

Current State Court Business Processes

for

Courts of Limited Jurisdiction

Appendix M - 3 of ACQ-2016-0701-RFP is provided for informational purposes only and has been provided with the intention to allow Vendors to make a more detailed assessments in developing responses to Exhibit M – Business Requirements Compliance Matrix as referenced in RFP Section 6.3.1. This document illustrates the current state court business processes for use in the development and implementation of the selected Vendor’s systems and services for the Courts of Limited Jurisdiction Case Management System.

The definitions section found in this document is stand alone and should not be interpreted to carry the same meaning across any other document published in relation to ACQ-2016-0701-RFP.

About this Document

Purpose

This document defines the Case Management System (CMS) processes for all the case types under the Courts of Limited Jurisdiction (CLJ). These processes are based on the information gathered from discussions and workshops with the key court users and AOC (Administrative Office of the Court) staff.

This document is designed to be a reference for future business process activities including software configuration. These processes will be required for new software customization and implementation. This document is also designed to help train new users of a CMS. In the future, the process maps will be reviewed and updated. They will match the changing business conditions and the best practices being followed.

Intended Audience

The following are the intended audience for this document:

- Users in the Courts of Limited Jurisdiction
- CLJ-CMS Project Team

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Glossary

The definitions provided in this glossary are meant to assist in understanding the terms as they are used in the context of this document and the business requirements document, they are not meant to be used as the legal definition of the terms.

Term	Definition
A/P	Accounts Payable
A/R	Accounts Receivable
Ability to Participate	Ability to identify, understand, and/or participate fully in a case.
Accounts Receivable (A/R) types	Different types of accounts receivables that may be imposed on a case. I.e., costs, fines, fees, restitution.
Ad-Hoc Decision	A decision made outside of the courtroom, which is usually authorized through policy, by a judicial officer.
Ad-Hoc Reports	A non-recurring, one time or random query or analysis. On demand, when needed.
ADR	Abstract of Driving Record
Advocate	One who assists, defends, or pleads for another. One who renders legal advice and aid and pleads the cause of another before a court.
Affidavit of Surrender	A written or printed declaration or statement under oath, that a person or item has been surrendered.
AH	Anti-Harassment
AHO	Anti-Harassment Order
AKA	Also Known As
Alerts	Alerts warn of unusual or a potentially undesirable situation occurring within an application.
Alternative Program	Community Restitution (Per IRLJ 1.2) Community Service, and any other local alternative programs authorized by the court. Decision Log Item #13
AOC	Washington State Administrative Office of the Courts, a state level agency whose mission is to support all the courts of the State of Washington. (Pursuant to Chapter 2.68 RCW)

Term	Definition
Appeal Bond	The sum of money (cash/bond) required by a party that must be posted to the case before an appeal can be processed to a higher court.
Appearance Bond	An agreement entered by a third party to pay a certain sum of money if the defendant fails to appear in court. This may be posted prior to first appearance.
ARLJ	Administrative Rules for Courts of Limited Jurisdiction
Attorney BAR Number	A unique number by the Washington State Bar Association (WSBA) assigned to Washington State Attorneys and associations.
Bail	An amount of money determined by the state bail schedule, unless modified by a judge, and posted with the court clerk as security for the defendants appearance. This may be posted prior to first appearance.
Bail / Bond Forfeiture	When a defendant fails to appear for an event, a judge may order the posted bail/bond to be forfeited. The bail is remitted to the treasurer for the case. A bond will be forfeited and notice sent to the bonding company for remittance of the bond amount to be held pending return of the defendant to court.
BARS	Budgeting Accounting Reporting System. The account structure and numbering system documented in publications of the Washington State Auditor's Office and used by JIS.
BF	Bail/Bond Forfeiture
Booking / Release Sheet	The information sheet provided to the court filed by the LEA defining when a defendant has been booked and/or released from custody and supporting documentation.
Calendar	<p>A list of cases scheduled for an event at a particular time and place.</p> <p>Decision Log Item # 7 – The term Calendar will be used as a noun when used in the BPE document, as in “the Calendar.” The term Schedule will be used as the verb when an activity defines scheduling a case on the calendar.</p>
Case	Any proceeding, action, cause, or lawsuit initiated through the court system by filing a complaint, petition, or infraction.
Case Closure	When a case has no further jurisdiction, monetary obligations, probation/condition(s), and no pending actions then the case can be closed.
Case Disposition	Final result of a court case
Case Filed	This is the process when the originating or charging document has been submitted and accepted by the court.

Term	Definition
Case Notes	Confidential notes made by probation staff that are made in addition to the Chronological (Chrono) notes.
Case Reopened	A reopened case is one that was previously closed but is reopened to supplement the case, schedule a hearing, or change the original charge disposition (e.g., vacating a judgment.)
Case Type	“Case Type” refers to how cases are categorized.
Cause of Action	A legal claim or petition submitted to begin a civil or small claims case.
CCD	Court Closed Days
CD	Compact Disk
Certification	Attest to the authentication of a signature to show the document is validly executed, acknowledged, or witnessed.
CFC	Cost Fee Code
Chambers Notes (i.e. Chambers Records)	Any writing that is created by or maintained by any judicial officer or chambers staff, and is maintained under chambers control, whether directly related to an official judicial proceeding, the management of the court, or other chambers activities.
Change of Venue	Movement of a case from one location to another.
Charge	A formal description of an alleged criminal offense.
Charge Disposition	A charge on a case has a final Finding.
Charging Document	A legal document that alleges crimes or offenses.
Chronological (Chrono) Notes	Event entries and notes on a probation case that are arranged chronologically by date in order of their occurrence.
Citation	A charging document that is issued by an officer alleging a crime.
Citing Officer	Officer originating the crime or offense.
Civil Fees / Costs	The amounts that may/must be collected per civil statute. See RCW 3.62.060 Clerk’s fees and RCW 4.84 Civil Costs.
Civil Judgment	A judgment is the final determination of rights among the various parties to a lawsuit.
Claim	A Cause of Action.
CLJ	Courts of Limited Jurisdiction
CMS	Case Management System

Term	Definition
CN	Criminal Non Traffic
Complaint	<p>Criminal: A charging document filed by a prosecutor or citizen and accepted by the court formally accusing a person a crime.</p> <p>Civil: The first or initiatory pleading on part of the plaintiff.</p>
Compliance Monitoring	When the Probation Department or the Court Probation Clerk monitors cases for compliance/non-compliance of conditions ordered/imposed by the Judge. <i>See Section 7.4.1 of this document.</i>
Condition(s)	Any requirement that a party must comply with, as ordered by the judicial officer on a case.
Condition(s) of Release	Set of requirements pertaining to release ordered by the Judge upon a defendant.
Condition(s) of Sentence	Set of requirements ordered at sentencing by the Judge as part of a suspended or deferred sentence upon a defendant.
Confidential	Indicates confidentiality and controls access to records/documents.
Contested Hearing	A hearing held in courts of limited jurisdiction for the purpose of allowing a person to dispute the determination that an infraction has been committed.
Costs	An allowance for expenses in prosecuting or defending a suit.
Count	Each individual charge listed on a charging document alleging separate violations.
Court Level	The levels of jurisdiction in the Washington State court system, currently: Supreme Court, Courts of Appeal, Superior, Juvenile, and the Courts of Limited Jurisdiction (District and Municipal).
Court Staff	<p>Any employee of the court.</p> <p>Decision Log Item # 6 – The Actors for ALL processes will list a generic Court Staff and/or Probation Staff when anyone from the court or probation offices would be involved in a process.</p>
CRLJ	Civil Rules for Courts of Limited Jurisdiction
CrRLJ	Criminal Rules for Courts of Limited Jurisdiction
CT	Criminal Traffic
DBHR	DSHS Division of Behavioral and Health Recovery Services
DCXT	Department Cross Reference Table
DDC	Data Dissemination Committee

Term	Definition
Defendant	Either a person charged with a crime in a criminal case, a civil violation in an infraction/vehicle related case, or a person against whom a civil action is brought.
Defense / Defense Counsel	An attorney representing the named defendant in a case or a pro se defendant.
Deferred Prosecution	A disposition to a charge following the conditions outlined under RCW 10.05.
Deferred Sentence	Imposition of a sentence for a misdemeanor or gross misdemeanor that is postponed for a period of time on condition that the defendant comply with conditions of sentence. Upon successful completion, the charge may be dismissed.
Department of Licensing	Refers to Washington State Department of Licensing (DOL).
Destroy	To destroy means to obliterate a court record or file in such a way as to make it permanently irretrievable. See GR 15.
DF	Deferred Finding
Dismissal	Order or judgment terminating an action.
Disposition	A resolution of an action.
Disposition Code	A code used to indicate a disposition of a charge or case in the system.
DMS	Document Management System
DOB	Date of Birth
Docket	Data entry by court staff. (v) A chronological history of all actions on the case. (n)
DOL	Washington State Department of Licensing
DP	Deferred Prosecution
DSHS	Department of Social & Health Services
DUI	Driving Under the Influence
DV	Domestic Violence
EFT	Electronic Fund Transfer
EHD	Electronic Home Detention
EHM	Electronic Home Monitoring

Term	Definition
Electronic Document	An electronically filed, generated, or scanned document or multi-media attachment.
Entity	Person, Organization, Business, Participant, Official
Escheat	A reversion of property to the Washington State Department of Revenue or Labor & Industries Crime Victim Department.
eTicket	An electronically filed charging document (criminal or infraction) received from an LEA or Prosecutor's office.
ETVX	Entry Task Validation Exit
Ex Parte	An action by the court at the request of one party without notice to others.
Extended Judgment	Separate ruling that allows an existing judgment to be extended for an additional time period.
External Agencies	Entities that interact with the court and/or defendant.
External Resources	Actors/agencies/equipment necessary for court proceedings.
Failure to Respond	A defendant that failed to timely request a hearing or pay an infraction penalty after served with a notice of infraction.
Fee Waiver / Waiver of Fee	A statutory order or Court order waiving fees.
Filing	To endorse upon a document the date it is received, and to then place it in the file. (v) A document or item filed with the court. (n)
Finding	A decision rendered by a Judge or Jury based on evidence of the case.
Finding Code	A code used to represent a finding in the system.
Fine	A sum of money imposed upon a convicted person as punishment or penalty for a criminal offense or committed finding on an infraction.
Flag	A signal that marks the status of a condition on a case, person, or charge.
FTA	Failure to Appear
FTR	Failure to Respond
Garnishee Defendant	A third party person, business, or banking institution who has wages, funds, or other property that is owed to or being held on behalf of a judgment debtor in a Civil case.

Term	Definition
Grant Partner	An organization that has obtained funding from an external source, and entered into an agreement with the court to provide services/resources/tasks and special funding for specific programs.
Hearing	An event on the record.
Hearing Metrics	Values assigned to each hearing to help calculate judicial needs. Values are determined by the Judicial Needs Estimate (JNE) Workgroup.
Hearing or Trial Continued	A continuance occurs when a hearing or trial has been set for a specific date and is moved to another date before that hearing commences.
Hearing or Trial Held	A matter held in open court with at least one of the parties present in a case that is heard.
Hearing or Trial Stricken	A hearing or trial removed from the court calendar and not recorded on a calendar to take place at another date.
Hearing Type	A classification of hearings into types in order to assist in the management of a schedule and for case load statistical analysis.
ID	Identification
IN	Infraction Non Traffic
In Forma Pauperis	Latin term referring to the right of an impoverished person to proceed with certain actions without the payment of the usual fees and costs.
Infraction	An act which is prohibited by law but which is not legally defined as a crime. Decision Log Item # 4 – Charging documents on both Vehicle Violation and Infraction Use Cases and diagrams will be referred to as “Infractions”, not citations or tickets.
Infraction Judgment	A determination by operation of the law or the Court of committed or not committed. Judgment is the fine only.
Internal Resources	Judicial officer, court room, court staffing, available time for hearing, and/or equipment that are necessary to proceed with a court hearing.
Interpreter	A person who interprets speech or translates writing.
Interstate Compact for Adult Offender Supervision (ICAOS)	An agreement between Washington and other states to address the need for supervision of adult offenders when they travel across state lines in an effort to track the location of the offenders, transfer supervision authority when needed, and if necessary, return offenders to the originating jurisdictions. (See RCW 9.94A.745)
IOH	Individual Order History

Term	Definition
IRLJ	Infraction Rules for Courts of Limited Jurisdiction
IT	Infraction Traffic
JISC	Judicial Information System Committee
JNE	Judicial Needs Estimate
Judge Pro Tem	A temporary judge appointed to hear a particular matter(s): not heard by the regular setting Judge; lawyer, court commissioner, or retired judge.
Judgment	A formal decision determination on a case by the Court.
Judicial Officer	An elected or appointed official with authority to hear and decide cases.
Jurisdiction	Authority of a court to exercise judicial power.
JV	Journal Voucher
Law	A general term for statutes, ordinances, and administrative regulations.
Law Enforcement Agency (LEA)	An agency responsible for the enforcement of the laws.
Legal Financial Obligations (LFO)	Any monetary obligation assessed by the Court.
LEI Sheet	A Law Enforcement Information Sheet provided to law enforcement agencies with protection type order party details. This is a confidential document.
Link	Joining of two or more person records for the same person.
LINX NW	Law Enforcement Information Exchange
Master Calendar	A centralized calendar used to document the court's schedule of available hours, hearing types/dates/times, as well as tracking judicial officer, staff, and resource availability.
Mitigation Hearing	A hearing held to explain the circumstances surrounding the commission of an infraction.
Modification	Change of a previous order.
NCIS	Naval Criminal Investigative Service
NCO	No Contact Order
NICS	National Instant Criminal Background System
NOI	Notice of Infraction

Non-Case Filings	Filing documents and notes not related to any case. Examples include, oaths, public defender standards, search warrants, wire taps, chamber notes, administrative notes, etc.
Non-Traffic	A criminal or infraction case type that are not traffic offenses.
Term	Definition
Notice of Infraction	The document used to notify a person that they committed an infraction.
NSF	Non-Sufficient Funds
OD	Other Deferral
Official	In JIS, an official record is used for security and case processing. All judicial officers and other court personnel are assigned to an official record.
OMNI	Offender Management Network Information
Originating Documents	Civil case initiation documents.
Outstanding Balance	Unpaid balance of fines/fees/costs or of a monetary judgment ordered on the case.
PAR	Potential Accounts Receivable
Parking	(See Vehicle Related Violations.)
Parsing	In a name record, parts of the name are separated into last name, first name, middle name, and suffix in order to meet the federal guidelines.
Participant	An entity associated with a case.
Parties	The persons or other entities who are named in an action.
Payee	An individual who is owed money from the court.
Payer	Any individual who makes a payment to the court
Payment	Any legal tender paid to the Court on an outstanding balance.
Payment Method	How payment is received (i.e., via mail, web payment, in person).
Payment Modes	The type of payment received (i.e., cash, credit card, check, electronic funds transfer).
Payment Plan	A plan for paying an outstanding balance.
PC	Probable Cause
Person Business Rules	The approved policy statements and accompanying rules for entering information about persons and entities.

Personal Recognizance	The release of a defendant in a criminal proceeding without bail upon the defendant's promise to return to court.
PIN	Personal Identification Number
Term	Definition
Pleading(s)	Any documents filed and accepted by the Court.
PR	Personal Recognizance
Pre-File(d) Case	The entering of case information into the system prior to the filing of the charging document(s).
Pre-Trial Condition(s)	A set of rules and regulations ordered by a judge regarding a defendant's conduct while a case is pending disposition.
Pro Se Litigant	A party that represents themselves without an attorney.
Probable Cause Case	An action to determine if there is sufficient information to proceed with formal case charging.
Probation	Set of conditions and regulations placed upon a person ordered by the court.
(Probation) Referral	When a matter has been assigned/sent to a probation department or external agency for tracking of compliance of conditions or resolution of a disputed matter. (<i>"Referral" and "Probation Referral" are synonymous</i>)
Probation Staff	An individual working within the Probation Department. Decision Log Item # 6 – The Actors for ALL processes will list a generic Court Staff and/or Probation Staff when anyone from the court or probation offices would be involved in a process.
Process Control Number (PCN)	The Washington State Patrol Process Control Number is assigned by local law enforcement when a person is fingerprinted or booked into jail.
Program Materials	Any type of handout, brochure, or registration forms needed for local jurisdiction approved or managed programs (i.e., victim impact panels, day jail reporting, work crew requirements, community service applications, etc.).
Prosecutor	The public officer in each county/city who is a lawyer and who represents the interests of the government.
PSI	Pre-Sentence Investigation
Public Calendar	A public version of the Court's calendar.

Public Online Access	Any type of web based access to court management system or public version of the CMS that the public or justice partners can utilize. This could be done via web pages, kiosk, dummy terminals, etc.
RALJ	Rules for Appeal of Decisions of Courts of Limited Jurisdiction
Term	Definition
RALJ Appeal	An appeal from courts of limited jurisdiction to the superior court, including both RALJ and de novo appeals.
RCW	The Revised Code of Washington (RCW) is the compilation of all laws.
Receipt	An action taken by a clerk to process a payment. (v) A proof to the payer that monies were received. (n)
Recess	If a calendar or specific proceeding has been initiated and a break in the session is called, it is referred to as a recess.
Reconvene	Restarting of a calendar or specific proceeding after a recess has been called.
Recusal	A judge or attorney may excuse himself or herself from a case hearing in order to eliminate potential prejudice/bias.
Refund	Return of a monetary amount due to the payee.
Report	Formatted page(s) of information.
Restitution	Awarding the equivalent for any loss, damage, or injury.
Satisfaction of a Civil Judgment	Document received by the court from the prevailing party that the judgment order has been resolved.
Satisfaction of an Infraction Judgment	When violations have a finding and any monetary penalty has been satisfied, whether through monetary payment or completion of alternative programs. Decision Log Item # 11
SC	Small Claims
Schedule	Arrange or plan an event for the parties at a particular time and place. Decision Log Item # 7 – The term Calendar will be used as a noun when used in the BPE document, as in “the Calendar.” The term Schedule will be used as the verb when an activity defines scheduling a case on the calendar.
SCRA	Service Members Civil Relief Act (Pursuant to 50 U.S.C. App. § 511)

Seal Case or Document	Protect court records from examination by the public and unauthorized court personnel.
Search	Entering data in order to find a specific individual, official, or case within a case management system.
Term	Definition
Service Provider	An individual or organization that provides special services.
Social File	The file containing records and reports of the probation officer that are not included in the official probation file.
Social Media	Websites and applications that enable users to create and share content or to participate in social networking.
Stay	To halt a judicial hearing or trial by Court order or pursuant to statute or court rules. (v) The status of a case after it has been halted. (n)
Stipulations	An agreement that the parties entered in relationship to a part of or all of the case.
Therapeutic Court	Diversion of defendants who meet specific criteria into specialty Courts.
TP	Time Payment
TPA	Time Payment Agreement
TPO	Temporary Protection Order
Traffic	Criminal or infraction case types that are violations involving a vehicle.
Transfer	Case transferred between one or more courts.
Trial	A formal examination of evidence in order to decide judgment in a criminal or civil proceedings.
TRO	Temporary Restraining Order
Trust Account	Funds held in a bank account, separate from the jurisdictions other monies.
TVB	Traffic Violation Bureau
Vacate	To nullify or set aside.
Vacate Conviction	RCW 9.94A.230 states that every offender who has been discharged under RCW 9.94A.220 may apply to the sentencing court for a vacation of the offender's record of conviction.
VCT	Victim

Vehicle Identification Number (VIN)	A unique code including a serial number used to identify individual motor vehicles.
Vehicle Related Violations	Cases initiated against a vehicle/owner instead of the operator.
Term	Definition
Venue	The specific location when court proceedings are held.
Violation(s)	A formal description of non-criminal offenses. Decision Log Item # 9 – On Vehicle Violations and Infractions, the term “Violations” will refer to the laws cited on the Infraction.
VRV	Vehicle Related Violations
WAC	Washington Administrative Code
WACIC	Washington Criminal Information Center – Orders and Warrants Database
Warrant	An order from the court authorizing an officer to take certain action.
Warrant Service Copy	A signed copy of a Warrant that was served on the defendant.
WASIS	Washington State Identification Systems – Criminal History Database
WSBA	Washington State Bar Association
WSP	Washington State Patrol

Introduction

Case Management

CLJ handles the following case types:

- 1.0 Vehicle Violation**
- 2.0 Infraction (IT & IN)**
- 3.0 Criminal (CT & CN)**
- 4.0 Civil, Small Claim, Protection Type Orders**

The case types with corresponding lifecycle, accounting, calendaring, and probation processes have been defined in the following sections.

