request #27)

The request has two distinct parts:

1. Expanded data transfer
2. Enhanced integration with MCIS and JABS



The intention is for the Spokane Municipal Court to use the same data transfer that gets developed for the Seattle Municipal ITG Request #27. It would become a generic data transfer that any local court could use.

Current Estimate and Status:

Hours: 1,400
Time: 6-12 months
Cost: \$100,000
Resources: ISD internal programming staff
Schedule: TBD. Not yet scheduled due to resource availability conflicts.
JISC Priority: 5

Spokane Municipal Court

OPTIONS

June 24, 2011

Options for Spokane Municipal Court

Option 1: Use the Existing Seattle Municipal Court File Transfer Process

- Proceed with implementing *JustWare*.
- Use the current nightly FTP data transfer (as is) with only a limited subset of data that goes into the Inactive File for closed cases.

Pros	Cons
Spokane County Municipal Court can proceed with implementing their CMS as planned.	Exacerbates a known problem that currently exists and replicates an undesirable practice.
Spokane County Municipal Court would not have to do duplicate data entry to use the existing FTP data transfer.	AOC resources would need to be reprioritized to accommodate this request.
	Would require work for ISD to modify the existing process to accept data from Spokane. This would require special processing and coding to establish a secondary court ID for Spokane in JIS to distinguish between the filings that reside in JIS and those that reside in <i>JustWare</i> .
	ITG Request #27 would have to be deferred as Spokane's request would take priority and requires the same resources.
	Only Spokane's <u>closed/inactive cases</u> would be accessible to other courts throughout the state. This could pose a risk to public safety.
	Real time data would not be available.
	Further restricts the availability of statewide data for research and reporting.

Spokane Municipal Court
OPTIONS
 June 24, 2011

Option 2: Enter Data into both JIS and JustWare

- Proceed with implementing *JustWare*.
- Commit to continuing to enter the full set of required data separately into JIS (which may grow and change over time) until the generic expanded data transfer (ITG #27) is available for use.

Pros	Cons
Spokane County Municipal Court can proceed with implementing their CMS as planned.	Requires duplicate data entry for Spokane.
No additional impact or work for AOC staff.	It may be as long as two years before the expanded data transfer (ITG #27) is available for use.
Spokane's open/active cases would still be accessible to other courts throughout the state.	

Option 3: Defer Implementation of JustWare

- Defer the implementation of *JustWare* until after the completion of ITG Request #27.

Pros	Cons
No additional impact or work for AOC staff.	Requires Spokane to wait until other JISC priorities are completed.
ITG Request #27 can be scheduled and proceed as planned.	It may be as long as two years before the expanded data transfer (ITG #27) is available for use.

AOC Recommendation:

- Either Options 2 or 3, not Option 1. Choosing Option 1 would delay ITG Request #27 and is a bad practice relative to the reporting of statewide data.



SPOKANE MUNICIPAL COURT
PUBLIC SAFETY BUILDING
1100 W. MALLON
SPOKANE, WASHINGTON 99260
509.622.5867

MARY C. LOGAN
PRESIDING JUDGE

December 13, 2012 *via email and U.S.P.S.*

The Honorable Justice Mary E. Fairhurst
Judicial Information System Committee
Temple of Justice
P.O. Box 40929
Olympia WA 98504-0929

Dear Justice Fairhurst and Ms. Dietz:

Thank you for your inquiry regarding our JustWare implementation, the preliminary phase of which is currently scheduled for the end of January. Specifically, you asked if and how it will affect the current Judicial Information System (JIS). I understand that you are concerned about the Administrative Office of the Courts' ability to produce consistent, statewide caseload reports and provide estimates of judicial needs. Rest assured that our desire to improve efficiencies by implementing an electronic case management system for our court should not adversely affect those concerns.

Dr. McCurley from AOC recently presented at the District and Municipal Court Judges Association (DMCJA) Board meeting. According to his presentation, neither the financial data nor the court dates are data used to determine judicial needs. As Dr. McCurley noted, the current system for determining judicial needs would benefit from review and revamping. It is now 10 years old and fails to collect many hearings. For example, Spokane's Municipal Court holds 40 contested hearings every two weeks, which are generated by the photo red system. There are also 25-30 contested parking cases docketed every week. None of these hearings currently count towards estimates of judicial needs.

As stated in our August 16, 2011 letter, Spokane Municipal Court intends to make double-data entries. However, just as many courts currently do not enter each event into JIS [N.B., Seattle Municipal entering no such information at all.], we do not anticipate entering each and every event that transpires in each case. Given current limitations in JIS, many significant events are already excluded in determining judicial needs.

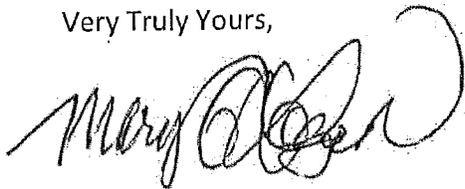
The Honorable Justice Mary E. Fairhurst
December 13, 2012
Page 2

I wanted to answer your specific questions separately.

- At this stage, we intend to enter the following data into JIS: the name of the defendant; the case number and charge(s); designations for Domestic Violence (DV); any Failure to Appear (FTA), in both criminal matters and infractions; No Contact Orders (NCOs) as well as information regarding warrants; and ultimate case disposition. We believe this list includes essential matters. If there is something that you believe is essential and we haven't included it, we are open to considering it.
- As for the tables attached to your letter, the information is correct.
- Lastly you asked if our court would close all open JIS cases and reopen them in JustWare, or would we continue to process all open JIS cases in JIS until they are closed. Neither one will be situation. Instead, we will use both systems for open cases depending on the activity/status of the case. If the only activity in the case is collecting accounts receivable, it will remain in JIS, only. If it is a criminal case in warrant status, it will remain in JIS only. If it is a case with a future court date, it will be closed in JIS and reopened in JustWare.

I hope this has alleviated some worry and addressed the questions posed. Please feel free to contact me if there are further questions or concerns.

Very Truly Yours,



Judge Mary C. Logan
Presiding Judge
City of Spokane Municipal Court



**Superior Court of the State of Washington
for the County of King**

Susan J. Craighead
Presiding Judge

King County Courthouse
516 Third Avenue, C-203
Seattle, Washington 98104-2381

January 27, 2014

Justice Mary E. Fairhurst
Washington State Supreme Court
Chair, JISC
PO Box 40929
Olympia, Washington 98504-0929

Dear Justice Fairhurst:

As requested, this serves as King County Superior Court's notice to discontinue involvement in the Superior Court Case Management System. We believe the state project, under your leadership and that of the Administrative Office of the Court's staff, will confer a very positive benefit on small and medium size counties in our state. As indicated in our recent conversation, our court will do all we can to support the state effort. Since we are a large urban court with complex needs, in many ways we believe our withdrawal from the project will help ensure success of the overall state project.

Sincerely,

Susan J. Craighead
Presiding Judge

SJC/PLS:aj

JIS Data Standards for Alternative Electronic Court Record Systems

Effective Date: October 24, 2014

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PURPOSE

This standard contains the requirements for trial courts to interface independent, automated court record systems with the state Judicial Information System (JIS). These standards are necessary to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

AUTHORITY

RCW 2.68.010 established the Judicial Information System Committee (JISC).
"The judicial information system committee, as established by court rule, shall determine all matters pertaining to the delivery of services available from the judicial information system."

JISC Rule 1 describes the authority of the Administrative Office for the Courts (AOC) for the JIS.

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

JISC Rule 13 gives the JISC specific responsibility and authority to review and approve county or city proposals to establish their own automated court record systems.

"Counties or cities wishing to establish automated court record systems shall provide advance notice of the proposed development to the Judicial Information System Committee and the Office of the Administrator for the Courts 90 days prior to the commencement of such projects for the purpose of review and approval."

RCW 2.68.050 directs the electronic access to judicial information:

"The supreme court, the court of appeals and all superior and district courts, through the judicial information system committee, shall:

- (1) Continue to plan for and implement processes for making judicial information available electronically;*
- (2) Promote and facilitate electronic access to the public of judicial information and services;*
- (3) Establish technical standards for such services;*
- (4) Consider electronic public access needs when planning new information systems or major upgrades of information systems;*
- (5) Develop processes to determine which judicial information the public most wants and needs;*

(6) Increase capabilities to receive information electronically from the public and transmit forms, applications and other communications and transactions electronically;

(7) Use technologies that allow continuous access twenty-four hours a day, seven days per week, involve little or no cost to access, and are capable of being used by persons without extensive technology ability; and

(8) Consider and incorporate wherever possible ease of access to electronic technologies by persons with disabilities.”

RCW 2.56.030 describes the powers and duties of the AOC. The following subsections apply to this standard:

(1) Examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same;

(2) Examine the state of the dockets of the courts and determine the need for assistance by any court;

(4) Collect and compile statistical and other data and make reports of the business transacted by the courts, and transmit the same to the chief justice to the end that proper action may be taken in respect thereto;

(6) Collect statistical and other data and make reports relating to the expenditure of public moneys, state and local, for the maintenance and operation of the judicial system and the offices connected therewith;

(7) Obtain reports from clerks of courts in accordance with law or rules adopted by the supreme court of this state on cases and other judicial business in which action has been delayed beyond periods of time specified by law or rules of court and make report thereof to supreme court of this state;

(11) Examine the need for new superior court and district court judge positions under an objective workload analysis. The results of the objective workload analysis shall be reviewed by the board for judicial administration which shall make recommendations to the legislature. It is the intent of the legislature that an objective workload analysis become the basis for creating additional district and superior court positions, and recommendations should address that objective;”

The Supreme Court of Washington Order No. 25700-B-440 directs the establishment of the Washington State Center for Court Research within the AOC. The order authorizes the collection of data under RCW 2.56.030 for the purpose of: objective and informed research to reach major policy decisions; and to evaluate and respond to executive and legislative branch research affecting the operation of the judicial branch.

The Supreme Court of Washington Order No. 25700-B-449 adopting the Access to Justice Technology Principles. The order states the intent that the Principles guide the use of technology in the Washington State court system and by all other persons,

agencies, and bodies under the authority of this Court. The Order further states that these Principles should be considered with other governing law and court rules in deciding the appropriate use of technology in the administration of the courts and the cases that come before such courts, and should be so considered in deciding the appropriate use of technology by all other persons, agencies and bodies under the authority of this Court.

GUIDANCE

JIS Baselines Services: In its strategic planning efforts throughout recent years, the JISC recognized the need to identify baseline services to guide development initiatives. The JISC established the JIS Baseline Services Workgroup in June 2010. The Workgroup published a report that specified data to be shared and identified common processes needed for Washington State Courts. On October 7, 2011, the JISC approved a resolution that: *“the JIS Baseline Services be referenced in planning of all court information technology projects.”* As such, the report is used as a guideline for section ‘B’ – Shared Data and section ‘C’ – Common Processes.

The Annie E. Casey Foundation’s Juvenile Detention Alternatives Initiative Data Analysis: Recommendation of Standards: This report contains recommendations for a common set of standards for data collection, analysis, and reporting.

The Washington State Access to Justice Technology Principles should be used for technologies in the Washington State justice system. The Access to Justice Technology Principles apply to all courts of law, all clerks of court and court administrators and to all other persons or part of the Washington justice system under the rule-making authority of the Court.

SCOPE

The information in this standard applies to all Washington State Superior Courts and Courts of Limited Jurisdiction (CLJ) operating an Alternative Electronic Court Record System. Juvenile Departments are included in the scope as each is a division within a Superior Court. It does not include the Supreme Court and Court of Appeals courts as their systems are, by statute, fully supported by the AOC.

This standard does not apply to Superior and CLJ courts using the statewide case management system, as they are already subject to existing JIS policies, standards, guidelines, and business and data rules that encompass the data requirements identified in Appendix ‘B.’

DEFINITIONS

“Statewide court data” refers to data needed for sharing between courts, judicial partners, public dissemination, or is required for statewide compilation in order to facilitate the missions of the Washington Courts, justice system partners, and the AOC.