1.0 Vehicle Violation

Vehicle Violation category is comprised of parking, photo enforcement (e.g. red light, speed in a school or construction zone, etc.) and similar violations committed during the operation of a vehicle, where the citations are issued against the vehicle, not the driver.

Section 1.0 of this document details the process for vehicle violations.

2.0 Infraction (IT & IN)

Infractions are actions prohibited by law but are not considered as criminal. These would include both traffic and non-traffic violations issued to a person alleged to have committed the violation. (Does not include Photo Enforcement infractions.)

Section 2.0 of this document details the process for Infractions (IT & IN).

3.0 Criminal (CT & CN)

Criminal case category pertains to actions that are perceived to have been committed against the state or that are detrimental to society as whole. Citations issued to a person alleged to have committed the crime.

Section 3.0 of this document details the process for criminal cases.

4.0 Civil, Small Claim, Protection Type Orders

Civil cases usually pertain to settlement of disputes between individuals, organizations or groups and having to do with the establishment, recovery or redress of private and civil rights. This category also includes Small Claims and Protection Type Order requests.

Section 4.0 of this document details the process for civil, small claim, and protection type order cases.

5.0 Accounting

Financial transactions during case management are processed through accounting. This category outlines the process model for accounting transactions that are initiated at various points during the case life cycle.

Section 5.0 of this document details the process for accounting in CLJ cases.

6.0 Calendaring

Calendaring is a process whereby a case or a group of cases is set for hearing on a specific day and at a specified time and assigned to a specific court room and court officials. The calendaring process can be initiated at various points during the case life cycle.

Section 6.0 of this document details the process for calendaring.

7.0 Probation

Probation is a process whereby a case is referred for condition compliance monitoring/tracking based on a specific Court order. These referrals can occur at various points during the case life cycle. The process also defines the program administration tasks required to allow the probation officials to complete the compliance monitoring/tracking tasks as ordered.

Section 7.0 of this document details the processes for probation.

8.0 Court Administration

Court Administration refers to all processes that may be handled by the Court Administrator and/or Site Coordinator outside of a specific case life cycle process.

Section 8.0 of this document details the processes for Court Administration.

9.0 Person

Identifying, creating, and/or managing of person records. A person record may be added during any phase of a case lifecycle. There are different types of "Person" records. Examples are: Individuals, Civil participants, Vehicle Violation participants, Officials, and Organizations.

Section 9.0 of this document details the data elements for Person.

10.0 Reports

The reports section is not a process definition but a list of identified reports that are used by the CLJ courts. Some reports can be initiated at various points during a case life cycle, while others are specific to certain life cycle times or specific to certain process steps.

Section 10.0 of this document details the list of reports and any known life cycle and/or process step connections.

Case Life Cycle

A case during its lifecycle flows through various stages: filing, hearing, resolution/disposition and closure. The activities during the progression of a case have been grouped under four consecutive phases as illustrated:

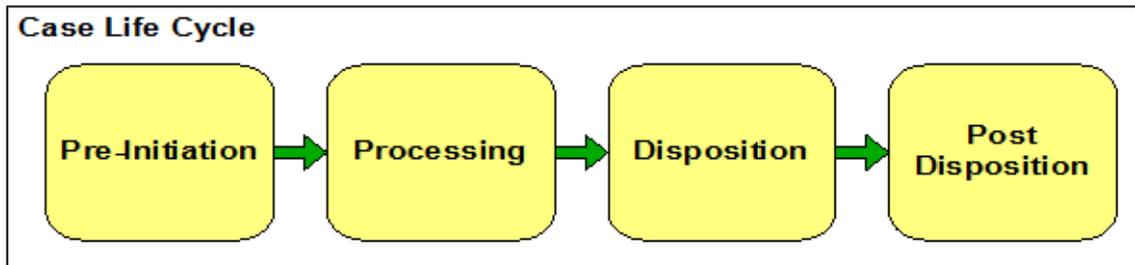


Figure 1 Introduction - Case Life Cycle Process Flow

Pre-Initiation

This phase consists of the activities undertaken by the court prior to formal filing of the case.

Processing

The processing of every case starts with its initiation at the court clerk's office. After a case is initiated, various activities such as scheduling a hearing, distributing notices of the hearing date to participants, and other intermediate processes are undertaken, as required. These processes or activities continue until the final resolution/disposition of the case.

Disposition

At the end of the case processing phase, the court makes its final findings. The activities required to record/track the final decision by the court and initiate follow-up action(s) are grouped under the disposition phase.

Post Disposition

The Post Disposition phase includes all the activities required to track and monitor (to the satisfaction of the court) that the judgment/disposition and completion of the case has been accomplished as mandated. The tracking and monitoring activities can require the following: the receipt of payment for fees, costs, and/or fines, incarceration and/or probation and so on.

The case lifecycle illustrated in the figure has been restructured below in a grid for each of the case types mentioned under Case Management. The additional processes defined by the courts are also included in the following grid.

#	Categories and Sub-Categories
1.0	Vehicle Violation (Parking/Photo Enforcement)
1.1	<ul style="list-style-type: none"> • Pre-Initiation
1.2	<ul style="list-style-type: none"> • Processing
1.3	<ul style="list-style-type: none"> • Disposition
1.4	<ul style="list-style-type: none"> • Post Disposition
2.0	Infraction (IT & IN)
2.1	<ul style="list-style-type: none"> • Pre-Initiation
2.2	<ul style="list-style-type: none"> • Processing
2.3	<ul style="list-style-type: none"> • Disposition
2.4	<ul style="list-style-type: none"> • Post Disposition
3.0	Criminal (CT & CN)
3.1	<ul style="list-style-type: none"> • Pre-Initiation
3.2	<ul style="list-style-type: none"> • Processing
3.3	<ul style="list-style-type: none"> • Disposition
3.4	<ul style="list-style-type: none"> • Post Disposition

4.0	Civil, Small Claim, Protection Type Orders
4.1	<ul style="list-style-type: none"> • Pre-Initiation
4.2	<ul style="list-style-type: none"> • Processing
4.3	<ul style="list-style-type: none"> • Disposition
4.4	<ul style="list-style-type: none"> • Post Disposition
5.0	Accounting
5.1	<ul style="list-style-type: none"> • Miscellaneous Fees
5.2	<ul style="list-style-type: none"> • Fines and Costs
5.3	<ul style="list-style-type: none"> • Time Payment
5.4	<ul style="list-style-type: none"> • Bail/Bond
5.5	<ul style="list-style-type: none"> • Restitution
5.6	<ul style="list-style-type: none"> • Civil Fees/Costs & Payments
5.7	<ul style="list-style-type: none"> • Disbursement
5.8	<ul style="list-style-type: none"> • End of Day Closing
5.9	<ul style="list-style-type: none"> • Accounting Administration
6.0	Calendaring
6.5	<ul style="list-style-type: none"> • Calendaring Administration

7.0	Probation
7.1	<ul style="list-style-type: none"> • Pre-Initiation
7.2	<ul style="list-style-type: none"> • Processing
7.3	<ul style="list-style-type: none"> • Disposition
7.4	<ul style="list-style-type: none"> • Post Disposition
7.5	<ul style="list-style-type: none"> • Administration
8.0	Court Administration
9.0	Person
10.0	Reports

Figure 2 Introduction - Categories and Sub-Categories

Process Analysis

This section elaborates and establishes a structure for process maps. Structuring the process information facilitates identification of inputs and outputs of the process. It also identifies the key activities being performed by the CLJ court during the case lifecycle.

This structured approach establishes a method to identify and ensure a control mechanism for each process within the model. It addresses the inputs and the tasks that are required to achieve the desired output to meet all the end users' needs.

A good quality process has the right inputs and performs the correct actions to produce the desired outputs that support the organization's broader business perspectives.

Definitions of quality in a process thus include:

- Fitness of the process for the identified purpose
- Ensuring right output at the right time in the right place
- Satisfaction of purpose meeting user's needs aligned to organizational objectives

Each process and its behavioral quality can be controlled through analysis of the following four criteria and definitions (ETVX)

Entry criteria	The inputs and qualifiers required to achieve the required exit criteria.
Task	The actions within the process.
Validation	Identify test points within the process. Define the test criteria required to check these test points. These test points and test criteria ensure problems are caught quickly so that they do not impact the immediate functions of the system or create problems in the future. This reduces rework and prevents problems.
Exit criteria	The outputs required to create a quality process and meet the needs of the customer. Exit criteria are derived from the entry criteria of the customer's business process.

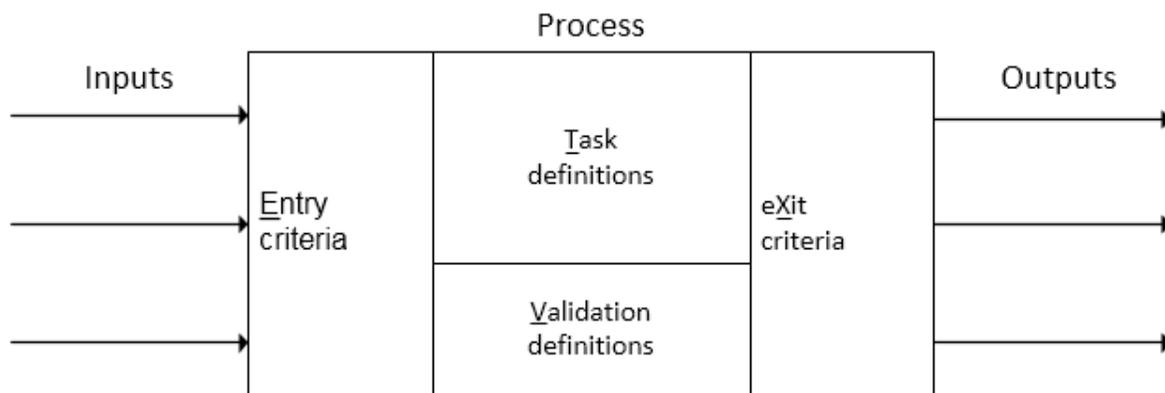


Figure 3 Process Analysis - ETVX Model

This is known as the ETVX model (shown in Figure 3: the ETVX Model). The ETVX can be used to model and ensure high quality process. The activities involved during the initiation, processing, disposition and post-disposition phases of all the case types are covered in the following sections.

Reading the Materials

The Process Documents, with the exception of the reports list, all consist of three parts:

- The high-level description and process flow chart. *
- The mid-level process description and process diagram.
- The mid-level process use case documentation.

*The Accounting section does not include high-level information as it does not have its own case life cycle and the processes defined may or may not connect to each other.

Process Flows

The following legend can be used to decipher the process diagrams throughout the document. All processes will utilize the following items:

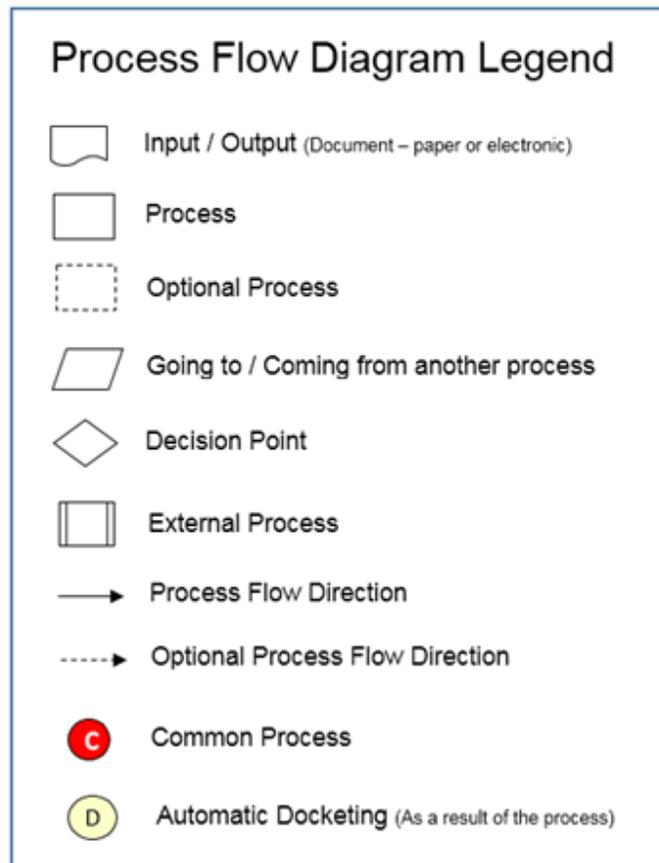


Figure 4 Process Analysis - Process Flow Diagram Legend

Use Case Field Descriptions

Each of the Use Cases documented have the same set of data elements. The following is a description of the type of information that would be found in each field.

Process ID	Number assigned to the process or sub-process being described.
Name	Name of the process or sub-process being described.
Actors	Any parties that would have input into the process, would complete the process steps, or would receive output from the process. Decision Log Item # 6 – The Actors for ALL processes will list a generic Court Staff and/or Probation Staff when anyone from the court or probation offices would be involved in a process.
Objective	Description of the purpose of the specific process.
Description	Description of what the process entails.
Trigger / Entry Criteria	Any steps in the process or from another process that will initiate the defined process.
Input	A list of items that may be received/filed that would initiate the process. Many processes have various input options so they will be listed using “As Applicable.”
Activities	A list of possible activities that could occur during the process. Many processes have various activities that could occur so they will be listed using “As Applicable.”
Validation	A list of all possible validations that may need to be confirmed in order to complete the process. Some processes have multiple possible validations that could need to occur so they will be listed using “As Applicable.” If all validations listed <i>must</i> be completed, the “As Applicable” will not be included.
Outputs	A list of items that may be generated as a result of the process. Many processes have various possible output options so they will be listed using “As Applicable.” If all outputs listed <i>must</i> be completed, the “As Applicable” will not be included.
Exit Criteria	A list of tasks/steps that would end the process. Many processes have various possible output options so they will be listed using “As Applicable.”
Notes	Additional information regarding the process and/or information related to the processes that are not documented within that process. Referenced RCW codes can be viewed by accessing the Washington State Legislature web page RCWs . Referenced Court Rules can be viewed by accessing the Washington Courts public web page Washington State Court Rules .

1.0 Vehicle Violation

This category of case relates to processing of the penalties imposed for vehicle violation comprising of parking, photo enforcement stop light, and similar offenses. This case is initiated against the vehicle/owner instead of the operator. Such offenses include, but are not limited to:

Parking related violation examples:

- Parking at a parking meter without paying, or for longer than the maximum time
- Parking in a prohibited space such as a bus stop or in front of a fire hydrant or crosswalk
- Parking in a person with disabilities zone without permit
- Parking facing against the direction of traffic

Photo enforced violation examples:

- Failure to stop at a red light
- Speed in a construction zone
- Speed in a school zone
- Passing a school bus

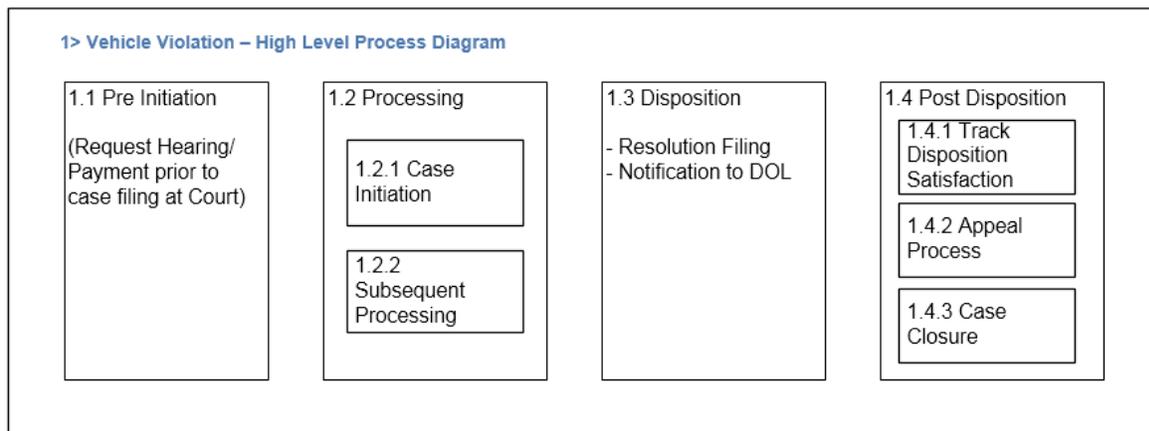


Figure 5 Vehicle Violation - 1.0 High-Level Process Diagram

1.1 Pre-Initiation

The pre-initiation phase in the case life cycle addresses all activities that occur before the formal filing of a case. Request for hearing, extension of due date, reduction of fine amount are some of the activities that can occur prior to filing of the case.

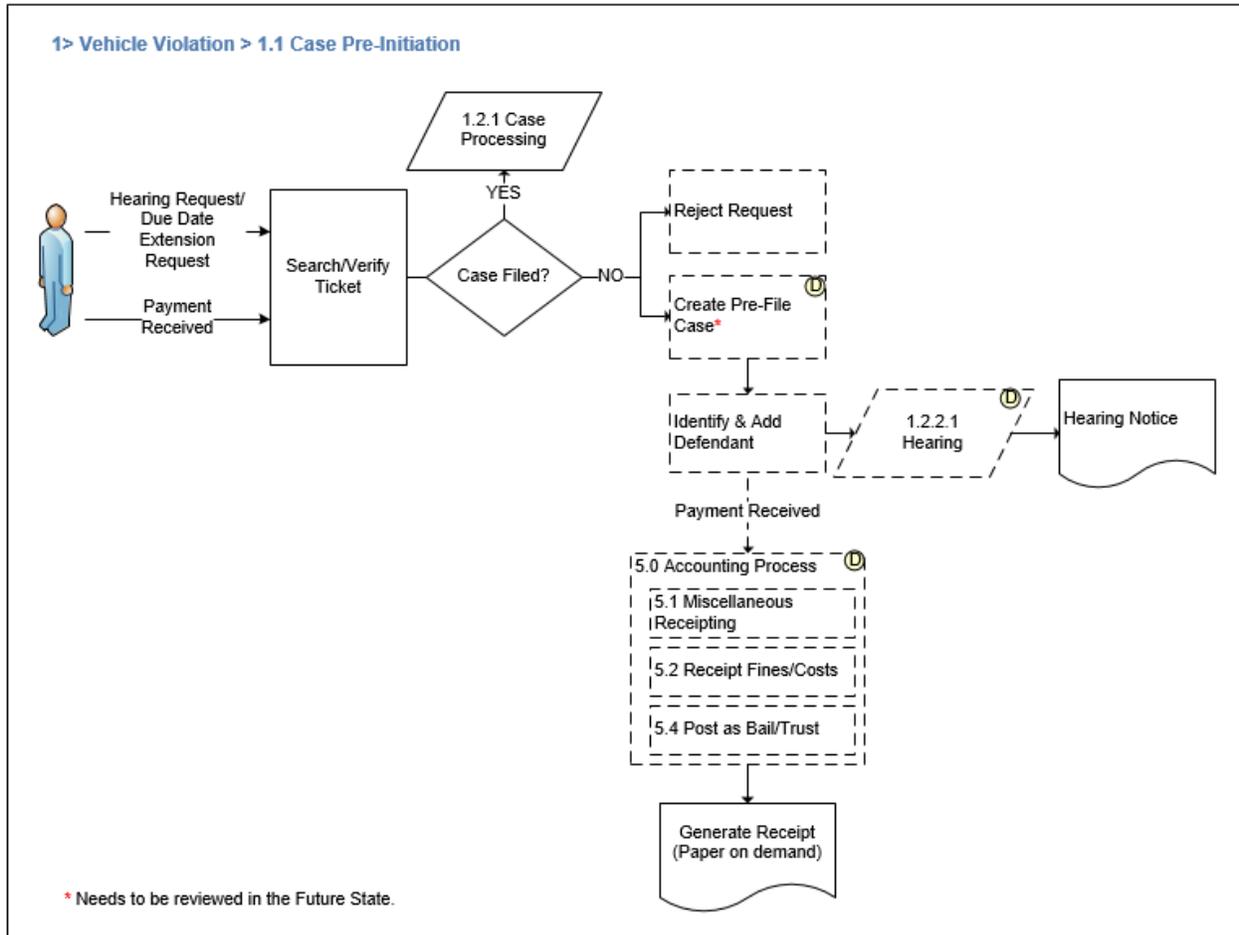


Figure 6 Vehicle Violation - 1.1 Case Pre-Initiation

Process ID	1.1
Name	Case Pre-Initiation
Actors	Court Staff, Judicial Officer, Defendant, Payer/Payee, Interpreter/External Resources
Objective	To process all activities that occur prior to formal filing of a case
Description	A person can initiate the payment of a fine, request the extension of a due date, set up a payment plan, contest an infraction, request a mitigation hearing, and/or receive a dismissal of the infraction before the infraction is filed.
Trigger / Entry Criteria	A request from a party for payment/hearing, extension of a payment due date, setting up of a payment plan, or the dismissal of the case during pre-filing stage
Input	<p>A copy of an infraction and/or a correspondence provided by a party with one of the following:</p> <ul style="list-style-type: none"> • Request to make a payment/set up a payment plan • Request for dismissal • Request for a contested or mitigation hearing <p>May include a request for an interpreter and/or a request for reasonable accommodations.</p>
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify if there has been a filing of the infraction • Accept payment, generate receipt, and create accounting entries • Date stamp received • Set up a payment plan • Extend the due date, reduce the fines/costs, and/or process for judicial review • Schedule a hearing

	<ul style="list-style-type: none"> • Schedule interpreter/external resources • Generate hearing notice and send the notice to the party/parties • Review for possible dismissal • Monitor pre-filing case/paperwork for the filing of infraction from the citing officer • Issue of refund for excess payment or refund the entire payment if the infraction is never received from the LEA
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify the license plate number and/or vin number • Verify the existence of a filing of the infraction • Verify the jurisdiction of the infraction • Verify the name and address of the defendant
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Pre-paid payment receipt • Payment plan • Hearing notice • Court order • Correspondence to the defendant • Correspondence to another court • Notice/Work order to interpreter/external resources • Refund
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Case is filed, continue to the Case Initiation Process (1.2.1) • Case is not filed, continue to Case Closure (1.4.3)

Notes	<p>Notice of violations for photo enforcement violations on a rental vehicle are only receipted under Miscellaneous Receipts (Accounting process 5.1) as an infraction is never issued.</p> <p><u>Related Legal Authority:</u></p> <p>IRLJ 1.2(C) – Infraction Defendant definition</p> <p><u>Decision Log Items:</u></p> <p>Decision Log Item # 2 – No owner information is entered in a pre-filed vehicle violation case.</p> <p>Decision Log Item # 5 – The Actors on Vehicle Violations will ONLY contain Defendant, not Owner and/or Responsible Party as the Defendant is the one that is cited, responds to, or pays the infraction.</p>
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1.2 Processing

The processing phase of a case includes:

- Case Initiation (1.2.1)
- Subsequent Processing [Hearing, Track Non-Payment/FTR, Receive Payment/Debt Satisfaction] (1.2.2)

These have been detailed below.