“Alternative Electronic Court Record System” is any electronic court records technology system that is the source of judicial data identified in section B below.

“The Judicial Information System (JIS)” is the collection of systems, managed by the AOC, that serve the courts and includes the corresponding databases, data exchanges, and electronic public data access.

“Data Exchange” is a process that makes data available in an electronic form from one computer server to another so that an automated system can process it. Exchanges involve data moving from the AOC to other destinations and data coming into the AOC from external sources.

“The National Information Exchange Model (NIEM)” is an XML-based information exchange framework from the United States. NIEM represents a collaborative partnership of agencies and organizations across all levels of government (federal, state, tribal, and local) and with private industry. The purpose of this partnership is to effectively and efficiently share critical information at key decision points throughout the whole of the justice, public safety, emergency and disaster management, intelligence, and homeland security enterprise.

“Information Exchange Program Documentation (IEPD)” is the documentation (schemas, specifications, meta-data, and other artifacts) describing the data exchange. A developer builds an IEPD from business requirements in order for the IEPD to include both business and technical artifacts that define the information exchange taking place between multiple parties.

STANDARDS

The following subsections provide the standards for courts that implement and operate an Alternative Electronic Court Record System. There are six sections:

- Section ‘A’, General: provides references to RCW’s, Court General Rules, and JISC rules that must be followed.
- Section ‘B’, Shared Data: contains the data that must be provided by the Alternative Electronic Court Record System to the statewide JIS.
- Section ‘C’, Common Process: provides guidance to provide consistency and quality in the content of the shared data identified in subsection ‘B’ - Shared Data.
- Section ‘D’, Security: identifies the AOC security standards that apply for data sharing and access to the statewide JIS.
- Section ‘E’, Technical: provides the technical requirements that are required for the exchange of data between systems.

- Section 'F', Responsibilities: provides information on what is expected to be performed by the courts and by the AOC.

A. GENERAL

General Standards describe high-level shared data and business processes that are needed so that a court's implementation and operation of an Alternative Electronic Court Record System does not have a negative impact on the public, other courts, justice system partners, and the AOC. The following existing authoritative references provide the high level standards to be used. Inclusion of these rules provides an easy reference for the courts on what statutes, rules, and other items apply so that they can effectively plan for and operate an alternative system.

1. A court that implements an Alternative Electronic Court Record System will continue to follow RCW's related to the JIS as applicable and prescribed by law. These include:
 - a) RCW 2.68 regarding the JIS;
 - b) RCW 26.50.160 regarding the JIS being the designated statewide repository for criminal and domestic violence case histories;
 - c) RCW 26.50.070(5) and RCW 7.90.120 regarding mandatory information required by JIS within one judicial day after issuance of protection orders ;
 - d) RCW 10.98.090 regarding reporting criminal dispositions to the Washington State Patrol (WSP) from the JIS;
 - e) RCW 10.97.045 regarding disposition data to the initiating agency and state patrol and;
 - f) RCW 10.98.100 regarding compliance audits of criminal history records.
2. A court that implements an Alternative Electronic Court Record System will continue to follow Washington State Court General Rules (GR), specifically:
 - a) GR 15 for the destruction, sealing, and redaction of court records
 - b) GR 22 for the access to family law and guardianship court records
 - c) GR 31 for the access to court records and
 - d) GR 31.1 for the access to administrative records
 - e) GR 34 for the waiver of court and clerk's fees and charges in civil matters on the basis of indigency

3. A court that implements an Alternative Electronic Court Record System will continue to follow JIS rules, specifically:
 - a) Rule 5 regarding standard data elements;
 - b) Rule 6 regarding the AOC providing the courts standard reports
 - c) Rule 7 regarding codes and case numbers
 - d) Rule 8 regarding retention
 - e) Rule 9 regarding the JIS serving as the communications link for courts with other courts and organizations and
 - f) Rule 10 regarding attorney identification numbers
 - g) Rule 11 regarding security
 - h) Rule 15 regarding data dissemination, including the local rules consistent with the JIS Data Dissemination Policy and
 - i) Rule 18 regarding removing juvenile data when only a truancy record exists

B. SHARED DATA

These standards identify the data required to ensure that the existing JIS, the statewide data repository, and any Alternative Electronic Court Record System database are able to complete necessary transactions and provide synchronized information to users.

A court that implements an Alternative Electronic Court Record System shall send the shared data identified in these standards to the JIS. The court shall comply with these standards through direct data entry into a JIS system or by electronic data exchange. All data elements which have been marked as "Baseline" with a 'B' in columns corresponding to the court level, in Appendix 'A' shall be effective as of the approval date of the standard. The implementation of the shared data (court applicability and timing) shall be governed by the Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

Detailed business and technical requirements for the shared data elements listed in Appendix 'A' will be provided in a separated Procedure and Guideline Document.

This subsection is divided into four parts:

- The Shared Data Element Standards identify the data elements that require sharing.
- The Codes Standards specify the valid values contained in the shared data elements.

- The Data Element Time Standards provide the requirements for when the data is to be provided.
- Data Quality Standards that ensure that data is complete and correct.

Assumptions: There must be a thorough understanding of data exchanged between systems. Data elements must be translatable between systems. Changes to data and business rules which may affect the data must be reviewed, understood, and accepted by both the AOC and the Alternative Electronic Court Record System providers.

1. Shared Data Standards:

JISC Rule 5 requires a standard court data element dictionary:

“A standard court data element dictionary for the Judicial Information System shall be prepared and maintained by the Administrator for the Courts with the approval of the Judicial Information System Committee. Any modifications, additions, or deletions from the standard court data element dictionary must be reviewed and approved by the Judicial Information System Committee.”

The standards listed below identify a standard number, title, business requirement, a rationale, shared data (business names), and applicable court levels. Appendix A is used to translate the ‘Shared Data’ name to a list of one or more data elements. Data exchange specifications for each element will be provided in the Information Exchange Package Documentation (IEPD) for Web Services or other specifications for bulk data exchanges.

(1)	Title	Party Information
	Requirement	Additions and updates to person data in accordance with the statewide person business rules.
	Rationale:	Needed for participation on a case; unique identification of litigants for statewide case history; location of parties for correspondence and contact; and serving of warrants.
	Shared Data	Person Organization Official Attorney Person Association Address Phone Electronic Contact
	Court Level	Superior, Juvenile, and CLJ

(2)	Title	Case Filing and Update
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	Requirement:	The initial filing and updates of all matters initiated in a Superior Court or Court of Limited Jurisdiction court. Also, the creation and update of juvenile referrals and diversions.
	Rationale:	Needed for statewide case statistics, judicial needs assessment, person case history, public information, and research.
	Shared Data	Case Significant Document Index Information Citation Case Relationship Process Control Number
	Court Level	Superior, Juvenile, and CLJ

(3)	Title	Case Participation
	Requirement:	Creation and update of primary participants together with party type, party information, and relationships to other parties.
	Rationale:	Needed for judicial decision making, person case history, family courts, and public information.
	Shared Data	Participant Attorney Participant Association
	Court Level	Superior, Juvenile, and CLJ

(4)	Title	Case Charge
	Requirement:	Addition of original charges, amendments through final resolution.
	Rationale:	Needed for statewide case statistics, judicial decision making, person case history, sharing with judicial partners, and public information.
	Shared Data	Charge
	Court Level	Superior, Juvenile, and CLJ

(5)	Title	Significant Document Index Information
	Requirement:	Creation and update of index information on all significant documents (orders, judgments, stipulations, agreements, etc.) that are needed for statewide data sharing and caseload reporting.
	Rationale:	Needed for statewide case statistics, domestic violence processing, judicial decision making, firearms reporting, and voting rights.
	Shared Data	Significant Document Index Information Significant Document Parties

	Superior, Juvenile, and CLJ
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(6)	Title	Warrant Information
	Requirement:	Order Issuing Warrant and status processing update through final disposition.
	Rationale:	Needed for cross jurisdictional warrant processing and judicial decision making.
	Shared Data	Warrant Information
	Court Level	Superior and CLJ

(7)	Requirement:	Failure To Appear (FTA)
	Requirement:	Order issuing FTA and status update process through final disposition.
	Rationale	Needed for judicial decision making and integration with Department of Licensing FTA and FTA adjudication.
	Shared Data	Failure to Appear
	Court level	CLJ

(8)	Title	Proceeding
	Requirement:	Creation and update of proceedings and associated outcomes.
	Rationale:	Needed for statewide statistics and judicial needs assessment.
	Shared Data	Proceeding
	Court Level	Superior and CLJ

(9)	Title	Case Status
	Requirement:	Case resolution, completion, and closure (with associated dates) together with a history of case-management statuses through which the case progresses, and the duration of each status.
	Rationale:	Needed for statewide statistics and judicial needs assessment.
	Shared Data	Case Status
	Court Level	Superior, Juvenile, and CLJ

(10)	Title	Case Conditions
	Requirement:	Creation and update of case outcome conditions that must be satisfied. These include, but are not limited to: items for a judgment and sentence, diversion agreement, probation violation, civil judgment, or other similar instruments.

	Rationale:	Needed for statewide statistics and compliance monitoring, research, and judicial decision making.
	Shared Data	Conditions
	Court Level	Superior, Juvenile, and CLJ

(11)	Title	Case Association
	Requirement:	Creation and update of related cases.
	Rationale:	Needed for consolidate cases, referral case association, appeals, and public information (judgment case to originating case).
	Shared Data	Case Association
	Court level	Superior, Juvenile, CLJ

(12)	Title	Accounting Case Detail
	Requirement:	Sharing of case accounting for sharing between courts and the AOC information on receivables, payables and distributions.
	Rationale:	Needed for judicial decision making (obligations on a case), Legal Financial Obligation (LFO) billing, Court Local revenue Report, statistical reporting, research, and legislative analysis and financial auditing.
	Shared Data	Accounting Case Detail
	Court Level	Superior and CLJ

(13)	Title	Accounting Summary
	Requirement:	Creation and update of monthly ledger balance by Budgeting, Accounting, and Reporting System (BARS) Account.
	Rationale:	Needed for statewide statistics and legislative analysis.
	Shared Data	Accounting Summary
	Court Level	Superior and CLJ

(14)	Title	Détention Episode
	Requirement:	Creation and update of detention episode summary information.
	Rationale:	Needed for statistical research aimed at the: reduction on the reliance of secure confinement; improvement of public safety; reduction of racial disparities and bias; cost savings; and support of juvenile justice reforms.
	Shared Data	Detention Episode Summary Detention Episode Population
	Court Level	Juvenile

2. Code Standards:

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes).” Therefore the codes standards apply to the data that is being shared.

Code standards control what data values are used to represent a business event. For example, the finding of ‘Guilty’ for a charge count is represented by the letter ‘G’.

JISC Rule 7 Codes and Case Numbers specifies that: *“The Administrator for the Courts shall establish, with the 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.”*

The Shared Data Standards above identify the data that must be provided. The code standards provide the requirements for the data element values with standard values (e.g. codes). Appendix ‘A’ lists the shared data elements. All elements that have a name suffixed with the word ‘Code’ will have a set of valid values. The valid values will be defined in the data exchange’s IEPD. For courts that perform double data entry into JIS, the code values are those enforced by the JIS screens.

3. Data Element Time Standards:

Data Element Time Standards control the time in which a business event must be reported to the JIS. For example, a domestic violence protection order is required to be entered into the JIS within one judicial day after issuance. The domestic violence protection order time standards is based on statute.

The data element time standards are based on the following criteria:

- a) Statute;
- b) Court rules;
- c) Public safety;
- d) Judicial decision making; and
- e) Reporting needs.

The following time categories are used:

- a) **One Day** – data shall be provided no later than one business day after being entered into the alternative system. In instances where state statute or other mandates require data be entered into the JIS sooner, those mandates shall prevail (see general standards).

- b) **Two Day** – data shall be provided within two business days after the event occurred and was entered into the alternative system. This category is used to get most all case information that is not required to be current except for the court of origination.
- c) **Monthly** – data for the previous month shall be provided by the 10th day of the following month. This category is used generally for statistical data that is not used for operational decision making (caseload statistics).

Time Standards Table

Id	Event	Time category
1	Case initiation and updates for well-identified individuals. This is for both civil and non-civil cases in accordance with the person business rules (except for parking/vehicle related violations). Accounting Case Detail associated with these cases.	One Day
3	Case filings and updates for non-well-identified individuals. Accounting Case Detail associated with these cases.	Two Day
4	Parking/vehicle related violations cases with non-well-identified persons. Accounting Case Detail associated with these cases.	Monthly
5	Accounting Summary	Monthly
6	Detention Summary Detention Daily Population	Monthly

4. DATA QUALITY

Local Automated Court Record Systems shall work with the AOC in compliance with Data Quality Service Level Agreements (SLA) to ensure that court data meets the data quality standards for critical data elements when sending data to the JIS. This ensures quality information is transferred downstream and made available to the public. The SLA will also specify roles, responsibilities, notification, development of data quality rules between systems, measuring and monitoring processes between systems, escalation strategies, and timeliness of resolution for identified issues impacting quality of information for statewide data and information the AOC is required, by statute, to provide to external partners (i.e. background check data to the WSP).

Standards:

The Shared Data Standards above identify the data that must be provided. The data quality standards apply to the data that is shared. Data that is shared must be consistent with the data from the alternative system.

Courts that operate an Alternative Electronic Court Record Systems shall work with AOC to ensure that data has:

- a) **Uniqueness:** No entity exists more than once within the data set. What this means is that if a case at a court exists, that case will have a unique identification. For example, a case should not have two different identifications (case numbers), making it appear that there are two instead of one.
- b) **Accuracy:** The degree with which data correctly represents the "real-life" objects they are intended to model. Accuracy measures the degree to which the computerized records reflect the authoritative court records. For example, the computerized record should show a guilty finding when the Order for Judgment and sentence is 'Guilty.'
- c) **Timeliness:** Adheres to case management court time standards and transfer of information within expected time for accessibility and availability of information.
- d) **Consistency:** Data values in one data set are consistent with values in another data set.
- e) **Completeness:** Certain attributes are expected to be assigned values in a data set.
- f) **Conformance:** The degree to which instances of data are exchanged, stored or presented in a format consistent with other system similar attribute values.

C. COMMON PROCESS

Common process standards are needed to provide consistency and quality in the content of the shared data identified in subsection 'B', Shared Data. These processes are not mandatory unless required by law.

Assumptions: Alternative Electronic Court Record Systems will operate independent of the JIS.

Standards:

1. A court should follow Person Business Rule 3.0 and all subsections when adding persons to the JIS database.
2. A court should record a date of death based only on official documentation received from Department of Health or from court orders.
3. A court should consult the JIS for statewide case history for a well identified individual unless the court has an established process for using fingerprint and photo for identifying a person.
4. A court should consult the JIS for determining protection orders for an individual.
5. A court shall consult the JIS prior to entry of a final parenting plan (RCW 26.09.182).

D. SECURITY

This section provides security standards that shall be followed.

Assumption(s): Alternative Electronic Court Record Systems shall ensure that data is properly secured, both locally and when exchanging data with central systems. The following standards are not intended to provide an exhaustive list of appropriate security controls. Rather, they provide minimums necessary to provide a reasonable level of protection for the exchange of court data. Courts assume responsibility for the protection of all data in their custody and shall adhere to all relevant RCW's, General Rules of Court, Federal Regulations and other regulatory requirements.

Standards:

1. The court using an Alternative Electronic Court Record System shall comply with the JIS IT Security Policy only as it applies to access and data exchange with the JIS. The JIS IT Security Policy directs that the AOC Information Technology Security Standards be followed. The standards that apply to the exchange of information are the AOC ISD Infrastructure Policies:
 - a) 1.10 regarding password security;
 - b) 1.11 regarding network access;
 - c) 1.15 regarding user account deletion;
 - d) 1.26 regarding firewall access;
 - e) 7.10 regarding incident response; and
 - f) 7.12 regarding audit records and auditable events.
2. When there are no documented JIS IT Policy/Standards, then the current version of the National Institute of Standards and Technology (NIST) 800-53 'Security and Privacy Controls for Federal Information Systems and Organizations' shall be used.

E. TECHNICAL

This set of standards will address the technical requirements that will impact the exchange of data between systems. These Technical Standards are for the integration between the statewide JIS and an Alternative Electronic Court Record Systems.

Assumption(s)

- None.

Standards:

1. Software interfaces shall conform to the following open industry standards:
 - a) Web Services through HTTP(s) based on WS-* Standards;
 - b) Content Access through HTTP/HTML based Web Sites;
 - c) File Drop through Secured File Transmission Protocol; and
 - d) IBM Message Queue Service.

2. Information Exchange Model shall conform to the National Information Exchange Model (NIEM) standards and as enhanced with the AOC JIS extensions.

RESPONSIBILITIES

As a court moves toward implementing an alternative system, the services provided by the AOC and those provided by a court will change. This section identifies services where there is an expectation for change in responsibility for providing services related to this standard. These are to be used to assist in planning for, transitioning to, and operating an Alternative Electronic Court Record System.

Court Responsibilities:

1. A court shall be responsible for the development, maintenance, and operation of integration components to provide required data to the AOC.
2. A court shall be responsible for monitoring legislative and rule changes that impact their system and making the changes needed by the date required.
3. A court shall be responsible for its own disaster recovery plan, including data backups and restoration procedures. Disaster recovery planning and testing is performed to ensure that a court can sustain business continuity in the event of a disaster that impairs its Alternative Electronic Court Record System and integration linkages with the statewide system.
4. A court shall ensure auditability of their system, including audit logs recording user activities, exceptions, and information security events necessary to detect and audit unauthorized information-processing activities. The AOC currently provides audit records for JIS systems to track the identity of a person changing or accessing JIS data and the date and time it was changed/access. The JIS audit trails are used periodically as evidence in court cases for unauthorized data access. The alternative systems are expected to have a similar capability for tracking changes and data access.
5. A court shall use the codes list provided by the AOC. The data sent to the AOC via data entry or data exchange shall conform to the standard codes values defined for those methods. Translation for the alternative system to the standard code is expected to be performed by the originating court.

AOC Responsibilities:

1. The AOC shall be responsible for the development, maintenance, and operation of integration components to consume data.
2. The AOC shall provide access to shared data through applications or data services.
3. The AOC shall publish a catalog of data exchange services.
4. The AOC should assist courts in a technical advisory role in service usage.
5. The AOC shall publish code lists for the courts based on the AOC and court Service level Agreement (SLA) prior to the codes becoming effective.
6. The AOC shall be responsible to notify in advance of making any changes to any data exchange service which would require courts to make any corresponding revisions to their systems, and to work with the affected courts to minimize any such potential impact.

Shared Responsibilities: -

1. The Information Technology Governance (ITG) process shall be used for governing changes in data elements (new, revised, codes changes, etc.), data exchange transport methods (message content, format, security, etc.), or other items that impact the client side (court) technology components.
2. The AOC and the court will work cooperatively on processes for identifying, correcting, and monitoring data quality as specified in subsection B.4 issues.
3. The AOC and the court will coordinate disaster recovery testing for the integration components between the two systems.
4. Changes that are required by legislative mandate, court rule, or other authority must be completed based on the effective date imposed by the originating authority. Changes that are originated from a source other than law/rule shall be made effective in a reasonable time frame as agreed to between the parties involved. If an agreement cannot be made, the JISC shall determine the effective date of the change.

REVIEW CYCLE

This standard is reviewed and updated as needed.

OWNERS

This JIS Standard supports JISC Rule 13 and is owned by the JISC.

APPENDIX A

Shared Data Elements

The table below provides the standards for the data to be shared. The following is a description of each column:

Shared Data – The Name of the Shared Data group. This name can be used to cross reference back to subsection B.1 In the “Shared Data” cell. This provides a business name for the group of data elements to be shared.

Element Number – A sequential Number assigned to each individual data element.

Element Name – the business related name for the shared data element.

Definition – The definition for either the Share Data group or the Data Element.

Standards Requirement – By Court Level if the data element is required – ‘B’ –Baseline, ‘F’ – Future, NA – Not Applicable

Sup – Superior

CLJ – Court of Limited Jurisdiction

Juv – Juvenile Department

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Accounting Summary		Accounting Summary provides the total debit and credit amounts for a given court, BARS Account Number, Case Classification Code, Jurisdiction Code, and Accounting Date. One record is needed for each court, BARS Account Number, Case Classification Code, Jurisdiction Code every accounting date (365 days a year).	B	B	NA
1	Court Code	Code that identifies the court.	B	B	NA
2	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
3	Case Classification Code	Standard statewide code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA
4	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA
5	Accounting Date	Date data in which the accounting information was effective.	B	B	NA
6	Debit Amount	The total debit amount for the court, jurisdiction, account, and accounting date.	B	B	NA
7	Credit Amount	The total credit amount for the court, jurisdiction, account, and accounting date.	B	B	NA
Accounting Case Detail		Accounting Case Detail provides the most granular level of financial information for a case. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions throughout the life of a case.	B	B	NA
8	Court Code	Code that identifies the court.	B	B	NA
9	Transaction Identifier	Court-defined unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA
10	Case Identifier	Court defined unique case identifier.	B	B	NA

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
11	Person Identifier	The statewide identifier for the person for which the transaction applies. If the transaction is not associated with a person, then this can be blank.	B	B	NA
12	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA
13	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA
14	Accounting Date	Date data in which the accounting transaction was effective.	B	B	NA
15	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA
16	Accounting Amount	The dollar amount allocated to the BARS account for the transaction.	B	B	NA
17	Primary Law Number	The statewide standard law number, when available, for which the transaction applies.	B	B	NA
18	Cost Fee Code	The statewide standard cost fee code, when available, for which the transaction applies.	B	B	NA
19	Transaction Code	A standard code that specifies the transaction that was made.	B	B	NA
20	Adjustment Reason Code	A code which identifies the reason for an adjustment.	B	B	NA

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Address		Address provides information on a person's location or contact. The address type (location) can be various types (residence, mailing, other correspondence, confidential, etc.).	B	B	B
21	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	B
22	Address Type Code	A code which specifies the address type.	B	B	B
23	Address Line 1 Text	The first line of the address per US postal standards.	B	B	B
24	Address Line 2 Text	The second line of the address per US postal standards.	B	B	B
25	Address Line 3 Text	The third line of the address per US postal standards.	B	B	B
26	Address City Name	The legal name of the city or location.	B	B	B
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B
28	Address State Code	The state code for the location.	B	B	B
29	Address County Code	The Washington state county code for the location.	B	B	B
30	Address Country Code	The location country code.	B	B	B
31	Address Begin Date	The first date that the address is applicable for the person.	B	B	B
32	Address End Date	The last date that the address is applicable for the person.	B	B	B
33	Address Status Code	A code which designates the status of the address (undeliverable, returned, or other etc.).	B	B	B

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Case Association		A case association is the relationship of one case to another related case. Examples are CLJ case and the associated superior court case when appealed, A probable cause hearing/case and the actual legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B
34	Case Association Identifier	A unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	F	B
35	Case Identifier	Court defined unique case identifier.	B	F	B
36	Case Association Type Code	A code that identifies the type of associations (linked, consolidated, etc.).	B	F	B
37	Case Association Role Type Code	A code that specifies the role of the case in the association (primary, secondary, etc.).	B	F	B
Case		A case is the primary business item that is used to manage and track status for issues filed in a court.	B	B	B
38	Case Identifier	Court defined unique case identifier.	B	B	B
39	Court Code	A code that uniquely identifies a court. The code is unique statewide.	B	B	B