1.2.1 Case Initiation

Per IRLJ 2.2(a) an infraction case is initiated by the issuance, service, and filing of a notice of infraction in accordance with this rule.

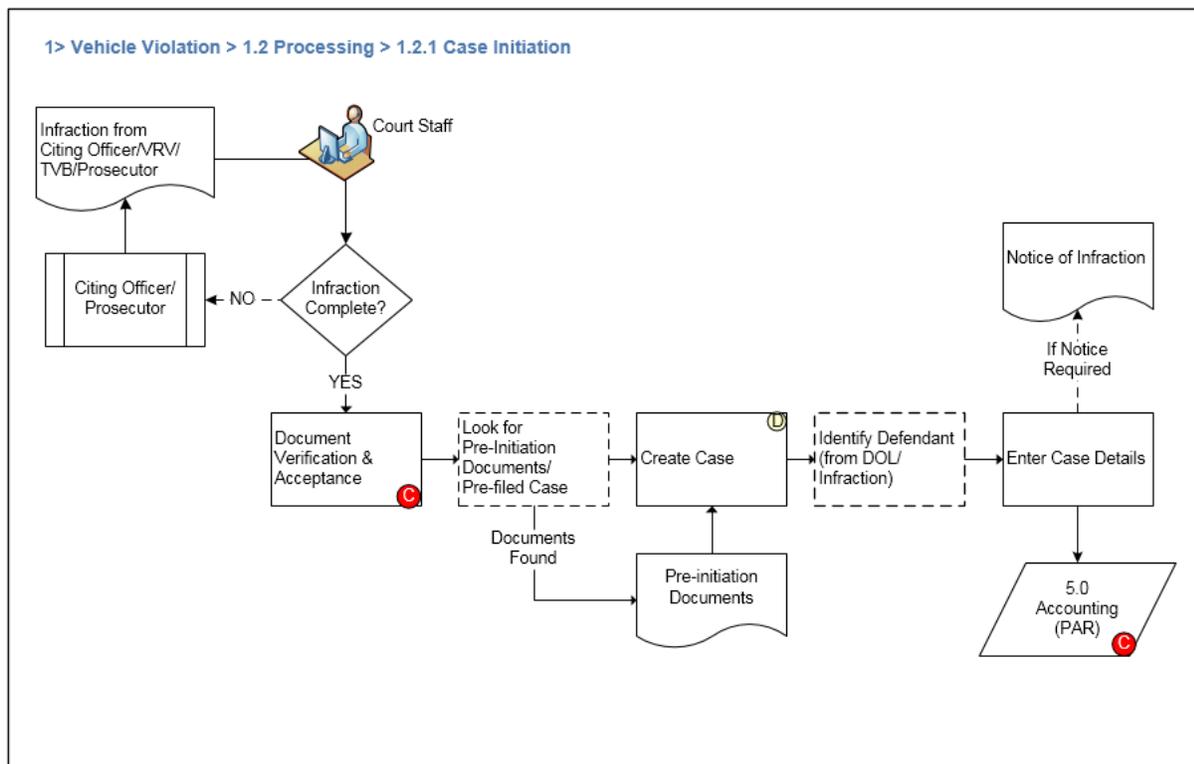


Figure 7 Vehicle Violation - 1.2.1 Case Initiation

Process ID	1.2.1
Name	Case Initiation
Actors	Court Staff, Judicial Officer, Traffic Violation Bureau (TVB), Citing Officer, Prosecutor, Vehicle Related Violations Vendor (VRV), Interpreter/External Resources
Objective	Creation of an infraction case
Description	<ul style="list-style-type: none"> • The case is filed (individually/batch) with details related to vehicle registration number, violation, LEA, officer, and other information. • Errors are managed by the court's exception process.
Trigger / Entry Criteria	The court receives an infraction
Input	<p>As Applicable:</p> <ul style="list-style-type: none"> • Infraction • Pre-filed documentation • Request for interpreter • Request for reasonable accommodations
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify completeness of the infraction • Enter or update the case • Identify and add defendant details • Manage exceptions per court's exception process • Prepare and send notice of the infraction to the defendant • Validate the fee for violation and create the corresponding accounting entry • Generate case labels

	<ul style="list-style-type: none"> • Schedule interpreter/external resources
Validation	<ul style="list-style-type: none"> • Validate vehicle details, violation details, and officer information • Verify the jurisdiction • Verify whether a case exists for the infraction • Validate the fee for violation(s)
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Notice of Infraction • Case labels • Notice/Work order to interpreter/external resources
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Successful filing of a case • Rejection/Return/Transfer of the infraction
Notes	<p><u>Related Legal Authority:</u></p> <p>IRLJ 1.2 A & B – term used is Infraction not ticket or citation.</p> <p>IRLJ 2.1 – Notice of Infraction (b) Contents . . . Completeness of Infraction</p> <p><u>Decision Log Items:</u></p> <p>Decision Log Item # 4 – Charging documents on both Vehicle Violation and Infraction Use Cases and diagrams will be referred to as “Infractions”, not citations or tickets.</p> <p>Decision Log Item # 9 – On Vehicle Violations and Infractions, the term “Violations” will refer to the laws cited on the Infraction.</p>

1.2.2 Subsequent Processing

Subsequent processing includes these sub-processes:

- Hearing (1.2.2.1)
- Track Non-Payment/FTR (1.2.2.2)
- Receive Payment/Debt Satisfaction (1.2.2.3)

These are described below.

1.2.2.1 Hearing

Subsequent hearing process model encompasses activities related to acceptance of request for scheduling of hearing, and recording the outcome.

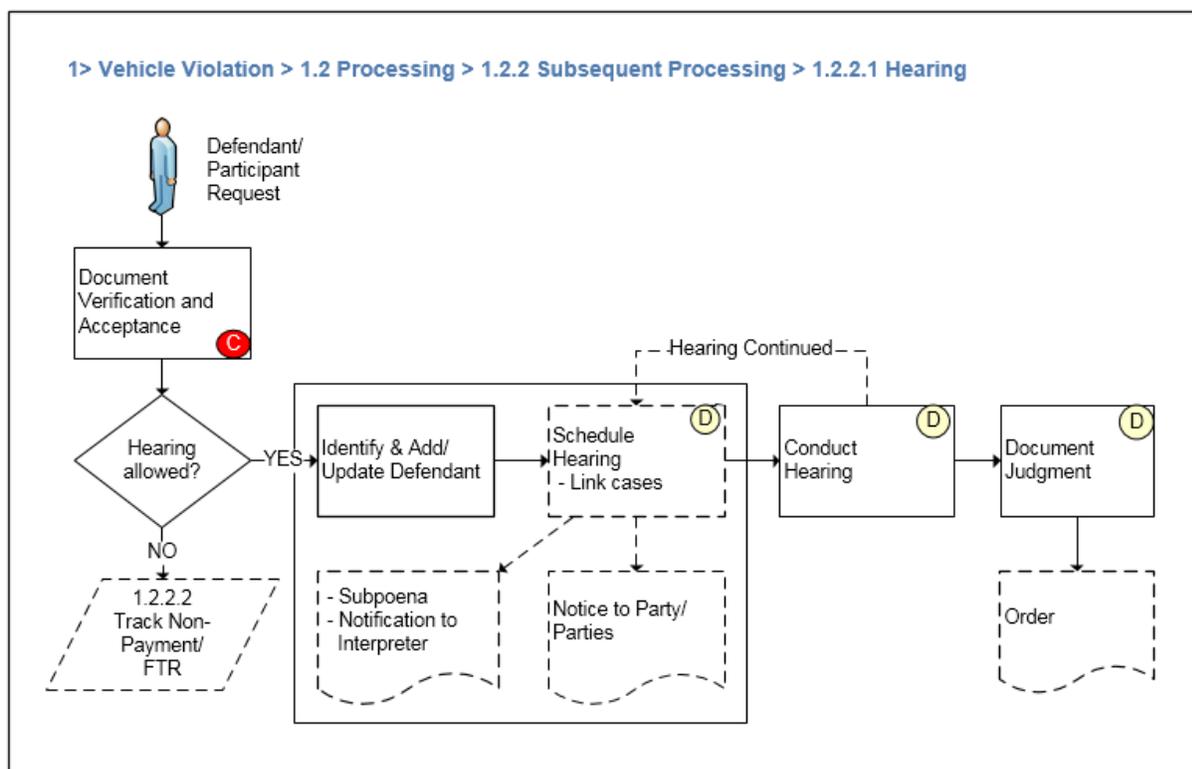


Figure 8 Vehicle Violation - 1.2.2.1 Hearing

Process ID	1.2.2.1
Name	Hearing
Actors	Court Staff, Judicial Officer, Defendant, Citing Officer, Prosecutor, Defense Counsel, Vendors, Probation Staff, Witnesses, Interpreter/External Resources
Objective	<ul style="list-style-type: none"> • Acceptance of requests for hearings, the scheduling of hearings, and the timely distribution of notices to participants • The outcome of a hearing must be captured and retained
Description	<ul style="list-style-type: none"> • The court receives a request for a hearing and schedules a hearing. • Notice of hearing may be sent to the defendant and other participants on the case. • All proceedings during the case are captured and docketed.
Trigger / Entry Criteria	Request for a hearing
Input	<p>As Applicable:</p> <ul style="list-style-type: none"> • Request for a hearing • Additional documents/requests submitted by the participants • Request for interpreter • Request for reasonable accommodations
Activities	<p>As Applicable (individual/batch):</p> <ul style="list-style-type: none"> • Review request from participants • Update defendant information • Schedule hearing • Print/Send notice of hearing to identified individuals • Issue subpoenas

	<ul style="list-style-type: none"> • Notification to/schedule interpreters/external resources • Prepare/print calendar • Reschedule/Cancel court hearing • Conduct hearing and/or make authorized ad-hoc decision • Enter judgment • Document hearings held/not held
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify hearing has been requested within due date, unless good cause for the delay has been found/approved. • Speedy scheduling rules have been followed or waived.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Hearing notice • Subpoena • Notice/Work order to interpreter/external resources • Calendar • Order • Judgment • Other documents (e.g., Community Service/Alternative Program Information, Time Pay instructions, other local documents or instructions.)
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Denial of request for hearing • Disposition of the case • FTA
Notes	<p>Need to track actual hearings held on the record to calculate Judicial time spent. The data is used for the monthly/annual Caseload Statistics and will be used for the annual Judicial Needs Estimates. (HRH Screen)</p>

	<p><u>Related Legal Authority:</u></p> <p>IRLJ 2.4 – Response to Notice (of Infraction) Time requirements</p> <p>IRLJ 2.6 – Speedy hearing rules</p> <p>IRLJ 2.6 – Notices of hearing</p> <p>IRLJ 1.2 – Judgment definition</p> <p>RCW 46.20.270, IRLJ 2.5 – Court must enter finding of committed, and notify DOL of the FTR on IT cases.</p> <p>CRLJ 60 (b), IRLJ 3.2 (b) – Motion to Set Aside Judgment (Request/Correspondence), Finding may be set aside.</p>
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1.2.2.2 Track Non-Payment / FTR

The process defines action related to non-payment tracking or FTR by an individual on an infraction.

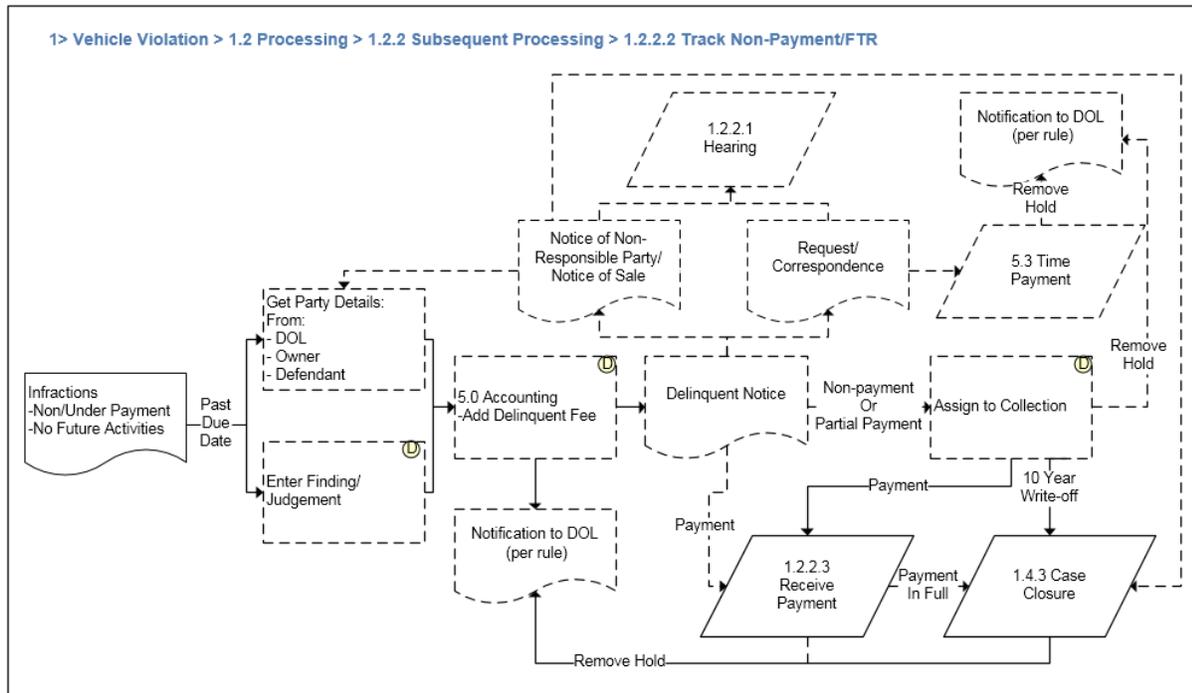


Figure 9 Vehicle Violation - 1.2.2.2 Track Non-Payment/FTR

Process ID	1.2.2.2
Name	Tracking of Non-Payment/FTR
Actors	Court Staff, Judicial Officer, Defendant, Collection Agent/Department
Objective	Track infractions with an open A/R and no future tracking activity, then initiate appropriate action
Description	Infractions with an open A/R past its due date.
Trigger / Entry Criteria	Identification of infractions with fees and fines pending after the due date and with no future tracking activity
Input	Identified infractions with an open A/R and no future tracking activity
Activities	<p>As Applicable (individual/batch):</p> <ul style="list-style-type: none"> • Search and acquire necessary details (e.g., vehicle information from DOL) to process any infraction that remains unpaid after its due date • Enter a committed finding • Add a delinquency fee • Issue a delinquent notice to the Defendant • Notify the DOL of the delinquency hold • Process any Notice of Non-Responsible Party or Notice of Sale received • Update the responsible party/vehicle owner details • Reissue delinquent notice to updated party/owner • Process requests/correspondence • Assign to/Remove from collections
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify that the account is delinquent

	<ul style="list-style-type: none"> • Verify payment arrangements have not previously been approved • Verify that the case is not in Bankruptcy
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Delinquent notice(s) • Notice of hold/Release of hold to DOL • Collection report
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Correspondence/Request for relief (i.e., time payment request, hearing request) • Assignment to collection • Payment in full • Bankruptcy discharge
Notes	<p>Reference and use of integrated vehicle database for owner identification.</p> <p>Accounts Receivable (A/R), in this process, may include the Potential Accounts Receivable (PAR) in JIS or the “billed” A/R.</p> <p><u>Related Legal Authority:</u></p> <p>IRLJ 3.2 and RCW 46.63.110(4) – Failure to Appear monetary penalty not to exceed \$25, must have local ordinance/law/regulation/resolution in place in order to impose.</p> <p>IRLJ 2.4 – Response to Notice (of Infraction) Time Requirements.</p> <p>IRLJ 1.2 – Judgment definition.</p> <p>RCW 46.20.270, IRLJ 2.5 – Court must enter finding of committed.</p> <p>RCW 46.16A.120 – Court may forward to DOL hold for failure to respond/pay/appear on a vehicle violation (standing/stopping/parking and photo enforced violations processed the same as standing/stopping/parking).</p> <p><u>Reports:</u></p> <p>Delinquent Ticket Notice – DP7000PX</p>

	<p>Delinquent Ticket by State Exception – DP7050PX</p> <p>Delinquent Ticket by Ticket Number – DP7060PX</p> <p>Parking Collections – DP7100PX</p> <p>Removed from Collections – DP7110PX</p> <p>DOL Name & Address Load Exception – DP7040 PX</p> <p>DOL Hold and Release – DP7020PU / DP7021PU</p> <p>Parking Maintenance Log – DP7080PX</p>
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1.2.2.3 Receive Payment/Debt Satisfaction

This process captures all types of payment related to a case and the follow up action depending on the payment made.

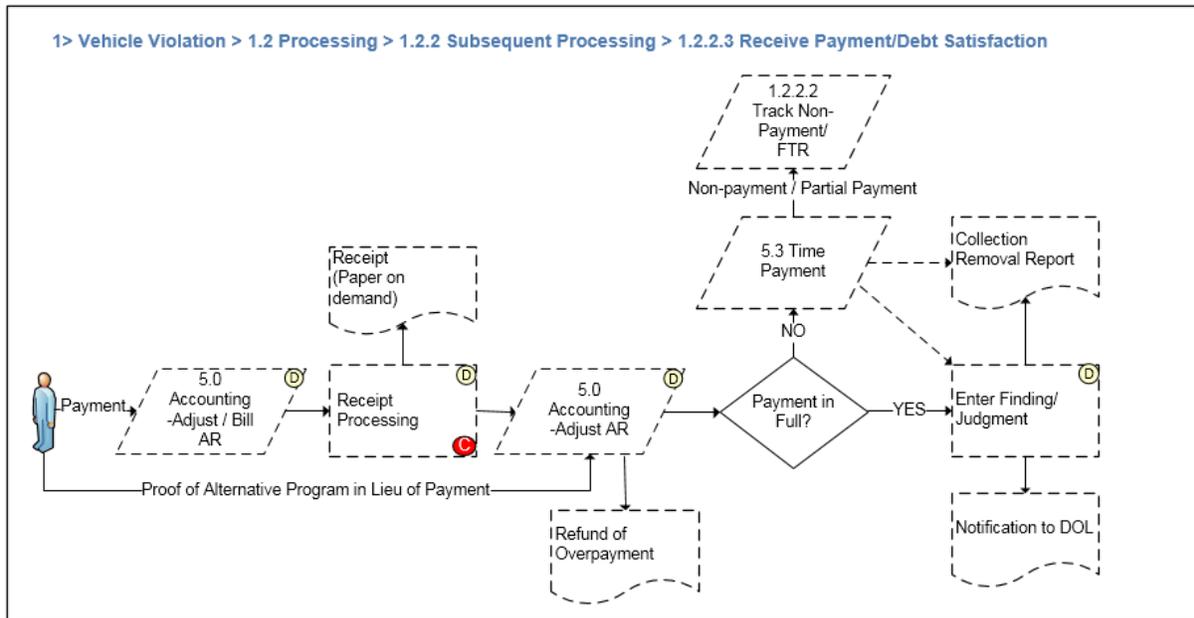


Figure 10 Vehicle Violation - 1.2.2.3 Receive Payment/Debt Satisfaction

Process ID	1.2.2.3
Name	Receive Payment/Debt Satisfaction
Actors	Court Staff, Judicial Officer, Defendant, Probation Staff, Payer/Payee, Collection Agency, DOL
Objective	Accept and process payment
Description	<ul style="list-style-type: none"> • Payment for an infraction can be done by cash/check/credit card at the court office in person, or by credit card over the phone/internet, or by mail. • Alternative programs may be authorized by the court in lieu of payment.
Trigger / Entry Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Payment • Proof of alternative program
Input	<p>As Applicable:</p> <ul style="list-style-type: none"> • Payment • Proof of alternative program
Activities	<p>As Applicable (individual/batch):</p> <ul style="list-style-type: none"> • Adjust A/R • Receive payment • Make accounting entry for receipt of payment • Make accounting entry for alternative program in lieu of payment • Notify DOL of hold release • Withdraw the case from collection • Refund overpayments

	<ul style="list-style-type: none"> • Cancel a scheduled hearing • Update defendant, payer/payee information
Validation	Verify that the case is open and satisfies criteria for accepting payment.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Receipt or confirmation number • Notification to DOL • Refund
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • A/R balance is zero • Time payment agreement signed • Partial/Under payment received (Non Payment/FTR 1.2.2.2)
Notes	<p>Currently able to apply one receipt to multiple cases within a jurisdiction in a court, for one vehicle license.</p> <p><u>Decision Log items:</u></p> <p>Decision Log Item # 8 – Payments can be made via cash, check, credit card or via debt satisfaction by completing authorized alternative programs.</p> <p>Decision Log Item # 13 – The term “Alternative Programs” refers to Community Restitution (per IRLJ 1.2), Community Service, and any other local alternative programs authorized by the courts.</p>

1.3 Violation(s) Disposition

This process involves recording and distribution of the disposition.

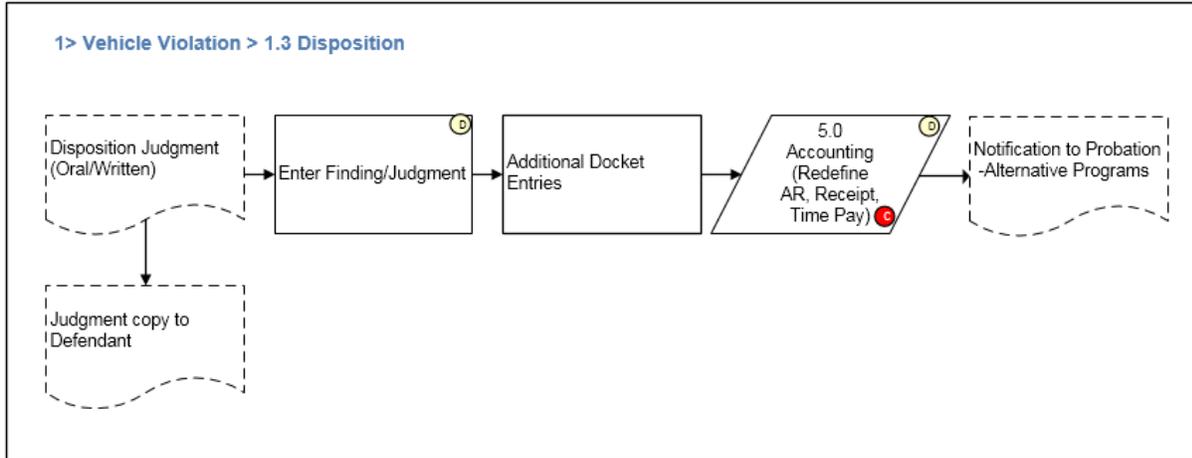


Figure 11 Vehicle Violation - 1.3 Disposition

Process ID	1.3
Name	Violation(s) Disposition
Actors	Court Staff, Judicial Officer, Defendant, Probation Staff
Objective	Entering of Finding/Judgment
Description	This process includes entering the Finding/Judgment on the violation(s) and its distribution/notification to parties.
Trigger / Entry Criteria	Violation(s) disposition entered during another process
Input	Disposition Judgment
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Enter the Finding/Judgment • Make additional docket entries • Make accounting adjustments • Distribute copies of the disposition to the participants • Send notification to external agencies • Send notification to probation department
Validation	Verify the Finding/Judgment is entered on each violation.
Outputs	Judgment copy
Exit Criteria	Entry of disposition
Notes	<p>Judgment could be done orally, in writing, or through administrative action.</p> <p>Payment in full may auto-enter disposition on the violations.</p>

	<p><u>Related Legal Authority:</u></p> <p>RCW 46.63.070(5) – Deferred Findings on Vehicle Violation; does not exclude parking/standing/stopping violations from getting DF judgments, with the exception of the person with disabilities parking zone violation RCWs.</p> <p>IRLJ 1.2 – Definition of Infraction Judgment</p> <p>RCW 46.16A.120 – Infraction Judgment – Decision by the court</p> <p>ARLJ Rule 8 – Definition of Disposition</p> <p><u>Decision Log Items:</u></p> <p>Decision Log Item # 3 – Disposition includes entry of interim findings (DP, OD, and DF).</p> <p>Decision Log Item # 10 – On Vehicle Violations and Infractions, the term “Judgment” means a decision by the court that includes a finding on the violations, fines/costs, and/or authorization to utilize alternative programs for payment of fines/costs.</p>
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1.4 Post Disposition

Post disposition phase of a case constitutes the following processes:

- Track Disposition Satisfaction (1.4.1)
- Appeal Process (1.4.2)
- Case Closure (1.4.3)

These have been detailed below.

1.4.1 Track Disposition Satisfaction

This process involves tracking of alternative programs and/or payments on violation(s).

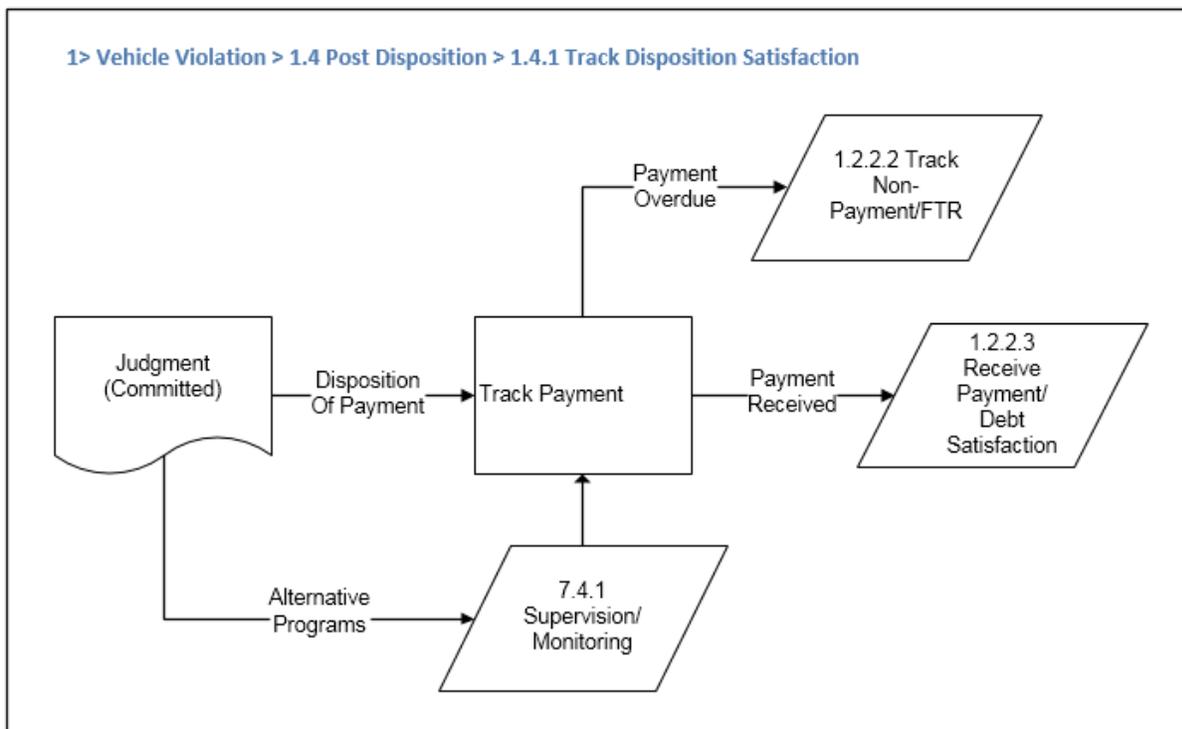


Figure 12 Vehicle Violation - 1.4.1 Track Disposition Satisfaction

Process ID	1.4.1
Name	Track Disposition Satisfaction
Actors	Court Staff, Judicial Officer, Defendant, Probation Staff, External Agencies
Objective	To have a monitoring process in place for tracking the Satisfaction of Judgment
Description	Satisfaction of Judgment on a case will initiate its closure.
Trigger / Entry Criteria	Judgment
Input	As Applicable: <ul style="list-style-type: none"> • Judgment • Notice of completion of alternative programs
Activities	As Applicable: <ul style="list-style-type: none"> • Notify probation/external agency of the Judgment • Track payment status • Review for compliance
Validation	As Applicable: <ul style="list-style-type: none"> • Check for delinquency of payment • Check for status of alternative programs
Outputs	Copy of Judgment
Exit Criteria	As Applicable: <ul style="list-style-type: none"> • Satisfaction of Judgment • Non-satisfaction of Judgment

Notes	Notice of compliance with alternative programs could be from either an internal or an external agency.
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1.4.2 Appeal Process

A notice of appeal on a Court order can be initiated by any of the parties involved in a case.

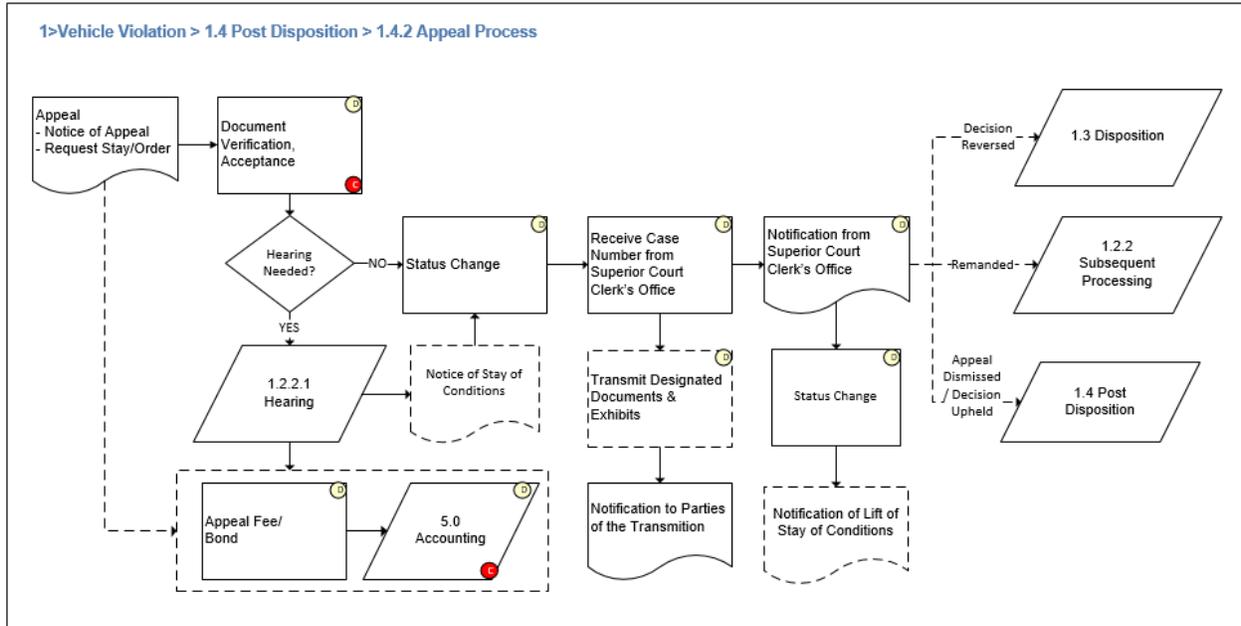


Figure 13 Vehicle Violation - 1.4.2 Appeal Process

Process ID	1.4.2
Name	Appeal Process
Actors	Court Staff, Judicial Officer, Defendant, Defense Counsel, Prosecutor, Superior Court, County Clerk's Office, Interpreter/External Resources
Objective	Accept and process the appeal and related documents
Description	<ul style="list-style-type: none"> • A notice of appeal can be initiated by either party. • Depending on the decision of the Superior Court the case may be subject to additional action(s).
Trigger / Entry Criteria	Notice of appeal paperwork filed
Input	<p>As Applicable:</p> <ul style="list-style-type: none"> • Notice of appeal • Designation of record • Request for stay • Request for fee waiver • Appeal fees/bond • Assignment of counsel • Request for interpreter • Request for reasonable accommodations
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Process appeal request and transmit to the Superior Court Clerk's office • Process Fee Waiver

	<ul style="list-style-type: none"> • Receipt fee for appeal preparation, if not waived • Schedule hearing(s) • Schedule interpreter/external resources • Conduct hearing • Document hearings held/not held • Process Stay order • 5.0 Accounting Activities • Process appeal bond • Notify DOL/Probation/ LEA of Stay order • Process notice from the Superior Court Clerk's office • Lift Stay order on mandate from Superior Court Clerk's office • Notify DOL/Probation/ LEA Stay order is lifted
Validation	Appeal filed in appropriate court
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Notice to parties of transmission • Hearing notice • Stay order • Notice to DOL/Probation/ LEA of Stay order • Designated documents and exhibits • Order lifting the Stay order • Notice to DOL/Probation/ LEA of Stay order • Notice/Work order to interpreter/external resources
Exit Criteria	Disposition of appeal
Notes	<u>Related Legal Authority:</u>

	<p>IRLJ 5.1 – What can be appealed on Infractions</p> <p>RALJ 2.5(b) – Date on entry of Judgment for appealing a decision</p> <p>RCW 3.62.060(h) – Fee for preparation of appeal to Superior Court</p>
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1.4.3 Case Closure

This process considers cases that have all monetary obligations fulfilled, alternative programs complied, and no pending activity.

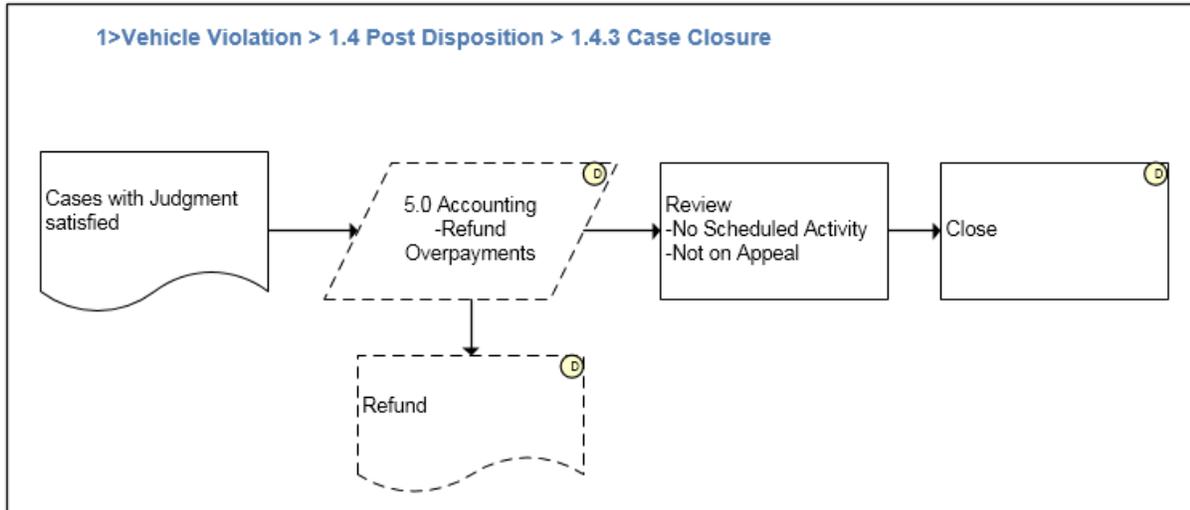


Figure 14 Vehicle Violation - 1.4.3 Case Closure

Process ID	1.4.3
Name	Case Closure
Actors	Court Staff, Judicial Officer, Defendant, Payer/Payee
Objective	Closure of eligible cases
Description	Cases with all monetary obligations fulfilled/written-off, alternative programs completed/waived, and no pending activity are considered for closure.
Trigger / Entry Criteria	Identification of open cases with satisfaction of monetary obligations and/or alternative programs
Input	Identified open cases
Activities	As Applicable: <ul style="list-style-type: none"> • Mark conditions as complied • Issue of refund for excess payment • Close case
Validation	<ul style="list-style-type: none"> • Open case with no monetary obligation, no future activities, and not on appeal • All violations have finding/judgment
Outputs	As Applicable: <ul style="list-style-type: none"> • Refund
Exit Criteria	Closure of case
Notes	<p><u>Decision Log Items:</u></p> <p>Decision Log Item # 11 – Satisfaction of an Infraction Judgment means all violations have a finding and any monetary penalty has been satisfied, whether through monetary payment or completion of alternative program</p>

2.0 Infraction (IT & IN)

Infractions are traffic or non-traffic actions that are civil in nature. These are non-criminal offenses for which you cannot go to jail.

Examples of infractions include:

- Traffic violations (e.g., Speeding, No Insurance, Fail to Wear Safety Belt, Defective Tires)
- Jaywalking
- Littering
- Violations of municipal codes (such as building or housing)

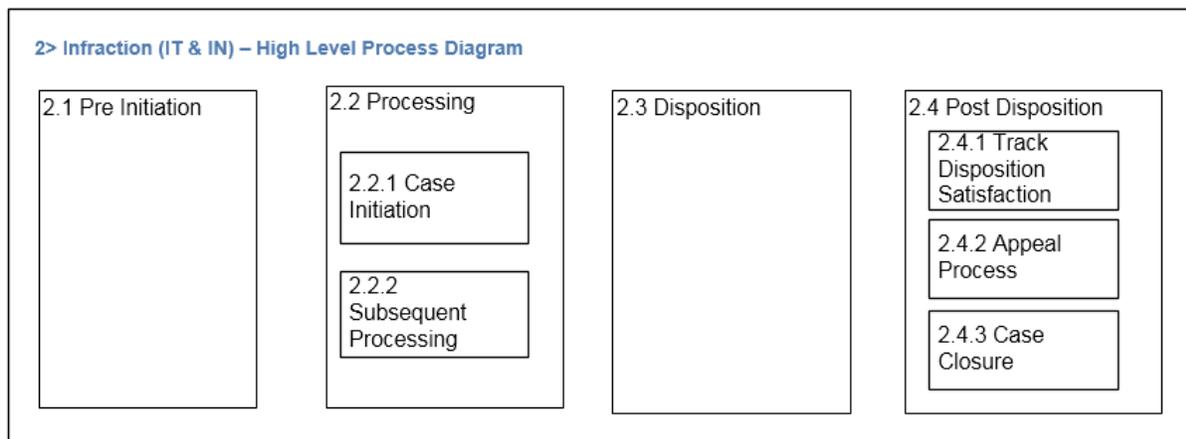


Figure 15 Infraction (IT & IN) - 2.0 High Level Process Diagram

2.1 Pre-Initiation

The pre-initiation phase in the case life cycle addresses all the activities that occur before the formal filing of a case. Request for hearing, extension of due date, and reduction of fine amount are some of the actions that can occur prior to the filing of the case.