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
40	Case Number	A court-assigned number that is used for externally identifying a case. The case number is unique within a court code.	B	B	B
41	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	B
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case.	B	B	B
43	Case Filing Date	The date in which the case was filed in the court.	B	B	B
44	Case Title Text	The court case tile.	B	B	B
45	Case Security Status Code	A code which specifies the security level (confidential, sealed, public, etc.).	B	B	B
Case Status		Case status provides information on the different stages of a case through its lifecycle (resolution, completion, closure, etc.).	B	B	B
46	Case Identifier	Court defined unique case identifier.	B	B	B
47	Case Status Type Code	A code identifying the type of case status (resolution, completion, closure, etc.).	B	B	B
48	Case Status Code	A code identifying the case status for the type.	B	B	B
49	Case Status Date	The date associated with the case status.	B	B	B
Charge		An allegation as to a violation of law.	B	B	B

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
50	Person Identifier	The statewide identifier for the person for which the charge applies.	B	B	B
51	Case Identifier	Court defined unique case identifier.	B	B	B
52	Charge Identifier	A unique identifier for the charge provided by the court.	B	Y	B
53	Charge Information Number	A sequential number assigned to the charging document. Court case types this data element is non applicable.	B	NA	NA
54	Charge Information Date	The date from the charging document.	B	B	B
55	Charge Count Number	A sequentially assigned number, starting at one for each charge count.	B	B	B
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B
57	Charge Primary Local Law Number	The law number as recorded in the local system for the primary charge.	B	B	B
58	Charge Primary Standard Law Number	The statewide equivalent (if any) for the charge primary local law number.	F	F	F
59	Charge Primary Result Code	A code which specifies the outcome as decided by the court, related to the primary charge.	B	B	B
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result code (example, Alford plea for a guilty result).	F	B	F
61	Charge Primary Result Date	The date of the primary charge result finding.	B	B	B

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
62	Charge Special Allegation Law Number	The law number of any special allegation (deadly weapon, sexual motivation, etc.) for the charge.	Y	F	Y
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	F	Y
64	Charge Special Allegation Result Date	The date of the special allegation.	F	F	F
65	Charge Modifier Law Number	The law number of any inchoate modifier (attempted, conspiracy, etc., etc.) for the charge.	B	F	B
66	Charge Definition Law Number	The law number for any definitional laws cited in the charging document for the charge count.	B	F	B
67	Charge Domestic Violence Code	A code which specifies domestic violence applicability for the charge count.	B	B	B
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	B	B	B
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge.	B	B	B
70	Charge Plea Date	The date on which the plea was made.	B	B	B
71	Charge Sentence Date	The date on which sentencing, if any, was made on the charge.	B	B	B
72	Charge Sentence Judicial Official Identifier	The identifier of the judicial officer who made the sentencing.	B	B	B
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	NA	NA	B

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases.	NA	NA	B
Citation		A document issued to a person that contains the alleged violation of law.	NA	B	NA
75	Case Identifier	Court defined unique case identifier.	NA	B	NA
76	Citation Date	The date that the citation was issued.	NA	B	NA
77	Originating Agency Code	A code which identifies the agency that originated the citation.	NA	B	NA
78	Originating Agency Number	The number assigned to the citation as provided by the originating agency. The originating agency number can be different or the same as the case number filed by the court.	NA	B	NA
79	Citation Amount	The fine dollar amount from the citation.	NA	B	NA
80	Citation Accident Code	A code that indicates if an accident was involved.	NA	B	NA
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	NA	B	NA
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation.	NA	B	NA
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent.	NA	B	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
86	Citation THC Level Count	The THC level as tested.	NA	B	NA
87	Vehicle License Number	The vehicle license plate number.	NA	B	NA
88	Vehicle License State Code	The vehicle license plate number state code.	NA	B	NA
Condition		An item that must be satisfied to resolve the issues on a case (charges, judgments, and other orders).	F	B	B
89	Condition Identifier	A unique identifier for the condition provided by the court.	F	B	B
90	Document Number	The number or identifier from the source document that imposed the condition. This has the same value as a corresponding entry for a Significant Document Index entry.	F	F	F
91	Case Identifier	Court defined unique case identifier.	F	B	B
92	Person Identifier	The statewide identifier for the person for whom the address applies.	F	B	B
93	Official Identifier	The statewide identifier for the official who imposed the condition.	F	B	B
94	Condition Date	The date that the condition was imposed.	F	B	B
95	Condition Type Code	The type of condition imposed (fine, jail, class, etc.).	F	B	B
96	Condition Amount	An amount, if applicable.	F	B	B
97	Condition Time Count	The amount of time for the condition, if applicable. The time is measured based on the time unit code.	F	B	B
98	Condition Time Unit Code	The time units (hour, day, month, etc.) that is for the condition time unit count.	F	B	B
99	Condition Review Date	The next date on which the condition is scheduled for review.	F	B	B

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
100	Condition Completion Date	The date on which the condition was completed.	F	B	B
101	Condition Completion Code	A code specifying the type of completion (completed, not completed, paid, etc.).	F	B	B
Detention Episode Population		Detention population tracks the status of a detainee for each day they are considered part of a facilities population. There is one record for each record per detainee per day.	NA	NA	B
102	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
103	Case Identifier	Court defined unique case identifier.	NA	NA	B
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B
105	Detention Population Episode Reporting Date	The calendar date for which the detention population applies.	NA	NA	B
106	Detention Population Reporting Time	The time in which the detention population was measured.	NA	NA	B
107	Detention Population Code	A code identifying the population status for the person in the facility (in facility, temporary leave, furlough, etc.).	NA	NA	B
Detention Episode Summary		Detention Episode contains the information for a detention episode. There is one record for each episode as measured from initial intake to final release.	NA	NA	B
108	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B
109	Case Identifier	Court-defined unique case identifier.	NA	NA	B
110	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
111	Detention Episode Intake Code	A code that identifies the intake decision (screen, release, hold, etc.).	NA	NA	B
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (screen, release, hold, etc.).	NA	NA	B
115	Detention Episode Admission Date	The date of the admission decision.	NA	NA	B
116	Detention Episode Admission Time	The time of the admission decision.	NA	NA	B
117	Detention Episode Primary Charge Code	A code that identifies the charge decision (screen, release, hold, etc.).	NA	NA	B
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (screen, release, hold, etc.).	NA	NA	B
119	Detention Episode Release Reason Code	A code that identifies the reason decision (screen, release, hold, etc.).	NA	NA	B
120	Detention Episode Release Date	The date of the release decision.	NA	NA	B
121	Detention Episode Release Time	The time of the release decision.	NA	NA	B
122	Detention Episode Time Served Hours Count	The count of the hours served.	NA	NA	B
Electronic Contact		Electronic Contact provides a record of electronic contact methods and locations (email, web page, etc.).	F	F	F
123	Electronic Contact Identifier	Unique identifier for the Electronic Contact as provided by the court.	F	F	F
124	Person Identifier	The statewide identifier for the person for which the address applies.	F	F	F

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
124	Electronic Contact Type Code	A code that identifies the electronic contact type (email, webpage, etc.).	F	F	F
126	Electronic Contact Address Text	The electronic contact address.	F	F	F
127	Electronic Contact Begin Date	The start date for the electronic contact.	F	F	F
128	Electronic Contact End Date	The end date for the electronic contact.	F	F	F
Failure To Appear		Failure To Appear provides a record for each failure to appear.	NA	B	NA
129	FTA Identifier	Unique identifier for the FTA as provided by the court.	NA	B	NA
130	Case Identifier	Court-defined unique case identifier.	NA	B	NA
131	Person Identifier	The statewide identifier for the person for whom the address applies.	NA	B	NA
132	FTA Order Date	The date on which the FTA was ordered.	NA	B	NA
133	FTA Issuance Date	The date on which the FTA was issued.	NA	B	NA
134	FTA Adjudication Date	The date the FTA was adjudicated.	NA	B	NA
Official		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	B	B	B
135	Official Identifier	Statewide identifier of an official.	B	B	B
136	Official Name	Official name.	B	B	B
137	Organization Identifier	The unique identifier for the organization to which the official belongs (court, LEA, etc.).	B	B	B
138	Official Title	The title for the official when applicable.	B	B	B
139	Official Type Code	A code which specifies the type of official (judge, law enforcement officer, attorney, etc.).	B	B	B

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
140	Official Sub Type Code	A code which further qualifies the official type.	B	B	B
141	Official Status Code	The status of the official. (active, inactive, etc.).	B	B	B
142	Official Begin Date	The start date for the official.	B	B	B
143	Official End Date	The end date for the official.	B	B	B
Organization		Organization provides a record for each organization that is used in other records provided. See Office.	B	B	B
144	Organization Identifier	A statewide unique identifier for the organization.	B	B	B
145	Organization Name	The organization name.	B	B	B
146	Organization Type Code	A code that identifies the type of organization (court, LEA, etc.).	B	B	B
147	Organization Sub Type Code	A code that identifies the sub-type within the type.	B	B	B
148	Organization Status Code	The status of the organization when applicable.	B	B	B
149	Organization Begin Date	The organization begin effective date.	B	B	B
150	Organization End Date	The organization end effective date.	B	B	B
Participant		Participant provides a record of each participant on a case.	B	B	B
151	Participant Identifier	A unique identifier for the participant.	B	B	B
152	Case Identifier	Court-defined unique case identifier.	B	B	B
153	Person Identifier	The statewide identifier for the person to which the address applies.	B	B	B
154	Participant Type Code	A code for the role of the person on the case (defendant, petitioner, etc.).	B	B	B
155	Participant Status Code	The status of the participant on the case.	B	B	B
156	Participant Begin Date	The participant begin effective date.	B	B	B
157	Participant End Date	The participant end effective date.	B	B	B

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
158	Participant Security Code	A code that identifies the security status for the participant (open, confidential, etc.).	F	F	F
Participant Association		Participant Association provides a record for the association between participants on a case, when applicable.	B	B	B
159	Participant Association Identifier	An identifier in each record used to associate participants.	B	B	B
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (family relationship, victim, etc.).	B	B	B
161	Case Identifier	The unique identifier for the case.	B	B	B
162	Participant Identifier	The unique identifier for the participant.	B	B	B
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association.	B	B	B
164	Participant Association Begin Date	The participant association begin.	B	B	B
165	Participant Association End Date	The participant association end.	B	B	B
Person		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case.	B	B	B
166	Person Identifier	The statewide identifier for the person.	B	B	B
167	Person First Name	The person's first name.	B	B	B
168	Person Last Name	The person's last name.	B	B	B
169	Person Middle Name	The person's middle name.	B	B	B
170	Person Birth Date	The person's date of birth.	B	B	B
171	Person Death Date	The person's date of death.	B	B	B
172	Person Gender Code	A code that identifies the person's gender.	B	B	B

APPENDIX A

Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
173	Person Race Code	A code that identifies the person's race.	B	B	B
174	Person Ethnicity Code	The code of that identifies the person's ethnicity.	B	B	B
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B
176	Person Driver License Number	The driver's license number.	B	B	B
177	Person Driver License State Code	A code for the state code that issued the driver's license.	B	B	B
178	Person Driver License Expire Date	The driver's license expiration date.	B	B	B
179	Person Department Of Corrections Number	The identification number provided by the Department of Corrections.	B	B	B
180	Person Juvenile Number	The identification number used for juveniles in Washington State.	B	B	B
181	Person FBI Number	The identification number provided by the Federal Bureau of investigation.	B	B	B
182	Person Height Inch Count	The person's height in inches.	B	B	B
183	Person Weight Count	The person's weight in pounds.	B	B	B
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B
186	Person Physical Description Text	A textual description of the person including identifying characters, scars, marks, and tattoos.	B	B	B
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B
	Person Association	Person Association provide a linkage of one person record to another. These associations can be other records: alias, facility relationship etc.	B	B	B
188	Person Association Identifier	An identifier in each record used to associate persons.	B	B	B

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
189	Person Association Type	A code which specifies the type of association between one or more parties (alias, family relationship, etc.).	B	B	B
190	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B
191	Person Association Role Code	A code for the role of the person in the relationship (true name, alias, parent, child, etc.).	B	B	B
192	Person Association Begin Date	The person association begin effective date.	B	B	B
193	Person Association End Date	The person association end effective date.	B	B	B
Phone		Phone provides a record of phone number contacts for a person.	B	B	B
194	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B
195	Phone Type Code	A code that identifies the phone number type (home, cell, etc.).	B	B	B
196	Phone Number	The phone number.	B	B	B
197	Phone Begin Date	The phone number begin effective date.	B	B	B
198	Phone End Date	The phone end effective date.	B	B	B
Proceeding		Proceeding provides a record hearings for a case.	B #6	B	NA
199	Proceeding Identifier	A unique identifier provided by the court for the proceeding.	B	B	NA
200	Case Identifier	Court-defined unique case identifier.	B	B	NA
201	Proceeding Type Code	A code that identifies the type of proceeding.	B	B	NA
202	Proceeding Schedule Date	The scheduled proceeding date.	B	B	NA
203	Proceeding Schedule Time	The scheduled proceeding time.	F	B	NA

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
204	Proceeding Schedule Official Identifier	The identifier of the official scheduled to hear the proceeding.	B	B	NA
205	Proceeding Actual Date	The actual date of the proceeding.	F	B	NA
206	Proceeding Actual Official Identifier	The official that heard the proceeding.	F	B	NA
207	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	F	B	NA
208	Proceeding Status Date	The date associated with the proceeding status code.	F	B	NA
209	Proceeding Status Reason Code	A code that further qualifies the proceeding status when applicable (not held reason, etc.).	F	B	NA
Process Control Number		Process Control Number provides a record of each process control number assigned by Washington State Patrol (WSP).	B	B	NA
210	Case Identifier	Court defined unique case identifier.	B	B	NA
211	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	NA
212	Process Control Number	The process control number (PCN) assigned by WSP.	B	B	NA
213	Process Control Number Date	The date the PCN number was assigned.	B	B	NA

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
Significant Document Index Information		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This does not mean document images; it is the significant data contained in the documents.	B	B	B
214	Case Identifier	Court-defined unique case identifier.	B	B	B
215	Document Identifier	A unique identifier assigned by the court.	B	B	B
216	Document Type Code	The document type (judgment and sentence, order, etc.).	B	B	B
217	Document File Date	The document file.	B	B	B
218	Document Decision Code	A code that type of decision when applicable.	B	B	B
219	Document Decision Date	The document decision date.	B	B	B
220	Document Expiration Date	The document expiration date.	B	B	B
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	B	B	B
222	Document Authorizing Official Identifier	The identifier of the official that authorized the document.	B	B	B
Significant Document Party		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	B	B	B

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
223	Case Identifier	Court-defined unique case identifier.	B	B	B
224	Document Identifier	A unique identifier assigned by the court.	B	B	B
225	Document Party Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B
226	Document Party Decision Code	A code that specifies the role of the party (protects, restrains, etc.)	B	B	B
Warrant Information		Warrant Information provides a record for each warrant.	B	B	NA
227	Case Identifier	Court defined unique case identifier.	B	B	NA
228	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	NA
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA
231	Warrant Cancelled Date	The date the warrant was cancelled, when applicable.	F	B	NA
232	Warrant Recalled Date	The date the warrant was recalled, when applicable.	F	B	NA
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	F	B	NA
234	Return Adjudication Date	The date the adjudication was returned to the Department of Licensing (DOL), when applicable.	F	B	NA
235	Warrant Type Code	A code that specifies the warrant type (Bench, Administrative, etc.).	F	B	NA
236	Warrant Service Date	The date that the warrant was served, when applicable.	F	B	NA

APPENDIX A
Shared Data Elements

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		
			Sup	CLJ	Juv
237	Warrant Expire Date	The warrant expiration date.	F	B	NA
238	Warrant Bail Amount	The bail amount on the warrant.	F	B	NA
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA

Implementation Plan – JIS Data Standards for Alternative Electronic Court Record Systems

Effective Date: October 24, 2014

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PURPOSE

The purpose of this document is to provide an Implementation Plan for the JIS Data Standards for Alternative Electronic Court Record Systems.

AUTHORITY

The JIS Data Standards for Alternative Electronic Court Record Systems, as approved on October 24, 2014 by the Judicial Information System Committee (JISC), specifies that this Implementation Plan shall be followed.

BACKGROUND

JISC Rule 13 requires that courts must request approval from the JISC to leave the centralized JIS and to use an Alternative Electronic Court Record System. Some courts are already using an alternative system and some courts might be contemplating moving to an alternative system.

The standard contains the requirements and responsibilities for trial courts to interface their Alternative Electronic Court Record System with the state Judicial Information System (JIS). These standards are necessary to ensure the integrity and availability of statewide data and information to enable open, just and timely resolution of all court matters.

PURPOSE

The purpose of this document is to specify a phased implementation plan for the standards so that trial courts not currently using JIS as their primary case management system can meet the requirements of the standard.

IMPLEMENTATION REQUIREMENTS

The JISC recognizes and acknowledges that some courts have not used JIS as their primary case management system for many years, so the implementation plan addresses both courts that are currently using other case management systems, and courts that may use other case management systems in the future.

A. TRIAL COURTS USING JIS AS THEIR PRIMARY SYSTEM AS OF APRIL 4, 2014

Trial courts using JIS as their primary case management system on or after April 4th, 2014 shall provide all data specified as baseline for their court level in the JIS Data Standards for Alternative Electronic Court Record Systems on the date they stop using JIS as their primary case management system. Baseline data, by court level, is identified in Appendix 'B' Share data Elements.

B. TRIAL COURTS NOT USING JIS AS THEIR PRIMARY SYSTEM AS OF APRIL 4, 2014

Trial courts not using JIS as their primary case management system as of April 4, 2014, shall meet the following implementation requirement (Seattle Municipal, Spokane Municipal, and Pierce Superior):

Courts shall continue to enter data into JIS at the same level entered as of April 4, 2014. A high level analysis of the alignment with the shared data standard as of June 2013 is contained in Appendix 'A'.

APPENDIX 'A'

ANALYSIS OF COURT ALIGNMENT TO SHARED DATA STANDARDS

Court Name	Seattle Municipal	Spokane Municipal	Pierce Superior
Accounting Summary	No	Old Only	Yes
Accounting Detail	No	Old Only	Yes
Party Information	Partial	Partial	Partial
Case Filing and Update	Criminal	Yes	Yes
Case Participation	Partial	Partial	Partial
Case Charge	Partial	Partial	Partial
Case Order	Yes	Partial	Partial
Warrant	No	Partial	Yes
Failure to Appear	No	Partial	Yes
Proceeding	No	Partial	No
Case Status	Partial	Partial	Yes
Judgment	No	Partial	Yes
Sentence	No	Partial	Yes
Compliance Monitoring	No	Partial	NA
Case Association	NA	NA	Yes

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APPENDIX 'B' SHARED DATA ELEMENTS

The table below provides the standards for the data to be shared. The following is a description of each column:

Shared Data – The Name of the Shared Data group. This name can be used to cross reference back to subsection B.1 In the “Shared Data” cell. This provides a business name for the group of data elements to be shared.

Element Number – A sequential Number assigned to each individual data element.

Element Name – the business-related name for the shared data element.

Definition – The definition for either the Shared Data group or the Data Element.

Standards Requirement – By Court Level if the data element is required – 'B' –Baseline, 'F' – Future, NA – Not Applicable

Sup – Superior

CLJ – Court of Limited Jurisdiction

Juv – Juvenile Department

Supported by Current Application Support – Identifies if the data element is currently supported by a JIS application for the court level using a 'Y' – Yes, and 'N' – No, NA – Not Applicable

Sup – Superior

CLJ – Court of Limited Jurisdiction

Juv – Juvenile Department

Supported by Current Exchange Support – Identifies which data element is supported by a data exchange using a 'Y' – Yes, and 'N' – Not Applicable