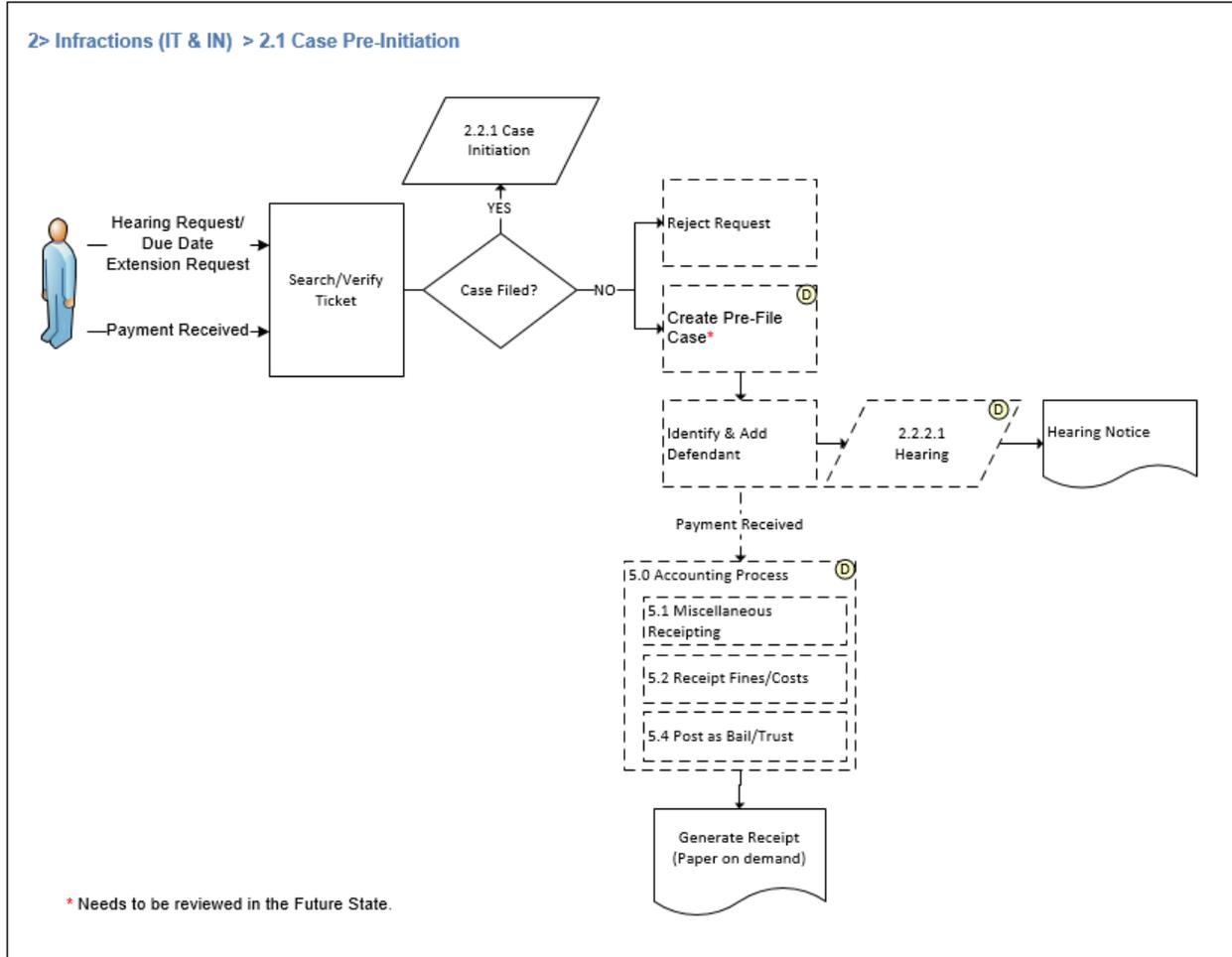


Figure 16 Infraction - 2.1 Case Pre-Initiation

Process ID	2.1
Name	Case Pre-Initiation
Actors	Court Staff, Judicial Officer, Defendant, Payer/Payee, Internal/External Resources
Objective	To process all activities that occur prior to formal filing of a case
Description	A person can initiate the payment of a fine, request the extension of a due date, set up a payment plan, contest an infraction, request a mitigation hearing, and/or receive a dismissal of the infraction before the infraction is filed as a case in court.
Trigger / Entry Criteria	A request from a party for a payment/hearing, extension of a payment due date, setting up a payment plan, or the dismissal of the case during pre-filing stage
Input	<p>A copy of the Infraction provided and/or a correspondence provided by a party with one of the following:</p> <ul style="list-style-type: none"> • Request to make a payment/set up a payment plan • Request for dismissal • Request for a contested or mitigation hearing <p>May include a request for interpreter and/or reasonable accommodations</p>
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify if there has been a prior filing of the infraction • Accept payment, generate receipt, and create accounting entries. • Date stamp received • Set up a payment plan • Extend the due date, reduce the fines/costs, and/or process for judicial review • Schedule a hearing

	<ul style="list-style-type: none"> • Schedule interpreter/external resources • Generate hearing notice and send the notice to the party/parties • Review for possible dismissal • Monitor pre-filing case/paperwork for the filing of the infraction from the citing officer • Issue of refund for excess payment or of the entire payment if the infraction is never received from the LEA
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify the existence of a prior filing of the infraction • Verify the jurisdiction of the infraction • Verify name and address of the defendant
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Pre-paid payment receipt • Payment plan • Hearing notice • Court order • Correspondence to the defendant • Correspondence to another court • Notice/Work order to interpreter/external resources • Refund
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Case is filed, continue to the Case Initiation process (2.2.1) • Case is not filed, continue to Case Closure (2.4.3)
Notes	<p>“Reject Request” process may include a motion to decline and dismiss infraction.</p>

	<p><u>Related Legal Authority:</u></p> <p>IRLJ 1.2(C) – Infraction Defendant definition</p>
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2.2 Processing

The processing phase of a case includes:

- Case Initiation (2.2.1)
- Subsequent Processing (2.2.2) [Hearing, Track Non-Payment/FTR, Receive Payment/Debt Satisfaction]

These have been detailed below.

2.2.1 Case Initiation

Per IRLJ 2.2(a), an infraction case is initiated by the issuance, service, and filing of a notice of infraction in accordance with this rule.

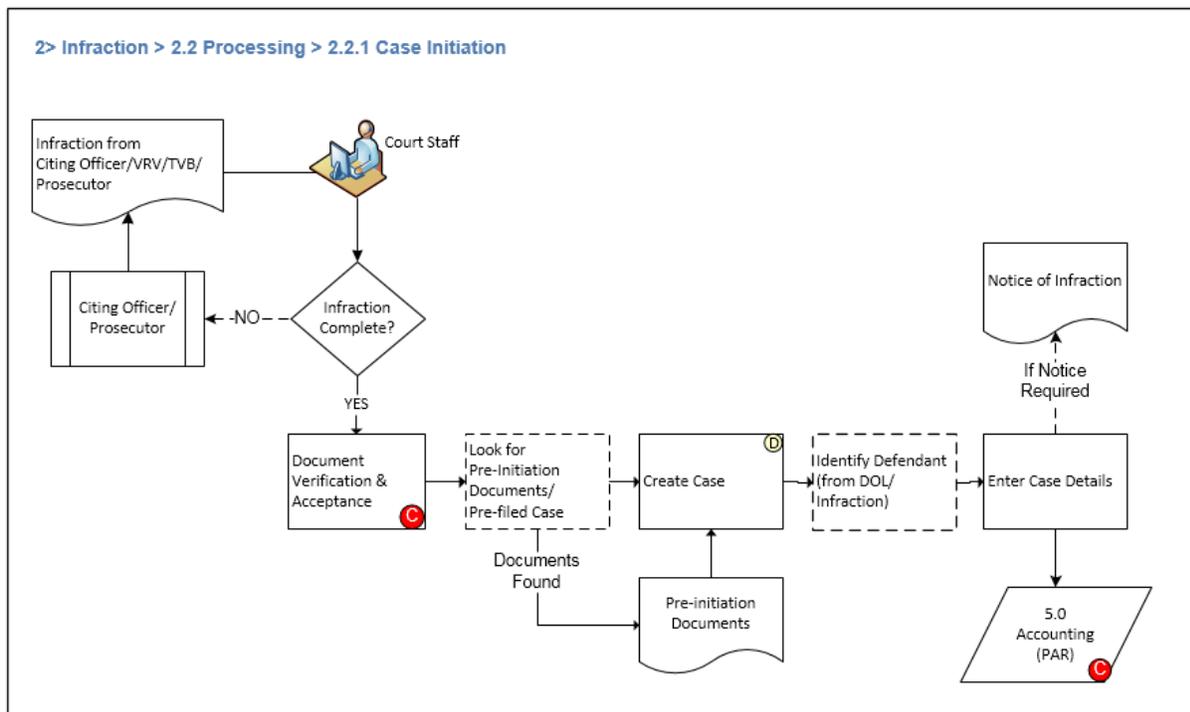


Figure 17 Infraction (IT & IN) - 2.2.1 Case Initiation

Process ID	2.2.1
Name	Case Initiation
Actors	Court Staff, Judicial Officer, Traffic Violation Bureau (TVB), Citing Officer, Prosecutor, Interpreter/External Resources
Objective	Creation of an infraction case
Description	<ul style="list-style-type: none"> • The case is filed with the details related to violation(s), LEA, officer, and other relevant information. • Errors are managed by the court's exception process.
Trigger / Entry Criteria	The court receives an infraction
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Infraction • Pre-filed documentation • Request for interpreter • Request for reasonable accommodations
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify completeness of the infraction • Enter or update the case • Identify and add defendant details • Manage exceptions per court's exception process • Prepare and send notice of the infraction to the defendant • Validate the fee for the violation and create the corresponding accounting entry • Generate case labels • Schedule interpreter/external resources

Validation	<ul style="list-style-type: none"> • Verify the jurisdiction • Verify whether a case already exists for the infraction • Validate the fee for the violation(s)
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Notice of Infraction • Case labels • Notice/Work order to interpreter/external resources
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Successful filing of a case • Rejection/Return/Transfer of the infraction
Notes	<p><u>Related Legal Authority:</u></p> <p>IRLJ 1.2 A & B – term used is Infraction not ticket or citation.</p> <p>IRLJ 2.1 – Notice of Infraction (b) Contents . . . Completeness of Infraction</p> <p>IRLJ 6.2 – Monetary Penalty Schedule for Infractions</p> <p>RCW 46.63.110 – Monetary penalties</p> <p>RCW 2.68.040, RCW 3.62.090, RCW 46.63.110(7)(a)/(7)(b)/(8) – Assessments required on IT and/or IN matters.</p> <p><u>Decision Log Items:</u></p> <p>Decision Log Item # 4 – Charging documents on both Vehicle Violation and Infraction Use Cases and diagrams will be referred to as Infractions, not citations or tickets.</p> <p>Decision Log Item # 9 – On Vehicle Violations and Infractions, the term “Violations” will refer to the laws cited on the Infraction.</p>

2.2.2 Subsequent Processing

Subsequent processing includes these sub-processes:

- Hearing (2.2.2.1)
- Track Non-Payment/FTR (2.2.2.2)
- Receive Payment/Debt Satisfaction (2.2.2.3)

These are described below.

2.2.2.1 Hearing

Subsequent hearing process model encompasses activities related to acceptance of request for scheduling of hearing, recording the outcome and distribution of relevant interim orders.

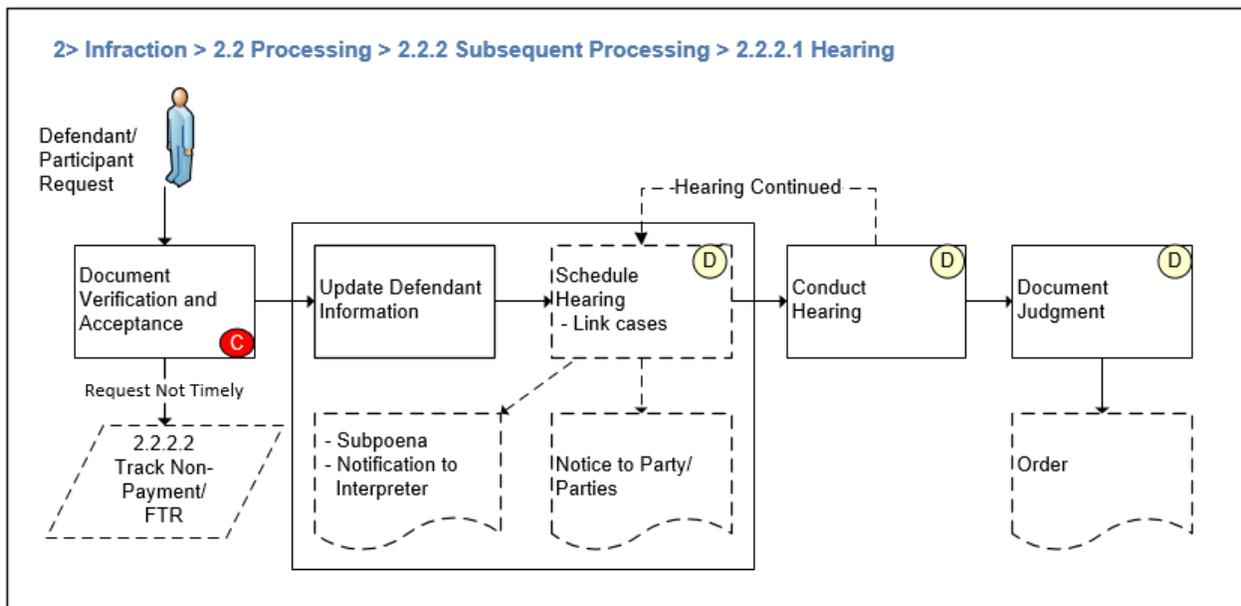


Figure 18 Infraction (IT & IN) - 2.2.2.1 Hearing

Process ID	2.2.2.1
Name	Hearing
Actors	Court Staff, Judicial Officer, Defendant, Citing Officer, Prosecutor, Defense Counsel, Probation Staff, Witnesses, Interpreter/External Resources
Objective	<ul style="list-style-type: none"> • Acceptance of requests for hearings, the scheduling of hearings, and the timely distribution of notices to participants • The outcome of a hearing must be captured, retained, and distributed to relevant agencies
Description	<ul style="list-style-type: none"> • The court receives request for a hearing and schedules a hearing. • Notice of hearing may be sent to the defendant and other participants. • All proceedings during the case are captured and docketed.
Trigger / Entry Criteria	Request for a hearing
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Request for a hearing • Additional documents/requests submitted by the participants • Request for interpreter • Request for reasonable accommodations
Activities	<p>As Applicable (individual/batch):</p> <ul style="list-style-type: none"> • Review request from participants • Update defendant information • Schedule hearing(s) • Print/Send notice of hearing to identified individuals • Issue subpoena(s) • Notification to/schedule interpreter/external resources

	<ul style="list-style-type: none"> • Prepare/Print calendars • Reschedule/Cancel court hearing • Conduct hearing and/or make authorized ad-hoc decision • Enter Judgment • Document hearings held/not held
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify hearing has been requested within due date, unless good cause for the delay has been found/approved. • Speedy scheduling rules have been followed or waived.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Hearing notice • Subpoena • Notice/Work order to interpreter/external resources • Order • Judgment • Calendar • Other Documents (e.g. Community Service/Alternative Program instructions, Time Pay instructions, other local document or instructions)
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Denial of request for hearing • Disposition of the case • FTA
Notes	<p>Courtesy Scheduling – need to be able to schedule multiple cases for a defendant or an attorney at the same time.</p>

	<p>Need to track actual hearings held on the record to calculate Judicial time spent. The data is used for the monthly/annual Caseload Statistics and will be used for the annual Judicial Needs Estimates. (HRH Screen)</p> <p><u>Related Legal Authority:</u></p> <p>IRLJ 2.4 – Response to Notice (of Infraction) Time requirements</p> <p>IRLJ 2.6 – Speedy hearing rules</p> <p>IRLJ 2.6 – Notices of hearing</p> <p>IRLJ 1.2 – Judgment definition</p> <p>RCW 46.20.270, IRLJ 2.5 – Court must enter finding of committed, and notify DOL of the failure to respond on IT cases.</p> <p>CRLJ 60 (b), IRLJ 3.2 (b) – Motion to Set Aside Judgment (Request/Correspondence), Finding may be set aside.</p>
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Process ID	2.2.2.2
Name	Tracking of Non-Payment / FTR
Actors	Court Staff, Judicial Officer, Collection Agent/Department, Defendant, DOL
Objective	Track infraction/case with an open A/R with no future tracking activity and initiate appropriate action
Description	Infractions with open A/R past its due date have failed to respond and/or appear would be identified and selected for further action.
Trigger / Entry Criteria	Identification of infractions with open A/R after the due date and with no future tracking activity
Inputs	Identified infractions with open A/R pending amount and no future tracking activity
Activities	<p>As Applicable (individual/batch):</p> <ul style="list-style-type: none"> • Enter a committed finding • Add a delinquency fee • Notify DOL of FTA • Issue delinquency notice to the defendant • Process requests/correspondence • Assign to/Remove from collections
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify the account is delinquent • Verify payment arrangements have not previously been approved • Verify that the case is not in bankruptcy
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Collection Notice

	<ul style="list-style-type: none"> • Notice of Disposition/FTA/Adjudication to DOL • Collection report • Bankruptcy claim
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Correspondence/Request for relief (i.e., Time Payment request, Hearing request) • Payment in full • Assignment to collection • Bankruptcy discharge
Notes	<p><u>Related Legal Authority:</u></p> <p>IRLJ 2.4 – Response to Notice (of Infraction) Time requirements.</p> <p>IRLJ 1.2 – Judgment definition</p> <p>RCW 46.20.270, IRLJ 2.5 – Court must enter finding of committed, and notify DOL of the failure to respond on IT cases.</p> <p>CRLJ 60 (b) – Motion to Set Aside Judgment (Request/Correspondence)</p>

2.2.2.3 Receive Payment/Debt Satisfaction

This process captures all types of payment related to a case and the follow up action depending on the payment made.