Sup – Superior

CLJ – Court of Limited Jurisdiction

Juv – Juvenile Department

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange				
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv		
		etc.), case type, and cause code.											
4	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA	Y	Y	NA	N	N	NA	NA	NA
5	Accounting Date	Date data in which the accounting information was effective.	B	B	NA	Y	Y	NA	N	N	NA	NA	NA
6	Debit Amount	The total debit amount for the court, jurisdiction, account, and accounting date.	B	B	NA	Y	Y	NA	N	N	NA	NA	NA
7	Credit Amount	The total credit amount for the court, jurisdiction, account, and accounting date.	B	B	NA	Y	Y	NA	N	N	NA	NA	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
			B	B	NA	Y	Y	NA	N	N	NA
		Accounting Case Detail provides the most granular level of financial information for a case. It contains the information for accounts receivable, adjustments, receipts, distributions, and other transactions throughout the life of a case.									
8	Court Code	Code that identifies the court.	B	B	NA	Y	Y	NA	N	N	NA
9	Transaction Identifier	Court-defined unique identifier for the transaction. The transaction identifier is assigned by the originating court and is used to uniquely identify the transaction.	B	B	NA	Y	Y	NA	N	N	NA
10	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	N	N	NA
11	Person Identifier	The statewide identifier for the person for which the transaction applies. If the transaction is not associated with a person, then this can be blank.	B	B	NA	Y	Y	NA	N	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		Supported by Current JIS Applications		Supported in Current Data Exchange				
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
12	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	NA	Y	Y	NA	N	N	NA
13	Jurisdiction Code	Code that identifies the jurisdiction for which the account applies.	B	B	NA	Y	Y	NA	N	N	NA
14	Accounting Date	Date data in which the accounting transaction was effective.	B	B	NA	Y	Y	NA	N	N	NA
15	BARS Account Number	The standard Budgeting Accounting and Reporting System code for the account being reported.	B	B	NA	Y	Y	NA	N	N	NA
16	Accounting Amount	The dollar amount allocated to the BARS account for the transaction.	B	B	NA	Y	Y	NA	N	N	NA
17	Primary Law Number	The statewide standard law number, when available, for which the transaction applies.	B	B	NA	Y	Y	NA	N	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
18	Cost Fee Code	The statewide standard cost fee code, when available, for which the transaction applies.	B	B	NA	Y	Y	NA	N	N	NA
19	Transaction Code	A standard code that specifies the transaction that was made.	B	B	NA	Y	Y	NA	N	N	NA
20	Adjustment Reason Code	A code which identifies the reason for an adjustment.	B	B	NA	Y	Y	NA	N	N	NA
Address		Address provides information on a person's location or contact. The address type (location) can be various types (residence, mailing, other correspondence, confidential, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
21	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
22	Address Type Code	A code which specifies the address type.	B	B	B	Y	Y	Y	Y	Y	Y
23	Address Line 1 Text	The first line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
24	Address Line 2 Text	The second line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y
25	Address Line 3 Text	The third line of the address per US postal standards.	B	B	B	Y	Y	Y	Y	Y	Y
26	Address City Name	The legal name of the city or location.	B	B	B	Y	Y	Y	Y	Y	Y
27	Address Postal Code	The US zip code, Canadian Postal Code or other similar routing number.	B	B	B	Y	Y	Y	Y	Y	Y
28	Address State Code	The state code for the location.	B	B	B	Y	Y	Y	Y	Y	Y
29	Address County Code	The Washington state county code for the location.	B	B	B	Y	Y	Y	Y	Y	Y
30	Address Country Code	The location country code.	B	B	B	Y	Y	Y	Y	Y	Y
31	Address Begin Date	The first date that the address is applicable for the person.	B	B	B	Y	Y	Y	Y	Y	Y
32	Address End Date	The last date that the address is applicable for the person.	B	B	B	Y	Y	Y	Y	Y	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
33	Address Status Code	A code which designates the status of the address (undeliverable, returned, or other etc.).	B	B	B	Y	Y	Y	Y	Y	Y
Case Association		A case association is the relationship of one case to another related case. Examples are CLJ case and the associated superior court case when appealed, A probable cause hearing/case and the actual legal case, consolidated cases, a juvenile referral and the associated superior court case, superior court case and the Appellate court appeal, etc.	B	F	B	Y	N	Y	Y	N	N
34	Case Association Identifier	A unique identifier provided by the data originator for identifying all related cases. Each case in the association will have the same identifier value.	B	F	B	Y	N	Y	Y	N	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
35	Case Identifier	Court defined unique case identifier.	B	F	B	Y	N	Y	Y	N	Y
36	Case Association Type Code	A code that identifies the type of associations (linked, consolidated, etc.).	B	F	B	Y	N	Y	Y	N	Y
37	Case Association Role Type Code	A code that specifies the role of the case in the association (primary, secondary, etc.).	B	F	B	Y	N	Y	Y	N	Y
Case		A case is the primary business item that is used to manage and track status for issues filed in a court.	B	B	B	Y	Y	Y	Y	N	N
	38	Case Identifier	B	B	B	Y	Y	Y	Y	N	N
39	Court Code	A code that uniquely identifies a court. The code is unique statewide.	B	B	B	Y	Y	Y	Y	N	N
40	Case Number	A court-assigned number that is used for externally identifying a case. The case number is unique within a court code.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
41	Case Classification Code	Code that identifies the case classification as defined as a combination of court level, category (criminal, civil, etc.), case type, and cause code.	B	B	B	Y	Y	Y	Y	N	N
42	Law Enforcement Agency Code	A code that identifies the law enforcement agency that originated the case.	B	B	B	Y	Y	Y	Y	N	N
43	Case Filing Date	The date in which the case was filed in the court.	B	B	B	Y	Y	Y	Y	N	N
44	Case Title Text	The court case title.	B	B	B	Y	Y	Y	Y	N	N
45	Case Security Status Code	A code which specifies the security level (confidential, sealed, public, etc.).	B	B	B	Y	Y	Y	Y	N	N
Case Status		Case status provides information on the different stages of a case through its lifecycle (resolution, completion, closure, etc.).	B	B	B	Y	Y	Y	Y	N	Y
46	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
47	Case Status Type Code	A code identifying the type of case status (resolution, completion, closure, etc.).	B	B	B	Y	Y	Y	Y	N	N
48	Case Status Code	A code identifying the case status for the type.	B	B	B	Y	Y	Y	Y	N	N
49	Case Status Date	The date associated with the case status.	B	B	B	Y	Y	Y	Y	N	N
Charge		An allegation as to a violation of law.	B	B	B	Y	Y	Y	Y	N	N
50	Person Identifier	The statewide identifier for the person for which the charge applies.	B	B	B	Y	Y	Y	Y	N	N
51	Case Identifier	Court defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
52	Charge Identifier	A unique identifier for the charge provided by the court.	B	Y	B	Y	Y	N	Y	N	N
53	Charge Information Number	A sequential number assigned to the charging document. Court case types this data element is non applicable.	B	NA	NA	Y	NA	NA	Y	NA	NA
54	Charge Information Date	The date from the charging document.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
55	Charge Count Number	A sequentially assigned number, starting at one for each charge count.	B	B	B	Y	Y	Y	Y	N	N
56	Charge Violation Date	The date in which the offense, citation, violation etc. occurred.	B	B	B	Y	Y	Y	Y	N	N
57	Charge Primary Local Law Number	The law number as recorded in the local system for the primary charge.	B	B	B	Y	Y	Y	Y	N	N
58	Charge Primary Standard Law Number	The statewide equivalent (if any) for the charge primary local law number.	F	F	F	Y	Y	Y	Y	N	N
59	Charge Primary Result Code	A code which specifies the outcome as decided by the court, related to the primary charge.	B	B	B	Y	Y	Y	Y	N	N
60	Charge Primary Result Reason Code	A code which specifies the reason for the primary charge result code (example, Alford plea for a guilty result).	F	B	F	N	Y	N	N	N	N
61	Charge Primary Result Date	The date of the primary charge result finding.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
62	Charge Special Allegation Law Number	The law number of any special allegation (deadly weapon, sexual motivation, etc.) for the charge.	Y	F	Y	Y	Y	Y	Y	N	N
63	Charge Special Allegation Result Code	A code which specifies the outcome as decided by the court, related to the special allegation.	B	F	Y	Y	N	Y	Y	N	Y
64	Charge Special Allegation Result Date	The date of the special allegation.	F	F	F	Y	N	Y	Y	N	N
65	Charge Modifier Law Number	The law number of any inchoate modifier (attempted, conspiracy, etc.) for the charge.	B	F	B	Y	N	Y	Y	N	N
66	Charge Definition Law Number	The law number for any definitional laws cited in the charging document for the charge count.	B	F	B	Y	N	Y	Y	N	N
67	Charge Domestic Violence Code	A code which specifies domestic violence applicability for the charge count.	B	B	B	Y	Y	Y	Y	N	N
68	Charge Arraignment Date	The date on which the defendant was arraigned on the charge.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement				Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv	
69	Charge Plea Type Code	A code that specifies the plea provided by the defendant for the charge.	B	B	B	Y	Y	Y	Y	N	N	N
70	Charge Plea Date	The date on which the plea was made.	B	B	B	Y	Y	Y	Y	N	N	N
71	Charge Sentence Date	The date on which sentencing, if any, was made on the charge.	B	B	B	Y	Y	Y	Y	N	N	N
72	Charge Sentence Judicial Official Identifier	The identifier of the judicial officer who made the sentencing.	B	B	B	Y	Y	Y	Y	N	N	N
73	Charge Same Course of Conduct Code	A code used for juvenile cases to indicate if the charge was committed during the same course of conduct as related to other charges.	NA	NA	B	N	N	Y	N	N	Y	
74	Charge Juvenile Disposition Offense Category Code	A code which specifies the offense severity for juvenile offender cases.	NA	NA	B	N	N	Y	N	N	Y	
Citation		A document issued to a person that contains the alleged violation of law.	NA	B	NA	NA	B	NA	NA	N	NA	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		Supported by Current JIS Applications		Supported in Current Data Exchange					
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv	
75	Case Identifier	Court defined unique case identifier.	NA	B	NA	NA	Y	NA	NA	N	NA	NA
76	Citation Date	The date that the citation was issued.	NA	B	NA	NA	Y	NA	NA	N	NA	NA
77	Originating Agency Code	A code which identifies the agency that originated the citation.	NA	B	NA	NA	Y	NA	NA	N	NA	NA
78	Originating Agency Number	The number assigned to the citation as provided by the originating agency. The originating agency number can be different or the same as the case number filed by the court.	NA	B	NA	NA	Y	NA	NA	N	NA	NA
79	Citation Amount	The fine dollar amount from the citation.	NA	B	NA	NA	Y	NA	NA	N	NA	NA
80	Citation Accident Code	A code that indicates if an accident was involved.	NA	B	NA	NA	Y	NA	NA	N	NA	NA
81	Citation Speed Zone Count	A number that specifies the speed limit at the location of the citation.	NA	B	NA	NA	Y	NA	NA	N	NA	NA
82	Citation Vehicle Speed Count	A number that specifies the vehicle speed as written on the citation.	NA	B	NA	NA	Y	NA	NA	N	NA	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement				Supported by Current JIS Applications				Supported in Current Data Exchange			
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv			
83	Citation Blood Alcohol Content Type Code	A code that specifies the blood alcohol percentage testing method.	NA	B	NA	NA	Y	NA	NA	Y	NA	NA	N	NA
84	Citation Blood Alcohol Content Percent	The blood alcohol percent.	NA	B	NA	NA	Y	NA	NA	Y	NA	NA	N	NA
85	Citation THC Type Code	A code that specifies the THC testing method.	NA	B	NA	NA	Y	NA	NA	Y	NA	NA	N	NA
86	Citation THC Level Count	The THC level as tested.	NA	B	NA	NA	Y	NA	NA	Y	NA	NA	N	NA
87	Vehicle License Number	The vehicle license plate number.	NA	B	NA	NA	Y	NA	NA	Y	NA	NA	N	NA
88	Vehicle License State Code	The vehicle license plate number state code.	NA	B	NA	NA	Y	NA	NA	Y	NA	NA	N	NA
Condition		An item that must be satisfied to resolve the issues on a case (charges, judgments, and other orders).	F	B	B	NA	Y	NA	NA	Y	Y	NA	N	N
89	Condition Identifier	A unique identifier for the condition provided by the court.	F	B	B	NA	Y	NA	NA	Y	Y	NA	N	N
90	Document Number	The number or identifier from the source document that imposed the condition. This has the same value as a corresponding entry for a Significant Document Index entry.	F	F	F	NA	Y	NA	NA	Y	Y	NA	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
91	Case Identifier	Court defined unique case identifier.	F	B	B	N	Y	Y	N	N	N
92	Person Identifier	The statewide identifier for the person for whom the address applies.	F	B	B	N	Y	Y	N	N	N
93	Official Identifier	The statewide identifier for the official who imposed the condition.	F	B	B	N	Y	Y	N	N	N
94	Condition Date	The date that the condition was imposed.	F	B	B	N	Y	Y	N	N	N
95	Condition Type Code	The type of condition imposed (fine, jail, class, etc.).	F	B	B	N	Y	Y	N	N	N
96	Condition Amount	An amount, if applicable.	F	B	B	N	Y	Y	N	N	N
97	Condition Time Count	The amount of time for the condition, if applicable. The time is measured based on the time unit code.	F	B	B	N	Y	Y	N	N	N
98	Condition Time Unit Code	The time units (hour, day, month, etc.) that is for the condition time unit count.	F	B	B	N	Y	Y	N	N	N
99	Condition Review Date	The next date on which the condition is scheduled for review.	F	B	B	N	Y	Y	N	N	N
100	Condition Completion Date	The date on which the condition was completed.	F	B	B	N	Y	Y	N	N	N
101	Condition Completion Code	A code specifying the type of completion (completed, not completed, paid, etc.).	F	B	B	N	Y	Y	N	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
Detention Episode Population		Detention population tracks the status of a detainee for each day they are considered part of a facilities population. There is one record for each record per detainee per day.	NA	NA	B	NA	NA	Y	NA	NA	N
102	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B	NA	NA	Y	NA	NA	N
103	Case Identifier	Court defined unique case identifier.	NA	NA	B	NA	NA	Y	NA	NA	N
104	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B	NA	NA	Y	NA	NA	N
105	Detention Population Episode Reporting Date	The calendar date for which the detention population applies.	NA	NA	B	NA	NA	Y	NA	NA	N
106	Detention Population Reporting Time	The time in which the detention population was measured.	NA	NA	B	NA	NA	Y	NA	NA	N
107	Detention Population Code	A code identifying the population status for the person in the facility (in facility, temporary leave, furlough, etc.).	NA	NA	B	NA	NA	Y	NA	NA	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange				
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv		
			NA	NA	B	NA	NA	Y					
		Detention Episode contains the information for a detention episode. There is one record for each episode as measured from initial intake to final release.											
108	Detention Facility Code	A code which identifies the detention facility.	NA	NA	B	NA	NA	Y	NA	NA	NA	NA	N
109	Case Identifier	Court-defined unique case identifier.	NA	NA	B	NA	NA	Y	NA	NA	NA	NA	N
110	Person Identifier	The statewide identifier for the person for which the episode applies.	NA	NA	B	NA	NA	Y	NA	NA	NA	NA	N
111	Detention Episode Intake Code	A code that identifies the intake decision (screen, release, hold, etc.).	NA	NA	B	NA	NA	Y	NA	NA	NA	NA	N
112	Detention Episode Intake Date	The date of the intake decision.	NA	NA	B	NA	NA	Y	NA	NA	NA	NA	N
113	Detention Episode Intake Time	The time of the intake decision.	NA	NA	B	NA	NA	Y	NA	NA	NA	NA	N
114	Detention Episode Admission Reason Code	A code that identifies the reason decision (screen, release, hold, etc.).	NA	NA	B	NA	NA	Y	NA	NA	NA	NA	N
115	Detention Episode Admission Date	The date of the admission decision.	NA	NA	B	NA	NA	Y	NA	NA	NA	NA	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
116	Detention Episode Admission Time	The time of the admission decision.	NA	NA	B	NA	NA	Y	NA	NA	N
117	Detention Episode Primary Charge Code	A code that identifies the charge decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
118	Detention Episode Primary Charge Severity Code	A code that identifies the severity decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
119	Detention Episode Release Reason Code	A code that identifies the reason decision (screen, release, hold, etc.)	NA	NA	B	NA	NA	Y	NA	NA	N
120	Detention Episode Release Date	The date of the release decision.	NA	NA	B	NA	NA	Y	NA	NA	N
121	Detention Episode Release Time	The time of the release decision.	NA	NA	B	NA	NA	Y	NA	NA	N
122	Detention Episode Time Served Hours Count	The count of the hours served.	NA	NA	B	NA	NA	Y	NA	NA	N
Electronic Contact		Electronic Contact provides a record of electronic contact methods and locations (email, web page, etc.).	F	F	F	Y	Y	Y	N	N	N
123	Electronic Contact Identifier	Unique identifier for the Electronic Contact as provided by the court.	F	F	F	Y	Y	Y	N	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
124	Person Identifier	The statewide identifier for the person for which the address applies.	F	F	F	Y	Y	Y	N	N	N
124	Electronic Contact Type Code	A code that identifies the electronic contact type (email, webpage, etc.).	F	F	F	Y	Y	Y	N	N	N
126	Electronic Contact Address Text	The electronic contact address.	F	F	F	Y	Y	Y	N	N	N
127	Electronic Contact Begin Date	The start date for the electronic contact.	F	F	F	Y	Y	Y	N	N	N
128	Electronic Contact End Date	The end date for the electronic contact.	F	F	F	Y	Y	Y	N	N	N
Failure To Appear		Failure To Appear provides a record for each failure to appear.	NA	B	NA	NA	Y	NA	NA	N	NA
129	FTA Identifier	Unique identifier for the FTA as provided by the court.	NA	B	NA	NA	Y	NA	NA	N	NA
130	Case Identifier	Court-defined unique case identifier.	NA	B	NA	NA	Y	NA	NA	N	NA
131	Person Identifier	The statewide identifier for the person for whom the address applies.	NA	B	NA	NA	Y	NA	NA	N	NA
132	FTA Order Date	The date on which the FTA was ordered.	NA	B	NA	NA	Y	NA	NA	N	NA
133	FTA Issuance Date	The date on which the FTA was issued.	NA	B	NA	NA	Y	NA	NA	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement		Supported by Current JIS Applications			Supported in Current Data Exchange			
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
134	FTA Adjudication Date	The date the FTA was adjudicated.	NA	B	NA	NA	Y	NA	NA	NA	NA
Official		Official provides a record for each official that is used in other records provided. See Significant Document Index Information.	B	B	B	Y	Y	Y	N	N	N
135	Official Identifier	Statewide identifier of an official.	B	B	B	NA	Y	NA	N	N	N
136	Official Name	Official name.	B	B	B	Y	Y	Y	N	N	N
137	Organization Identifier	The unique identifier for the organization to which the official belongs (court, LEA, etc.).	B	B	B	NA	Y	NA	N	N	N
138	Official Title	The title for the official when applicable.	B	B	B	Y	Y	Y	N	N	N
139	Official Type Code	A code which specifies the type of official (judge, law enforcement officer, attorney, etc.).	B	B	B	NA	Y	NA	N	N	N
140	Official Sub Type Code	A code which further qualifies the official type.	B	B	B	Y	Y	Y	N	N	N
141	Official Status Code	The status of the official. (active, inactive, etc.).	B	B	B	NA	Y	NA	N	N	N
142	Official Begin Date	The start date for the official.	B	B	B	Y	Y	Y	N	N	N
143	Official End Date	The end date for the official.	B	B	B	NA	Y	NA	N	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
	Organization		B	B	B	Y	Y	Y	N	N	N
144	Organization Identifier	Organization provides a record for each organization that is used in other records provided. See Office.	B	B	B	NA	Y	NA	N	N	N
145	Organization Name	The organization name.	B	B	B	Y	Y	Y	N	N	N
146	Organization Type Code	A code that identifies the type of organization (court, LEA, etc.).	B	B	B	NA	Y	NA	N	N	N
147	Organization Sub Type Code	A code that identifies the sub-type within the type.	B	B	B	Y	Y	Y	N	N	N
148	Organization Status Code	The status of the organization when applicable.	B	B	B	NA	Y	NA	N	N	N
149	Organization Begin Date	The organization begin effective date.	B	B	B	Y	Y	Y	N	N	N
150	Organization End Date	The organization end effective date.	B	B	B	NA	Y	NA	N	N	N
	Participant		B	B	B	Y	Y	Y	Y	N	N
151	Participant Identifier	A unique identifier for the participant.	B	B	B	Y	Y	Y	Y	N	N
152	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
153	Person Identifier	The statewide identifier for the person to which the address applies.	B	B	B	Y	Y	Y	Y	N	N
154	Participant Type Code	A code for the role of the person on the case (defendant, petitioner, etc.).	B	B	B	Y	Y	Y	Y	N	N
155	Participant Status Code	The status of the participant on the case.	B	B	B	Y	Y	Y	Y	N	N
156	Participant Begin Date	The participant begin effective date.	B	B	B	Y	Y	Y	Y	N	N
157	Participant End Date	The participant end effective date.	B	B	B	Y	Y	Y	Y	N	N
158	Participant Security Code	A code that identifies the security status for the participant (open, confidential, etc.).	F	F	F	N	N	N	N	N	N
Participant Association		Participant Association provides a record for the association between participants on a case, when applicable.	B	B	B	Y	Y	Y	N	N	N
159	Participant Association Identifier	An identifier in each record used to associate participants.	B	B	B	Y	Y	Y	Y	N	N
160	Participant Association Type Code	A code which specifies the type of association between one or more parties (family relationship, victim, etc.).	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
161	Case Identifier	The unique identifier for the case.	B	B	B	Y	Y	Y	N	N	N
162	Participant Identifier	The unique identifier for the participant.	B	B	B	Y	Y	Y	N	N	N
163	Participant Association Role Code	A code that identifies the role of the participant in the participant association.	B	B	B	Y	Y	Y	N	N	N
164	Participant Association Begin Date	The participant association begin.	B	B	B	Y	Y	Y	N	N	N
165	Participant Association End Date	The participant association end.	B	B	B	Y	Y	Y	N	N	N
Person		Information for an individual for a person that is a participant on a case or person that is associated to a person on a case.	B	B	B	Y	Y	Y	Y	Y	Y
	166	Person Identifier	B	B	B	Y	Y	Y	Y	Y	Y
	167	Person First Name	B	B	B	Y	Y	Y	Y	Y	Y
	168	Person Last Name	B	B	B	Y	Y	Y	Y	Y	Y
	169	Person Middle Name	B	B	B	Y	Y	Y	Y	Y	Y
	170	Person Birth Date	B	B	B	Y	Y	Y	Y	Y	Y
	171	Person Death Date	B	B	B	Y	Y	Y	Y	Y	Y
172	Person Gender Code	A code that identifies the person's gender.	B	B	B	Y	Y	Y	Y	Y	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
173	Person Race Code	A code that identifies the person's race.	B	B	B	Y	Y	Y	Y	Y	Y
174	Person Ethnicity Code	The code of that identifies the person's ethnicity.	B	B	B	Y	Y	Y	Y	Y	Y
175	Person Criminal Identification Number	The identification provided by Washington State Patrol.	B	B	B	Y	Y	Y	Y	Y	Y
176	Person Driver License Number	The driver's license number.	B	B	B	Y	Y	Y	Y	Y	Y
177	Person Driver License State Code	A code for the state code that issued the driver's license.	B	B	B	Y	Y	Y	Y	Y	Y
178	Person Driver License Expire Date	The driver's license expiration date.	B	B	B	Y	Y	Y	Y	Y	Y
179	Person Department Of Corrections Number	The identification number provided by the Department of Corrections.	B	B	B	Y	Y	Y	Y	Y	Y
180	Person Juvenile Number	The identification number used for juveniles in Washington State.	B	B	B	Y	Y	Y	Y	Y	Y
181	Person FBI Number	The identification number provided by the Federal Bureau of investigation.	B	B	B	Y	Y	Y	Y	Y	Y
182	Person Height Inch Count	The person's height in inches.	B	B	B	Y	Y	Y	Y	Y	Y
183	Person Weight Count	The person's weight in pounds.	B	B	B	Y	Y	Y	Y	Y	Y
184	Person Eye Color Code	A code which specifies the person's eye color.	B	B	B	Y	Y	Y	Y	Y	Y
185	Person Hair Color Code	A code which specifies the person's hair color.	B	B	B	Y	Y	Y	Y	Y	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
186	Person Physical Description Text	A textual description of the person including identifying characters, scars, marks, and tattoos.	B	B	B	Y	Y	Y	Y	Y	Y
187	Person Language Code	The standard code that identifies the person's primary language when interpretation is needed.	B	B	B	Y	Y	Y	Y	Y	Y
Person Association		Person Association provide a linkage of one person record to another. These associations can be other records: alias, facility relationship etc.	B	B	B	Y	Y	Y	Y	Y	Y
	188	Person Association Identifier	B	B	B	Y	Y	Y	Y	Y	Y
189	Person Association Type	A code which specifies the type of association between one or more parties (alias, family relationship, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
190	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
191	Person Association Role Code	A code for the role of the person in the relationship (true name, alias, parent, child, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
192	Person Association Begin Date	The person association begin effective date.	B	B	B	Y	Y	Y	Y	Y	Y

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
193	Person Association End Date	The person association end effective date.	B	B	B	Y	Y	Y	Y	Y	Y
Phone											
		Phone provides a record of phone number contacts for a person.	B	B	B	Y	Y	Y	Y	Y	Y
194	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	Y	Y
195	Phone Type Code	A code that identifies the phone number type (home, cell, etc.).	B	B	B	Y	Y	Y	Y	Y	Y
196	Phone Number	The phone number.	B	B	B	Y	Y	Y	Y	Y	Y
197	Phone Begin Date	The phone number begin effective date.	B	B	B	Y	Y	Y	Y	Y	Y
198	Phone End Date	The phone end effective date.	B	B	B	Y	Y	Y	Y	Y	Y
Proceeding											
		Proceeding provides a record hearings for a case.	B #6	B	NA	Y	Y	NA	Y	N	NA
199	Proceeding Identifier	A unique identifier provided by the court for the proceeding.	B	B	NA	N	Y	NA	N	N	NA
200	Case Identifier	Court-defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	NA
201	Proceeding Type Code	A code that identifies the type of proceeding.	B	B	NA	Y	Y	NA	Y	N	NA
202	Proceeding Schedule Date	The scheduled proceeding date.	B	B	NA	Y	Y	NA	Y	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
203	Proceeding Schedule Time	The scheduled proceeding time.	F	B	NA	N	Y	NA	N	N	NA
204	Proceeding Schedule Official Identifier	The identifier of the official scheduled to hear the proceeding.	B	B	NA	Y	Y	NA	Y	N	NA
205	Proceeding Actual Date	The actual date of the proceeding.	F	B	NA	N	Y	NA	N	N	NA
206	Proceeding Actual Official Identifier	The official that heard the proceeding.	F	B	NA	N	Y	NA	N	N	NA
207	Proceeding Status Code	A code that identifies the status (scheduled, held, etc.).	F	B	NA	N	Y	NA	N	N	NA
208	Proceeding Status Date	The date associated with the proceeding status code.	F	B	NA	N	Y	NA	N	N	NA
209	Proceeding Status Reason Code	A code that further qualifies the proceeding status when applicable (not held reason, etc.).	F	B	NA	N	Y	NA	N	N	NA
Process Control Number		Process Control Number provides a record of each process control number assigned by Washington State Patrol (WSP).	B	B	NA	Y	Y	NA	Y	N	NA
210	Case Identifier	Court defined unique case identifier.	B	B	NA	Y	Y	NA	Y	N	NA