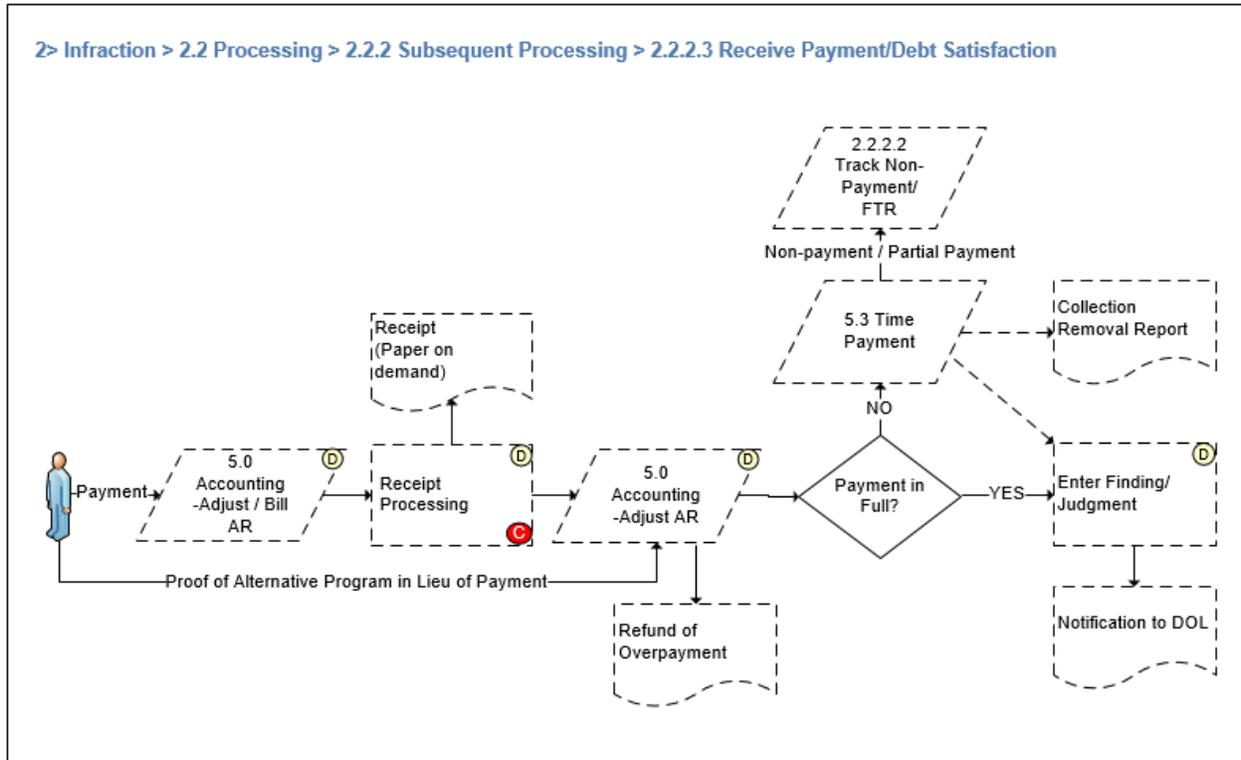


Figure 20 Infraction (IT & IN) - 2.2.2.3 Receive Payment/Debt Satisfaction

Process ID	2.2.2.3
Name	Receive Payment/Debt Satisfaction
Actors	Court Staff, Judicial Officer, Defendant, Probation Staff, Payer/Payee, Collection Agency, DOL
Objective	Accept and process payment
Description	<ul style="list-style-type: none"> • Payment for an infraction can be done by cash/check/credit card at the court office in person, by credit card over the phone/internet, or by mail. • Alternative Programs may be authorized by court in lieu of payment.
Trigger / Entry Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Payment • Proof of alternative program
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Payment • Proof of alternative program
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Adjust A/R • Receive payment • Make accounting entry for receipt of payment • Make accounting entry for alternative program in lieu of payment • Withdraw the case from collection • Refund overpayments • Notify DOL of disposition or adjudication of FTA • Cancel a scheduled hearing

	<ul style="list-style-type: none"> Update defendant, payer/payee information
Validation	Verify that the case is open and satisfies criteria for accepting payment.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> Receipt or confirmation number Notification to DOL of disposition or adjudication Refund
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> A/R balance is zero Time Payment Agreement signed Partial/Under payment received (Non Payment/FTR 2.2.2.2)
Notes	<p><u>Decision Log Items:</u></p> <p>Decision Log Item # 8 – Payments can be made via cash, check, credit card, or via debt satisfaction by completing authorized alternative programs.</p> <p>Decision Log Item # 13 – The term “Alternative Programs” refers to Community Restitution (per IRLJ 1.2), Community Service, and any other local alternative programs authorized by the courts.</p>

2.3 Violation(s) Disposition

This process involves recording and distribution of the disposition.

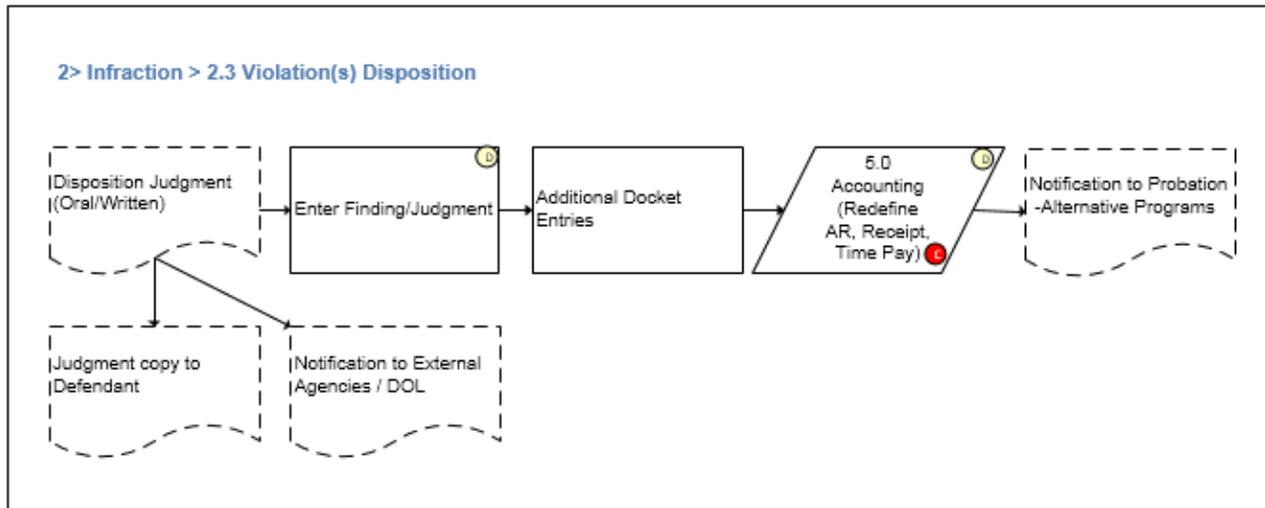


Figure 21 Infraction (IT & IN) - 2.3 Violation(s) Disposition

Process ID	2.3
Name	Violations Disposition
Actors	Court Staff, Judicial Officer, Defendant, Probation Staff, External Agencies
Objective	Entering the Finding/Judgment
Description	This process includes entering the Finding/Judgment on the violation(s) and its distribution/notification to parties/external agencies.
Trigger / Entry Criteria	Violation(s) disposition entered during another process
Inputs	Disposition Judgment
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Enter the Finding/Judgment • Make additional docket entries • Distribute copies of the disposition to the participants • Make accounting adjustments • Send notification to external agencies/DOL • Send notification to probation department
Validation	Verify Finding/Judgment is entered on each violation.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Judgment copy to defendant • Judgment copy to external agencies/DOL (IT) • Judgment copy to probation • Correction notice to DOL

Exit Criteria	Entry of disposition
Notes	<p>Judgment could be done orally, in writing, or through administrative action.</p> <p><u>Related Legal Authority:</u></p> <p>IRLJ 1.2 – Definition of Infraction Judgment</p> <p>RCW 46.63.120(6) – Infraction Judgment – Decision by the court</p> <p>ARLJ Rule 8 – Definition of Disposition</p> <p>RCW 46.20.270(2); RCW 46.52.101(2); RCW 46.63.070(2); IRLJ 4.1(a) – Dispositions on traffic infractions must be reported immediately to DOL.</p> <p><u>Decision Log Items:</u></p> <p>Decision Log Item # 3 – Disposition includes entry of interim findings (DP, OD, and DF).</p> <p>Decision Log Item # 10 – On Vehicle Violations and Infractions, the term “Judgment” means a decision by the court that includes a finding on the violations, fines/costs, and/or authorization to utilize alternative programs for payment of fines/costs.</p>

2.4 Post Disposition

Post disposition phase of a case constitutes the following processes:

- Track disposition satisfaction (2.4.1)
- Appeal process (2.4.2)
- Case closure (2.4.3)

These have been detailed below.

2.4.1 Track Disposition Satisfaction

This process involves tracking of alternative programs and/or payments on violation(s).

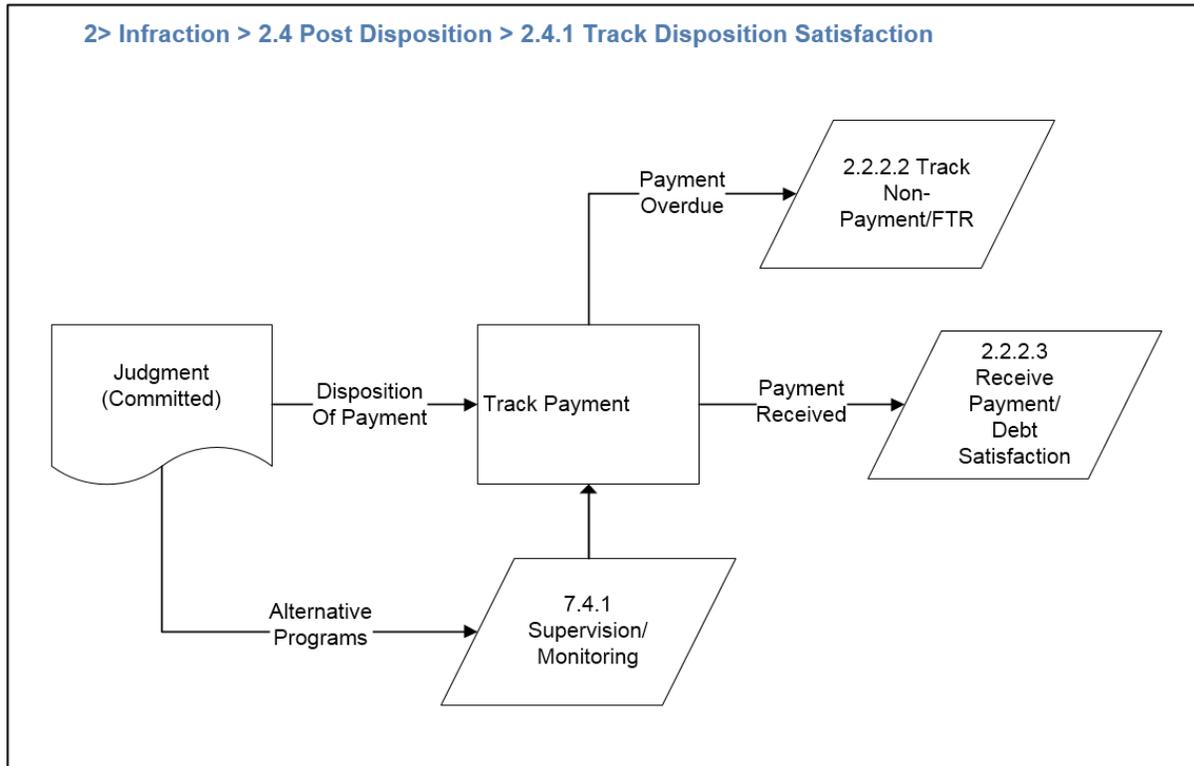


Figure 22 Infraction (IT & IN) - 2.4.1 Track Disposition Satisfaction

Process ID	2.4.1
Name	Track Disposition Satisfaction
Actors	Court Staff, Judicial Officer, Probation Staff, Defendant, External Agencies
Objective	To have a monitoring process in place for tracking the satisfaction of judgment
Description	Satisfaction of judgment on a case will initiate its closure.
Trigger / Entry Criteria	Judgment
Inputs	<ul style="list-style-type: none"> • Judgment • Notice of alternative program compliance
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Notify probation of the judgment • Track payment status • Review for compliance
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • Check for delinquency of payment • Check status of alternative programs
Outputs	Copy of Judgment
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Satisfaction of Judgment • Non-satisfaction of Judgment

Notes	Review of compliance means reviewing the conditions/alternative programs authorized.
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2.4.2 Appeal Process

A notice of appeal on a court order can be initiated by any of the parties involved in a case.

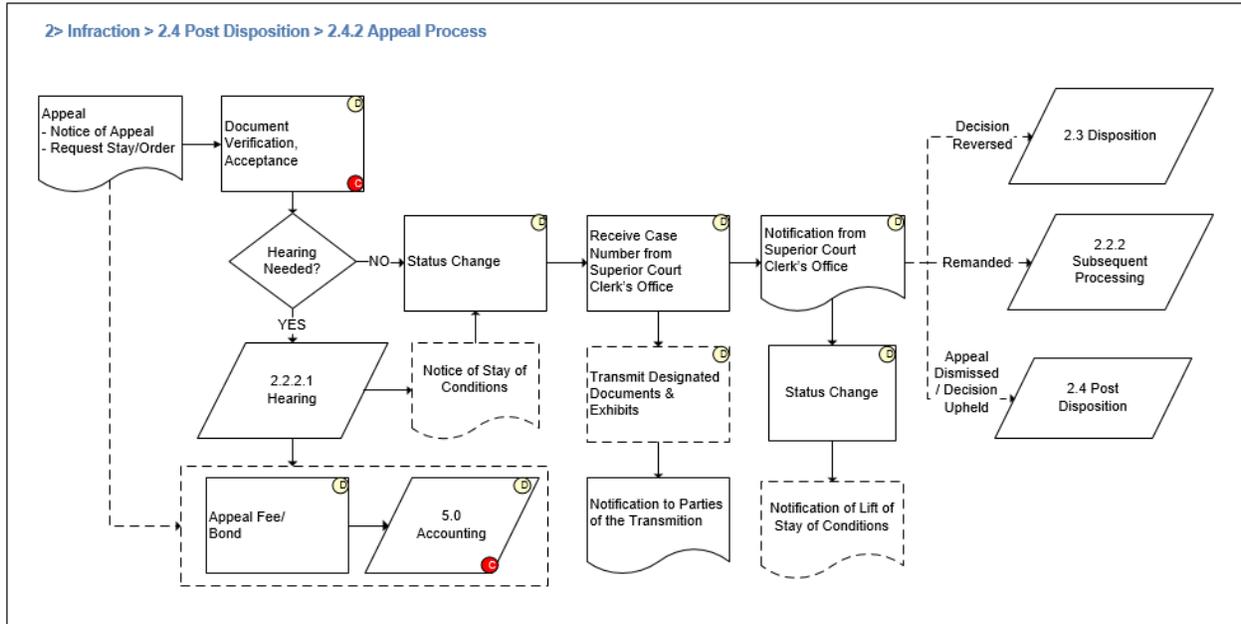


Figure 23 Infraction (IT & IN) - 2.4.2 Appeal Process

Process ID	2.4.2
Name	Appeal Process
Actors	Court Staff, Judicial Officer, Defendant, Defense Counsel, Prosecutor, Superior Court, County Clerk's Office, Interpreter/External Resources
Objective	Accept and process notice of appeal and related documents
Description	<ul style="list-style-type: none"> • A notice of appeal can be initiated by any of the parties involved in a case. • Depending on the decision of the Superior Court, the case may be subject to additional action(s).
Trigger / Entry Criteria	Notice of appeal filed
Input	<p>As Applicable:</p> <ul style="list-style-type: none"> • Notice of appeal • Designation of record • Request for stay • Request for fee waiver • Appeal fees/bond • Assignment of counsel • Request for interpreter • Request for reasonable accommodations
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Process appeal request and transmit to the Superior Court Clerk's office • Process fee waiver • Receipt fee for appeal preparation, if not waived

	<ul style="list-style-type: none"> • Schedule hearing(s) • Schedule interpreter/external resources • Conduct hearing • Document hearings held/not held • Process Stay order • 5.0 Accounting Activities • Process Appeal Bond • Notify DOL / Probation / LEA of Stay order • Process notice from the Superior Court Clerk's office • Lift Stay order on mandate from Superior Court Clerk's office • Notify DOL / Probation / LEA Stay order is lifted
Validation	Appeal filed in appropriate court
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Notice to parties of transmission • Hearing notice • Notice/Work order to interpreter/external resources • Stay order • Notice to DOL / Probation / LEA of Stay order • Designated documents and exhibits • Order lifting the Stay order • Notice to DOL / Probation / LEA of lift of Stay order
Exit Criteria	Disposition of appeal
Notes	<p><u>Related Legal Authority:</u></p> <p>IRLJ 5.1 – What can be appealed on Infractions</p>

	<p>RALJ 2.5(b) – Date on entry of Judgment for appealing a decision</p> <p>RCW 3.62.060(h) – Fee for preparation of appeal to Superior Court</p>
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2.4.3 Case Closure

This process considers cases that have all monetary obligation(s) fulfilled, alternative programs completed and no pending activity.

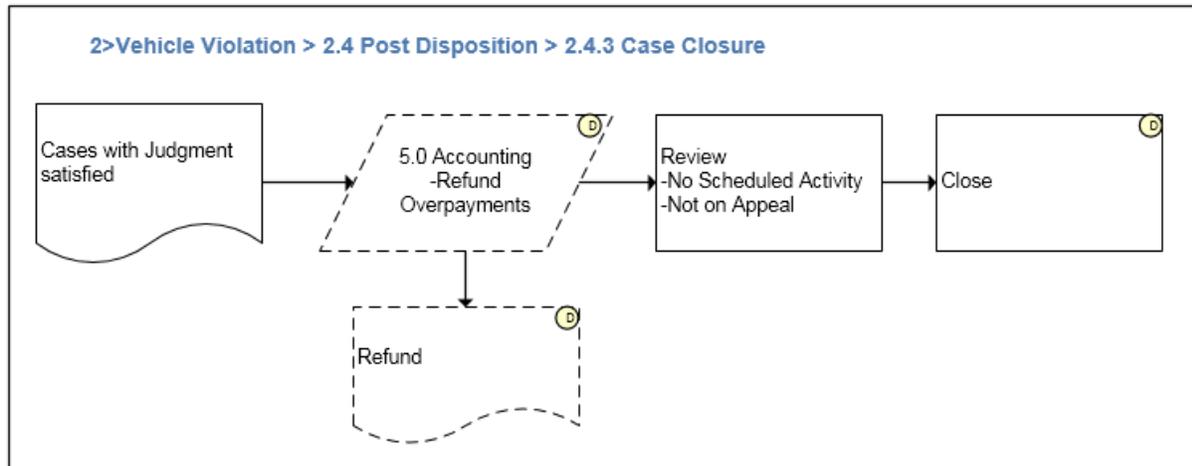


Figure 24 Infraction (IT & IN) - 2.4.3 Case Closure

Process ID	2.4.3
Name	Case Closure
Actors	Court Staff, Judicial Officer, Defendant, Payer/Payee
Objective	Closure of eligible cases
Description	Cases considered for closure will have all monetary obligations fulfilled/written off, alternative programs completed/waived, and no pending activity.
Trigger / Entry Criteria	Identification of all open cases with satisfaction of monetary obligations fulfilled/written off and/or alternative programs complied/waived
Inputs	Identified open cases
Activities	As Applicable: <ul style="list-style-type: none"> • Update condition status • Issue of refund for excess payment • Adjudicate FTA • Close case
Validation	<ul style="list-style-type: none"> • Open case with no monetary obligation, no future activities, and not on appeal • All violations have Finding/Judgment
Outputs	As Applicable: <ul style="list-style-type: none"> • Refund
Exit Criteria	Closure of case
Notes	Closing the case cancels future hearing dates that may be scheduled.

	<p><u>Decision Log Items:</u></p> <p>Decision Log Item # 11 – Satisfaction of an Infraction Judgment means all violations have a finding and any monetary penalty has been satisfied, whether through monetary payment or completion of alternative programs.</p>
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3.0 Criminal (CT & CN)

Criminal case category pertains to alleged violations of criminal statutes, laws, or ordinances.

Criminal charge examples:

- DUI
- Hit and Run
- Assault
- Harassment
- Theft
- Unlawful Hunting of Big Game
- Hunt/Trap/Fish without License

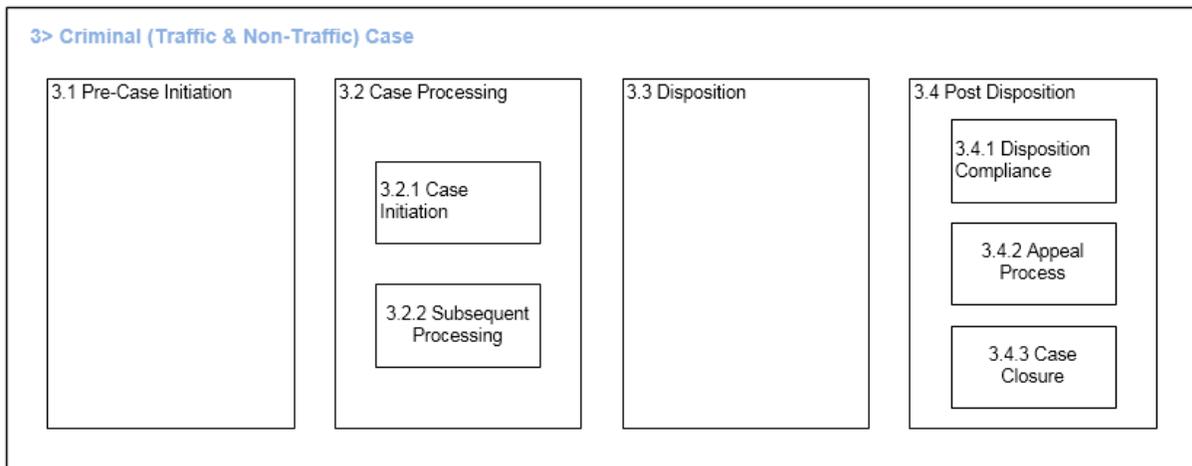


Figure 25 Criminal Case (CT & CN) - 3.0 High Level Process Diagram

3.1 Pre-Initiation

The pre-initiation phase in the case life cycle addresses all activities that occur prior to filing of a complaint/citation. Determination of probable cause and setting initial release conditions are the major activities that happen during this phase.