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
211	Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	NA	Y	Y	NA	Y	N	NA
212	Process Control Number	The process control number (PCN) assigned by WSP.	B	B	NA	Y	Y	NA	Y	N	NA
213	Process Control Number Date	The date the PCN number was assigned.	B	B	NA	Y	Y	NA	Y	N	NA
Significant Document Index Information		Significant documents will include all documents in which information needs to be shared outside of a court. These, in general are document that provide original filings, decisions, etc. Examples would be criminal complaints, petitions, orders, stipulations or other agreements. This does not mean document images; it is the significant data contained in the documents.	B	B	B	Y	Y	Y	Y	N	N
214	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
215	Document Identifier	A unique identifier assigned by the court.	B	B	B	Y	Y	Y	Y	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange			
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv	
216	Document Type Code	The document type (judgment and sentence, order, etc.).	B	B	B	Y	Y	Y	Y	N	N	N
217	Document File Date	The document file.	B	B	B	Y	Y	Y	Y	N	N	N
218	Document Decision Code	A code that type of decision when applicable.	B	B	B	Y	Y	Y	Y	N	N	N
219	Document Decision Date	The document decision date.	B	B	B	Y	Y	Y	Y	N	N	N
220	Document Expiration Date	The document expiration date.	B	B	B	Y	Y	Y	Y	N	N	N
221	Document Termination Date	The document decision termination date (used for domestic violence or other applicable orders).	B	B	B	Y	Y	Y	Y	N	N	N
222	Document Authorizing Official Identifier	The identifier of the official that authorized the document.	B	B	B	Y	Y	Y	Y	N	N	N
Significant Document Party		Significant Document Party provides a record that provides additional information related to the parties for which a document applies. This is used for protection orders to identify the protected and restrained persons. It can also be used to record information for other documents when applicable.	B	B	B	Y	Y	Y	Y	N	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange		
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv
223	Case Identifier	Court-defined unique case identifier.	B	B	B	Y	Y	Y	Y	N	N
224	Document Identifier	A unique identifier assigned by the court.	B	B	B	Y	Y	Y	Y	N	N
225	Document Party Person Identifier	The statewide identifier for the person for whom the address applies.	B	B	B	Y	Y	Y	Y	N	N
226	Document Party Decision Code	A code that specifies the role of the party (protects, restrains, etc.)	B	B	B	Y	Y	Y	Y	N	N
Warrant Information		Warrant information provides a record for each warrant.	B	B	NA	Y	Y	NA	Y	N	N
	227	Case Identifier	B	B	NA	Y	Y	NA	Y	N	N
228	Person Identifier	The statewide identifier for the person for which the address applies.	B	B	NA	Y	Y	NA	Y	N	N
229	Warrant Order Date	The date the warrant was ordered.	B	B	NA	Y	Y	NA	Y	N	N
230	Warrant Issuance Date	The date the warrant was issued.	B	B	NA	Y	Y	NA	Y	N	N
231	Warrant Cancelled Date	The date the warrant was cancelled, when applicable.	F	B	NA	N	Y	NA	N	N	N

APPENDIX 'B' SHARED DATA ELEMENTS

Shared Data/ Element Number	Element Name	Definition	Standards Requirement			Supported by Current JIS Applications			Supported in Current Data Exchange			
			Sup	CLJ	Juv	Sup	CLJ	Juv	Sup	CLJ	Juv	
232	Warrant Recalled Date	The date the warrant was recalled, when applicable.	F	B	NA	N	Y	NA	N	N	N	N
233	Warrant Quashed Date	The date the warrant was quashed, when applicable.	F	B	NA	N	Y	NA	N	N	N	N
234	Return Adjudication Date	The date the adjudication was returned to the Department of Licensing (DOL), when applicable.	F	B	NA	N	Y	NA	N	N	N	N
235	Warrant Type Code	A code that specifies the warrant type (Bench, Administrative, etc.).	F	B	NA	N	Y	NA	N	N	N	N
236	Warrant Service Date	The date that the warrant was served, when applicable.	F	B	NA	N	Y	NA	N	N	N	N
237	Warrant Expire Date	The warrant expiration date.	F	B	NA	N	Y	NA	N	N	N	N
238	Warrant Bail Amount	The bail amount on the warrant.	F	B	NA	N	Y	NA	N	N	N	N
239	Warrant Fee Amount	The fee amount on the warrant.	F	B	NA	N	Y	NA	N	N	N	N

JISC Rule 13

Justice Fairhurst opened the discussion on the JISC Rule 13 amendment. Ms. Cullinane provided an overview of the changes to the proposed Rule 13. Justice Fairhurst noted that some of the prior comments and letters were placed in Tab 3, and requests from King County Bar Association and King County Municipal Court to delay action came in yesterday, October 23, 2014. Judge Alicea-Galvan indicated that this rule has divided the DMCJA Board, and, on behalf of the DMCJA Board, asked that action be delayed as well.

Ms. Vonnie Diseth stated the primary frustration with delaying a decision comes from all of the time and energy that has been put into working on this issue. The JISC formed a workgroup several years ago to deal with this issue, and provide an update to the JISC Rules. The committee met for two years and could not reach consensus on changes. There were proposed minority and majority proposals which were brought before the JISC for a decision, but the group could not reach consensus, and eventually the workgroup was disbanded without an agreement being reached. Ms. Diseth does not believe delaying action will solve the issue or create consensus. Ms. Miner noted the rule, as is, is preferred by the Clerks and Rich Johnson. Ms. Miner made a motion to not amend the rule, and leave JISC Rule 13 as is. Judge Leach stated the motion is unnecessary because if we don't vote to change the rule, it will remain the same. Judge Wynne stated the proposed rule is consistent with Legislative expectations, and the adoption of this rule may strengthen our position with the Legislature in terms of funding. And it also sets future standards that will continue the existence of a JIS system. Judge Wynne would like to create a motion.

Justice Fairhurst asked if there was a second to Ms. Miner's motion.

Motion: Ms. Barb Miner

I move to not amend JISC Rule 13, and keep Rule 13 as currently written.

Second: Mr. Rich Johnson

Voting in Favor: Rich Johnson, Barb Miner, Judge Leach

Opposed: Justice Fairhurst, Larry Barker, Chief Berg, Judge Dalton, Callie Dietz, Delilah George, Judge Heller, Brooke Powell, Robert Taylor, Jon Tunheim, Aimee Vance, Judge Wynne

Absent: Yolande Williams, Judge Rosen

The motion fails. Justice Fairhurst asked if there were additional motions.

Motion: Judge Thomas J. Wynne

I move to recommend the proposed Rule 13 to the Supreme Court on an expedited basis.

Second: Judge Jeanette Dalton

Judge Larson commented on the frustration expressed by Ms. Diseth is a result of trying to force a one-size fits all system on the individual courts. This is creating an "us vs. them" mentality, which will slow down the process. It will not work to force courts into a system that does not work for them. The current problems with superior courts will multiply ten-fold when you add courts of limited jurisdiction. There needs to be a way to incorporate all systems, which is different from what is currently planned. Judge Larson stated that the decision needs to be delayed. Judge Harn stated that under the existing Rule 13, King County District Court gave the JISC 90-days' notice, and that time has expired. There has been no response from AOC that King County's system isn't approved, and no concerns have been raised. King County District Court has spent over \$1 million on their case management system, and they gave notice in February that was their intention. The King County IT Director has told them the system cannot continue to operate without risk of failure. Our court is in compliance under the existing rule.

Justice Fairhurst responded that they have not received JISC approval yet because the data standards weren't finalized, and they need the standards to make a decision. AOC has worked with King County diligently to accommodate their feedback on the standards. In response to Judge Larson, the JISC has already decided to proceed with a common case management system at the various court levels. The JISC moved the data exchange to the end of each project to first enable those going with the statewide system, approved by JISC and funded by the Legislature, and then meet the needs of other courts.

Mr. Rich Johnson doesn't believe there is a need to change the rule. Mr. Johnson expressed a fundamental concern with changing the rule because it requires us to go back to Supreme Court to adopt future changes. By adding a sentence to the rule, which says that courts with alternative systems have to comply with JIS policies. Ms. Miner stated that the JISC did not understand, when it made the decision to prioritize various CMS projects that it was at the cost of moving data exchanges further out. Ms. Miner continued, stating that JISC has not made a purposeful decision to de-prioritize the data exchange, but that is the end result, which is not workable. Judge Alicea-Galvan stated that the DMCJA 100% supported the CLJ CMS being a priority. She disagreed that data exchange was off the table, but it's a question of timing. Right now we don't even know what systems we'll be exchanging data with. We can't pour resources into data exchange with obsolete systems. Once the system is built, that will be the appropriate time to discuss different needs, and now is not the time to address that. If we were to focus on two different tracks, it will delay the ultimate goal.

Justice Fairhurst noted the original decision was to do a statewide system, and provisos to meet King County's needs were included. The goal, from the Legislature, was to have a singular system. It was recognized that some courts may not want to have the same system, making data exchanges necessary. However, we cannot implement a statewide system while at the same time performing data exchanges for those that

aren't using the system. Justice Fairhurst continued, stating those that make that choice have an opportunity to come back to the statewide system. Regardless of the voting outcome, it would be a different decision if data exchange was somehow going to be elevated to its former place, in light of the decisions that were made and the funding that was appropriated.

Ms. Miner clarified that if there were resources and priority decisions, it would be possible to complete the case management systems and the data exchange at the same time. Judge Larson added that he was not suggesting data exchange with JIS, but data exchange with future systems. When creating new systems, it's important that they are able to talk with each. It is better to plan ahead, instead of waiting to the end, when there will be many problems with the data exchange that already exist by having divergent systems. Judge Wynne responded that by establishing clear policies and standards, it becomes part of that process. Judge Larson responded that the current process is not allowing other systems to develop. Judge Wynne stated that a mechanism is necessary for standards and policies to be implemented on a local level. In the past, a district court system was created independently, but it did not communicate with AOC or other courts. There is a need statewide to look at the system as a whole, and the need for statewide information sharing. Justice Fairhurst called for a vote.

Voting in Favor: Justice Fairhurst, Larry Barker, Chief Berg, Judge Dalton, Callie Dietz, Delilah George, Judge Heller, Brooke Powell, Robert Taylor, Jon Tunheim, Aimee Vance, Judge Wynne

Opposed: Rich Johnson, Barb Miner, Judge Leach

Absent: Yolande Williams, Judge Rosen

JIS GENERAL POLICY 10.2 – As passed by the JISC October 24, 2014

10.2 Alternative Custom Local Systems, Interfaces, Reports and Services

- 10.2.1** The JIS provides case management automation to courts and clerks and provides statewide access to the JIS database. To implement this, the JISC selects and provides equipment and services. The JISC plans for, implements, and supports case management applications that provide baseline functionality to the courts of Washington State. The JISC acknowledges that some courts and clerks desire alternative services and/or applications to meet their local needs. Courts and clerks that implement alternative applications or services are responsible for the costs of acquiring, developing, implementing, and maintaining such systems.
- 10.2.2** For those courts and clerks that do not use the state-provided solutions as chosen by the Judicial Information Systems Committee, Judicial Information Systems account funds may not be allocated for (a) the costs to meet the data collection and exchange standards developed by the Administrative Office of the Courts and the Judicial Information Systems Committee, and (b) the costs to acquire, develop, implement or maintain alternative court case management systems.
- 10.2.3** Access to JIS systems will only be through AOC-supported data exchange methods. Courts may create their own custom user interfaces, reports or services (including data exchanges) consistent with the standard JIS application programming interfaces (API's) for business services or the JIS enterprise data warehouse.
- 10.2.4** Custom extensions developed to meet local needs do not require JIS Committee approval and will receive no JIS support.