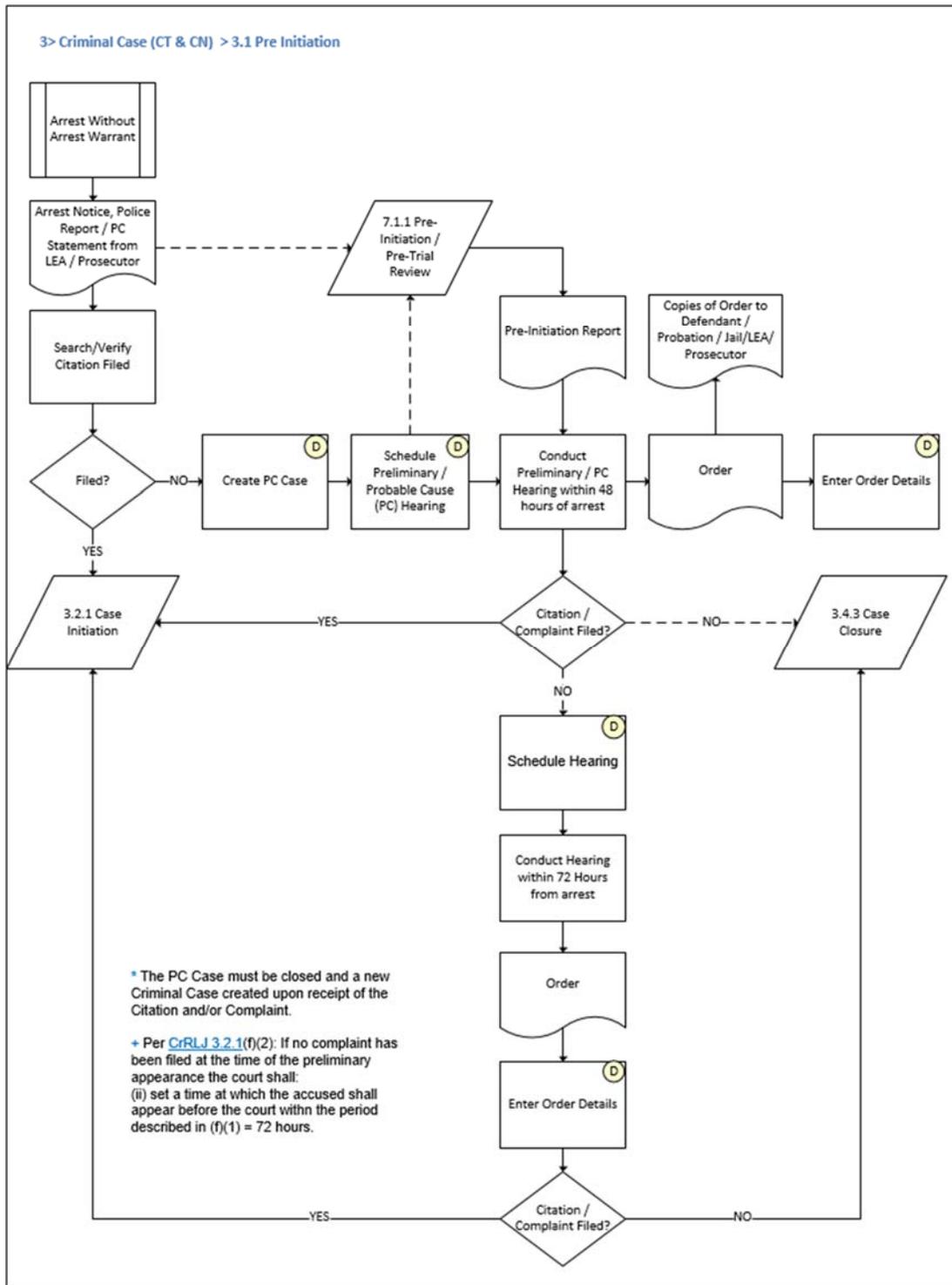


Figure 26 Criminal Case (CT & CN) - 3.1 Pre Initiation

Process ID	3.1
Name	Pre-Initiation
Actors	Court Staff, Judicial Officer, LEA, Prosecutor, Defense Counsel, Probation Staff, Jail Staff, Pre-Trial Services Staff, Victim/Advocate, Person In-Custody/Defendant, Payer/Payee, Interpreter/External Resources
Objective	To determine the Probable Cause, identify alleged charges, and determine conditions of release if applicable
Description	<ul style="list-style-type: none"> • A request for preliminary hearing for identification/establishment of probable cause. • A preliminary appearance could be scheduled to establish probable cause, set bail, and/or set release conditions.
Trigger / Entry Criteria	Detention of a person
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Documented allegation(s) • Input from probation staff / jail staff / pre-trial services staff • Request for interpreter • Request for reasonable accommodations
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Search for and verify if there has been a prior filing of a compliant/citation • Identify and add participant details • Create PC case • Date stamp received • Schedule hearing(s) • Schedule interpreter/external resources

	<ul style="list-style-type: none"> • Assignment of counsel • Conduct hearing • Establish and notify of release and/or conditions to probation, defendant, counsel, jail, day reporting, etc. • Receipt/Transfer bail/bond • Process order(s) • Accounting activities for costs
Validation	<ul style="list-style-type: none"> • Verify Complaint/Citation not filed • Verify a person is detained
Outputs	<ul style="list-style-type: none"> • Order(s) • Notice/Work order to interpreter/external resources • Refund • Exonerated bond • Transferred bail
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Citation/Complaint is filed, continue to the Case Initiation process (3.2.1) • Citation/Complaint is not filed, continue to the Case Closure process (3.4.3) • PC not found
Notes	<p>Docket outcomes of ex parte decisions made by judicial officers.</p> <p><u>Related Legal Authority:</u></p> <p>CrRLJ 3.2.1 – Probable Cause, Preliminary Appearance</p> <p>CrRLJ 3.2 – Release of Accused</p>

3.2 Processing

The processing phase of a case includes:

- Case Initiation (3.2.1)
- Subsequent Processing (3.2.2)

These have been detailed below.

3.2.1 Case Initiation

Per CrRLJ 2.1, a criminal case is initiated by the filing of a complaint or by the issuance, service, and filing of a criminal citation.

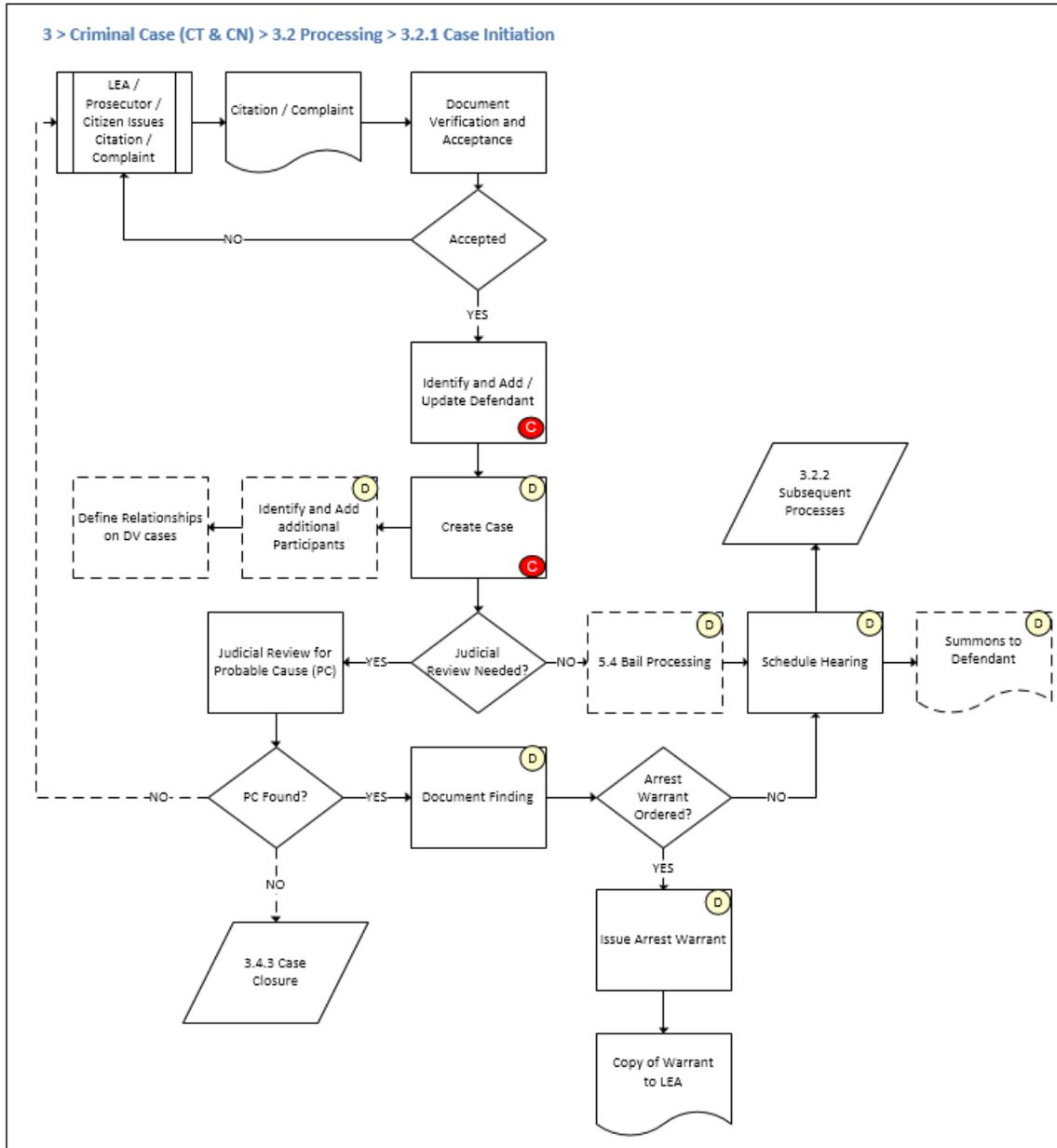


Figure 27 Criminal Case (CT & CN) - 3.2.1 Case Initiation

Process ID	3.2.1
Name	Case Initiation
Actors	Court Staff, Prosecutor, Citing Officer, Citizen, Judicial Officer, Defendant, Probation Staff, Jail Staff, Pre-Trial Services Staff, Victim/Advocate, Payer/Payee, Interpreter/External Resources
Objective	Creation of a criminal case
Description	<ul style="list-style-type: none"> • The case is filed with details related to violation(s), LEA, Officer, and other relevant information. • Errors are managed by the court's exception process.
Trigger / Entry Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Citation received from Citing Officer • Filing of complaint by Prosecutor/Citizen
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Complaint • Citation • Request for interpreter • Request for reasonable accommodations • Request for arrest warrant • Probable cause statement • Other supportive documents • Bail/Bond
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Document verification and filing • Enter or update the case

	<ul style="list-style-type: none"> • Identify and add defendant and/or victim details • Link companion cases and/or pre-filed case • Receipt bail/bond • Assign/Schedule resources • Schedule hearing(s) • Schedule interpreter/external resources • Print/Send notice of hearing to identified individuals • Establish probable cause to issue arrest warrant • Prepare/Issue arrest warrant • Prepare/Issue summons, subpoena, and/or bail/bond order • Document any accounting for fee(s) • Generate case labels • Manage exceptions per the courts exception process
<p>Validation</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify the jurisdiction • Validate the charge(s) • Ensure there is only one defendant on the case
<p>Outputs</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Case labels • Warrant • Summons, subpoena, and/or notice • Notice/Work order to interpreter/external resources • Order(s) • Receipt • Notice to resources

<p>Exit Criteria</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Successful filing of a case • Rejection / Return / Transfer of the citation/complaint
<p>Notes</p>	<p>Subpoenas issued at this phase are related to the Citizen Complaint cases only.</p> <p>Activities for Therapeutic courts (mental health, domestic violence, community court, etc.) are identified and tracked for statistical purposes (if done pre-disposition).</p> <p>The PCN, if received, must be added to the case so judgment details will be sent to WSP during the Disposition phase of the case lifecycle.</p> <p><u>Related Legal Authority:</u></p> <p>CrRLJ 2.1 – Complaint/Citation and Notice</p> <p>CrRLJ 2.2 – Warrant of Arrest or Summons upon Complaint</p>

3.2.2 Subsequent Processing

Subsequent process model encompasses activities related to the acceptance of correspondence/request(s) from case participants, conducting/re-scheduling of the hearing(s), recording the outcome, and distribution of relevant interim orders.

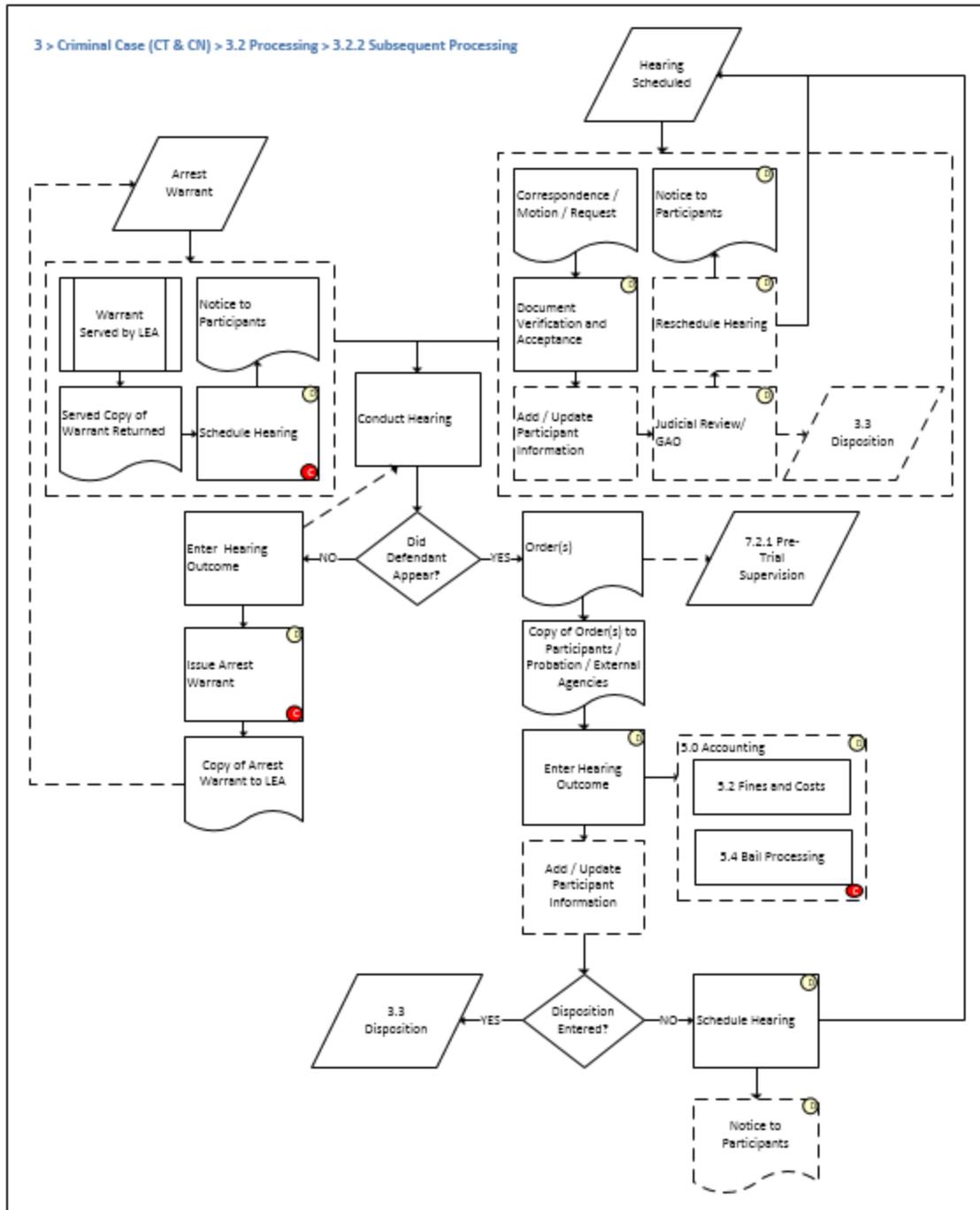


Figure 28 Criminal Case (CT & CN) - 3.2.2 Subsequent Processing

Process ID	3.2.2
Name	Subsequent Processing
Actors	Court Staff, Judicial Officer, Defendant, Prosecutor, Defense Counsel, Probation Staff, Witness(es), Interpreter/External Resources, Jurors, Victim/Advocate, Pre-Trial Service Staff, Jail Staff
Objective	To conduct hearing(s) and complete processing activities
Description	This process encompasses all activities/sub-processes during the lifecycle of a case after its initiation and until final resolution.
Trigger / Entry Criteria	As Applicable: <ul style="list-style-type: none"> • Scheduled hearing • Motion filed • Order • Request or other input from participant(s) • Arrest on warrant
Inputs	As Applicable: <ul style="list-style-type: none"> • Case file • Documents from participants • Order • Scheduled hearing(s) • Compliance report(s) • Request for interpreter • Request for reasonable accommodations
Activities	As Applicable: <ul style="list-style-type: none"> • Update defendant details

	<ul style="list-style-type: none"> • Identify and add victim details • Link companion cases • Schedule/Re-Schedule hearing(s) • Assign/Schedule resources • Schedule interpreter/external resources • Print/Send notice of hearing to identified individuals • Conduct hearing(s) • Establish probable cause • Prepare/Issue arrest warrant • Prepare/Issue summons, subpoena, and/or bail/bond order • Prepare forms for hearing • Document any accounting for fee(s) or bail/bond • Receipt accounting for fee(s) or bail/bond • Process orders to issue / modify / revoke an existing order (e.g. warrant, protection-type order) • Process documents filed • Monitor Pre-trial Diversion / Deferred Prosecution / Therapeutic Court compliance • Enter hearing outcomes • Customer service entries • Document hearings held/not held
Validation	Verify Speedy Trial Rules have been followed or waived
Outputs	As Applicable: <ul style="list-style-type: none"> • Order(s) • Warrant(s) • Summons

	<ul style="list-style-type: none"> • Notice of hearing(s) • Subpoena(s) • Receipt(s) • Assignment of counsel • Notice/Work order to interpreter/external resources • Other documents (e.g. Community Service/Alternative Program information, Time Pay instructions, other local documents or instructions.) • Notice to probation • Notice to external agencies
Exit Criteria	Disposition
Notes	<p>Notices are also issued in person, over the counter, or within the courtroom.</p> <p>Warrants/Court orders may be tracked for expiration to review for its extension and/or status of case.</p> <p>Amendment of a charge can occur at any time (to other criminal or non-criminal charge.)</p> <p>Courts need to document when hearings have been held. The data is used for the Judicial Needs Estimates (JNE).</p> <p><u>Related Legal Authority:</u></p> <p>CrRLJ 3.3 – Time for Trial</p> <p>CrRLJ 4.1 – Arraignment</p> <p>CrRLJ 4.5 – Pretrial Hearing</p> <p>CrRLJ 4.8 – Subpoenas</p> <p>CrRLJ 6.1.1 & 6.1.2 – Trial by Jury/Trial by the Court</p>

3.3 Charge(s) Disposition

This process involves entering and distribution of a disposition.

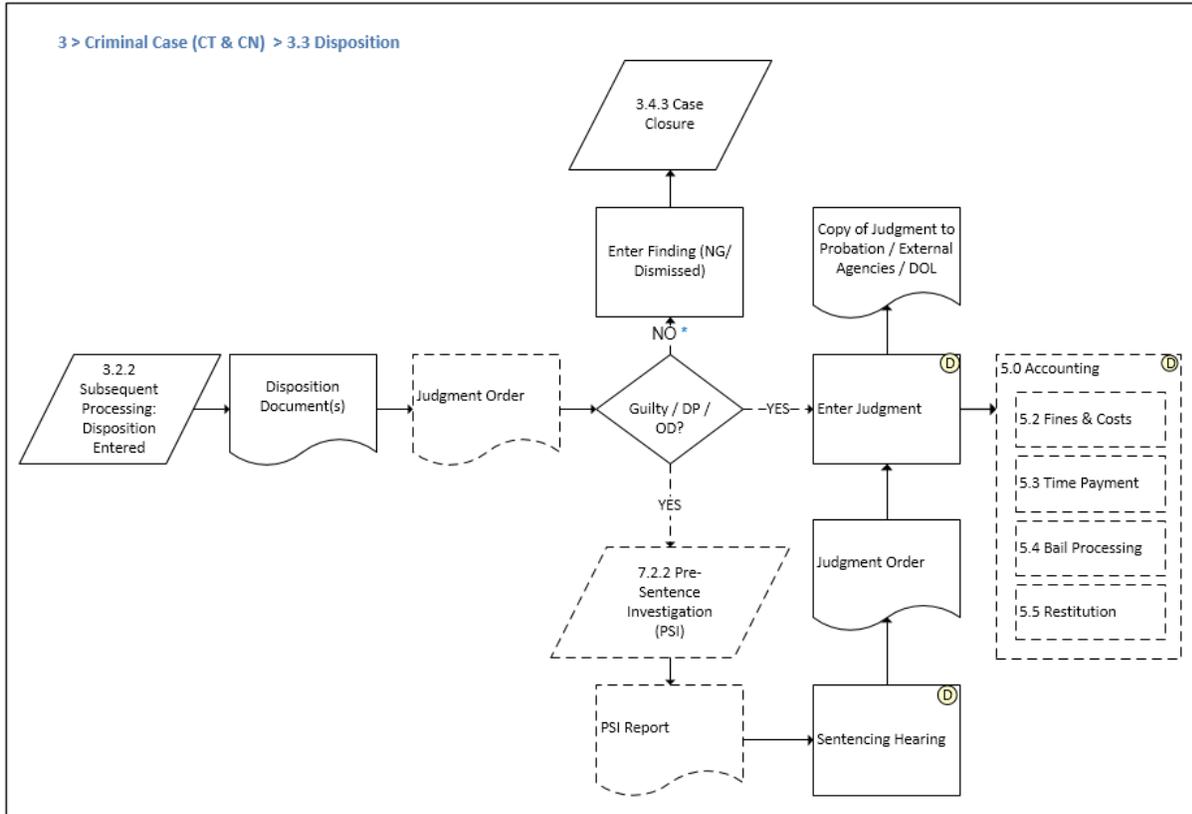


Figure 29 Criminal Case (CT & CN) - 3.3 Charge(s) Disposition

Process ID	3.3
Name	Charge(s) Disposition
Actors	Court Staff, Judicial Officer, Defendant, Prosecutor, Defense Counsel, Probation Staff, Witness(es), Interpreter/External Resources, Victim/Advocate, Pre-Trial Service Staff, Jail Staff, LEA, DOL, External Agencies
Objective	Enter the Finding/Judgment for each charge
Description	This process includes entering of the Finding/Judgment for each charge.
Trigger / Entry Criteria	Finding/Judgment on charge(s)
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Finding/Judgment • Pre-Sentence Investigation (PSI) Report • Request for interpreter • Request for reasonable accommodations • Supportive documents • Disposition documents
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Schedule sentencing hearing • Print/Send hearing notice to identified parties • Assign/Schedule resources • Schedule interpreter/external resources • Conduct hearing • Enter the outcome of the hearing and the finding/judgment

	<ul style="list-style-type: none"> • Distribute copies of the disposition/order(s) to the participants, external agencies, LEA, DOL, and/or the probation department • 5.0 Accounting Activities • Process the PSI Report • Document hearings held/not held
Validation	Verify disposition is entered on each charge
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Notice of Hearing • Notice/Work order to interpreter/external resources • Disposition/Order(s) copy to participants, LEA, external agencies, probation • Disposition to WSP/DOL • Other documents (e.g. Community Service/Alternative program instructions, Time Pay instructions, other local document or instructions)
Exit Criteria	Entry and distribution of charge(s) disposition
Notes	<p><u>Related Legal Authority:</u></p> <p>ARLJ Rule 8 – Definition of Disposition</p> <p>CrRLJ 8.12 and RCW 46.20.270 – Reporting Traffic Offenses (CT) to DOL</p> <p>CrRLJ 7.3 – Judgment</p> <p><u>Decision Log Items:</u></p> <p>Decision Log Item # 3 – Disposition includes entry of interim findings (DP, OD, and DF)</p>

3.4 Post Disposition

Post disposition phase of a charge constitutes the following processes:

- Disposition Compliance (3.4.1)
- Appeal Process (3.4.2)
- Closure of Case (3.4.3)

These have been detailed below.

3.4.1 Disposition Compliance

Disposition Compliance involves tracking of incarceration, probation/condition(s), and/or payments on a case.

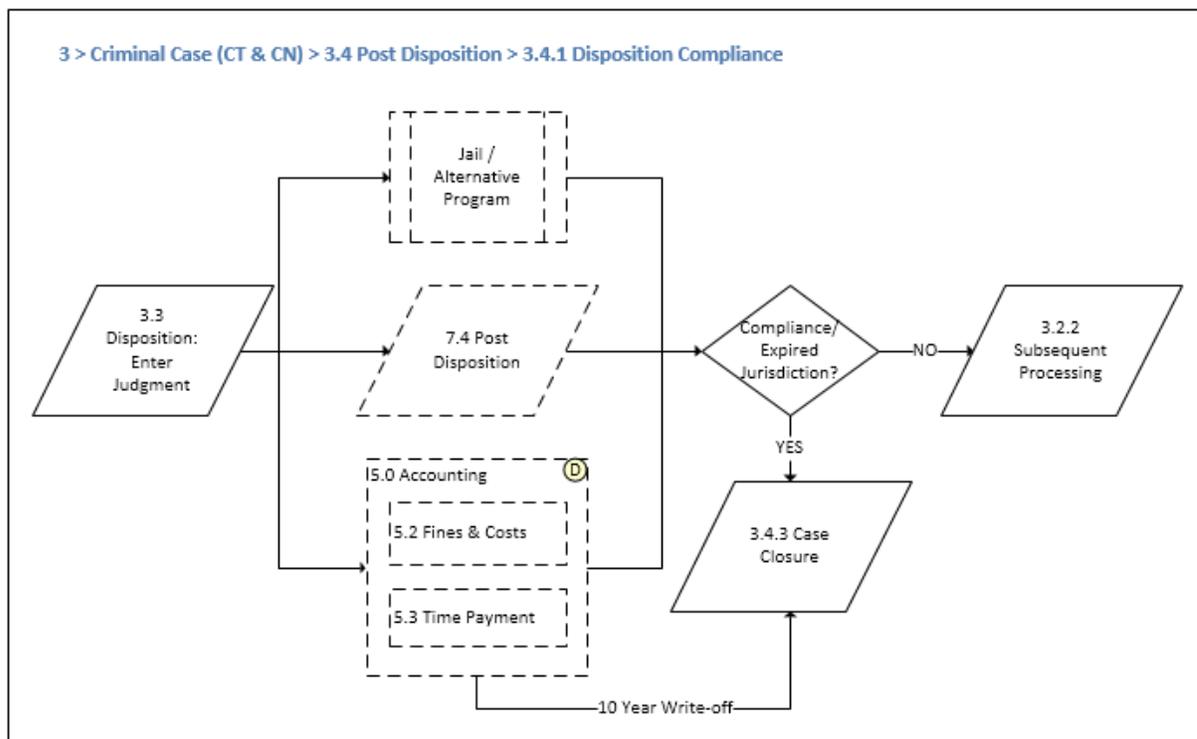


Figure 30 Criminal Case (CT & CN) - 3.4.1 Disposition Compliance

Process ID	3.4.1
Name	Disposition Compliance
Actors	Court Staff, Judicial Officer, Defendant, Defense Counsel, Prosecutor, Probation Staff, Jail Staff, External Agencies
Objective	Monitor compliance with the judgment
Description	This process monitors compliance with the judgment.
Trigger / Entry Criteria	As Applicable: <ul style="list-style-type: none"> • Judgment • Post Judgment order
Inputs	As Applicable: <ul style="list-style-type: none"> • Judgment • Post Judgment order • Compliance Report
Activities	As Applicable: <ul style="list-style-type: none"> • Process (non)compliance reports • Notification of FTA to DOL (Criminal Traffic only) • 5.0 Accounting Activities • 7.4 Probation Activities • Enter modified condition(s)/judgment • Process requests from external agencies
Validation	Check status of judgment compliance
Outputs	As Applicable:

	<ul style="list-style-type: none"> • Notification to external agencies/probation • FTA to DOL (CT) • Document(s)/Order copies to external agencies/parties
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Satisfaction of Judgment • Non-satisfaction of Judgment
Notes	<p>Activities for Therapeutic courts (mental health, domestic violence, community court, etc.) are identified and tracked for statistical purposes (if done post-disposition).</p> <p>Need to have evidence handling process included in this phase.</p> <p><u>Related legal Authority:</u></p> <p>RCW 10.64.120 – (1) Assessment for misdemeanor probation evaluation or supervision.</p> <p>ARLJ 11 – Court Rules addressing misdemeanor probation departments.</p>

3.4.2 Appeal Process

A notice of appeal on a court order can be initiated by any of the parties involved in a case.

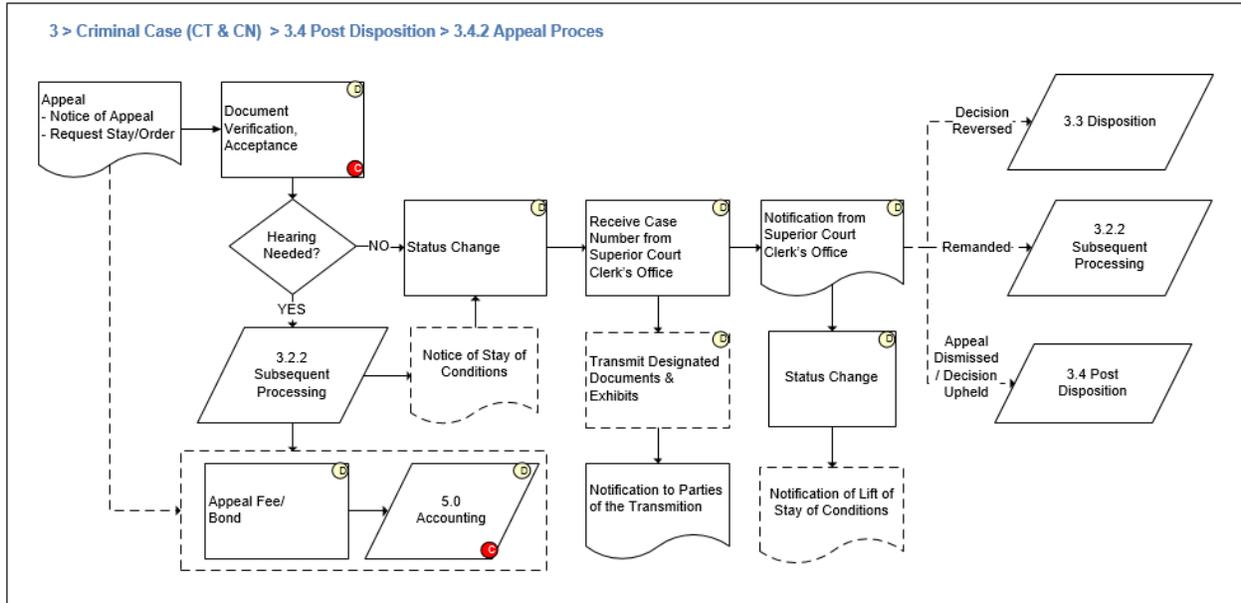


Figure 31 Criminal Case (CT & CN) - 3.4.2 Appeal Process

Process ID	3.4.2
Name	Appeal process
Actors	Court Staff, Judicial Officer, Defendant, Defense Counsel, Prosecutor, Superior Court, County Clerk's Office, Probation Staff, Jail Staff, Interpreter/External Resources
Objective	Accept and process the notice of appeal and related documents
Description	<ul style="list-style-type: none"> • A Notice of Appeal can be initiated by any of the parties involved in a case. • Depending on the decision of the Superior Court the case may be subject to additional action(s).
Trigger / Entry Criteria	Notice of Appeal filed
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Designation of record • Notice of appeal • Request for stay • Request for fee waiver • Appeal fees/bond • Assignment of counsel • Request for interpreter • Request for reasonable accommodations
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Process appeal request and transmit to the Superior Court Clerk's office • Process fee waiver • Receipt fee for appeal preparation, if not waived

	<ul style="list-style-type: none"> • Schedule hearing(s) • Schedule interpreter/external resources • Conduct hearing • Document hearings held/not held • Process Stay order • 5.0 Accounting Activities • Process Appeal Bond • Notify DOL / Probation / LEA of Stay order • Process notice from the Superior Court Clerk's office • Lift Stay order on mandate from Superior Court Clerk's office • Notify DOL / Probation / LEA Stay order is lifted
Validation	Appeal filed in appropriate court
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Notice to parties of transmission • Hearing notice • Stay order • Notice to DOL / Probation / LEA of Stay order • Notice/Work order to interpreter/external resources • Designated documents & exhibits • Order lifting the Stay order • Notice to DOL / Probation / LEA of lift of Stay order
Exit Criteria	Disposition of appeal
Notes	<p><u>Related Legal Authority:</u></p> <p>RALJ 2.2 – What can be appealed on criminal cases</p>

	<p>RALJ 2.5(b) – Date on entry of Judgment for appealing a decision</p> <p>RCW 3.62.060(h) – Fee for preparation of appeal to superior court</p> <p>CrRLJ 9 – De Novo Appeals</p>
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3.4.3 Case Closure

This process identifies all cases that have satisfaction of judgment and no future tracking activity.

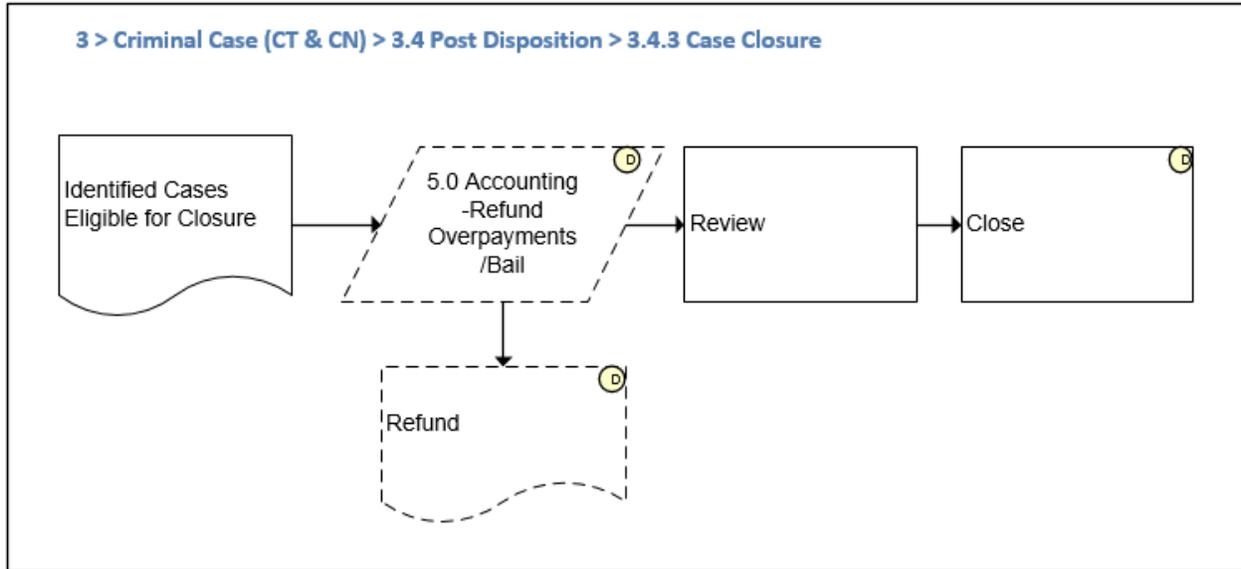


Figure 32 Criminal Case (CT & CN) - 3.4.3 Case Closure

Process ID	3.4.3
Name	Case Closure
Actors	Court Staff, Judicial Officer, Payer/Payee
Objective	Closure of eligible cases
Description	Cases with the expiration of jurisdiction, all monetary obligations fulfilled, probation/condition(s) satisfied, and/or no pending action are considered for closure.
Trigger / Entry Criteria	Identification of open cases eligible for closure
Inputs	<ul style="list-style-type: none"> • Identified open case • Motion/Request
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Update condition status(es) • Issue refund for excess payment or bail • Exonerate bond • Notify DOL if non-compliance/FTA was previously sent • Termination of order(s) • Notify parties of order termination • Close case
Validation	<ul style="list-style-type: none"> • All charges have Finding/Judgment • Open case with the expiration of jurisdiction, no monetary obligations, probation/condition(s) satisfied, and/or no pending action, and not on appeal • Verify returned warrants

<p>Outputs</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Order • Refund • Notification to parties of termination • FTA adjudication • Exonerated bond
<p>Exit Criteria</p>	<p>Closure of case</p>
<p>Notes</p>	<p>Parking Lot # 30 – The destruction of records process will need to be documented at the end of this process as a post-case lifecycle process done by the courts.</p>

4.0 Civil, Small Claims, Protection Type Orders

A civil or small claim is a lawsuit brought to enforce, redress, or protect private rights or to gain payment for a wrong done to a person or party by another person or party. This also includes protection type orders.

The person who is suing/seeking relief is called the plaintiff/petitioner and the person who is being sued/restricted is called the defendant/respondent.

Some of the examples of civil cases are:

- a person who is hurt in a car accident sues the driver of the other car;
- a person petitions for a Towing/Impound Hearing;
- a person petitions for protection type orders;
- a homeowner who has hired a builder to build a new kitchen sues the builder when the kitchen is badly built and has to be fixed;
- a person petitions for a name change

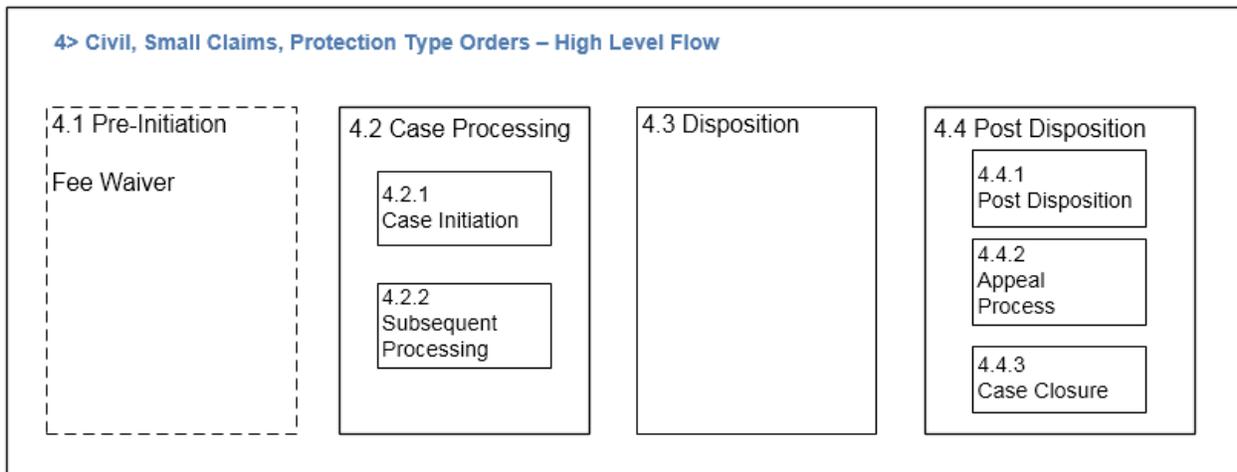


Figure 33 Civil, Small Claims, Protection Type Orders - 4.0 High Level Process Diagram

4.1 Pre-Initiation

The pre-initiation phase in the case life cycle addresses the optional process of reviewing motions/requests for waiver of filing fees.

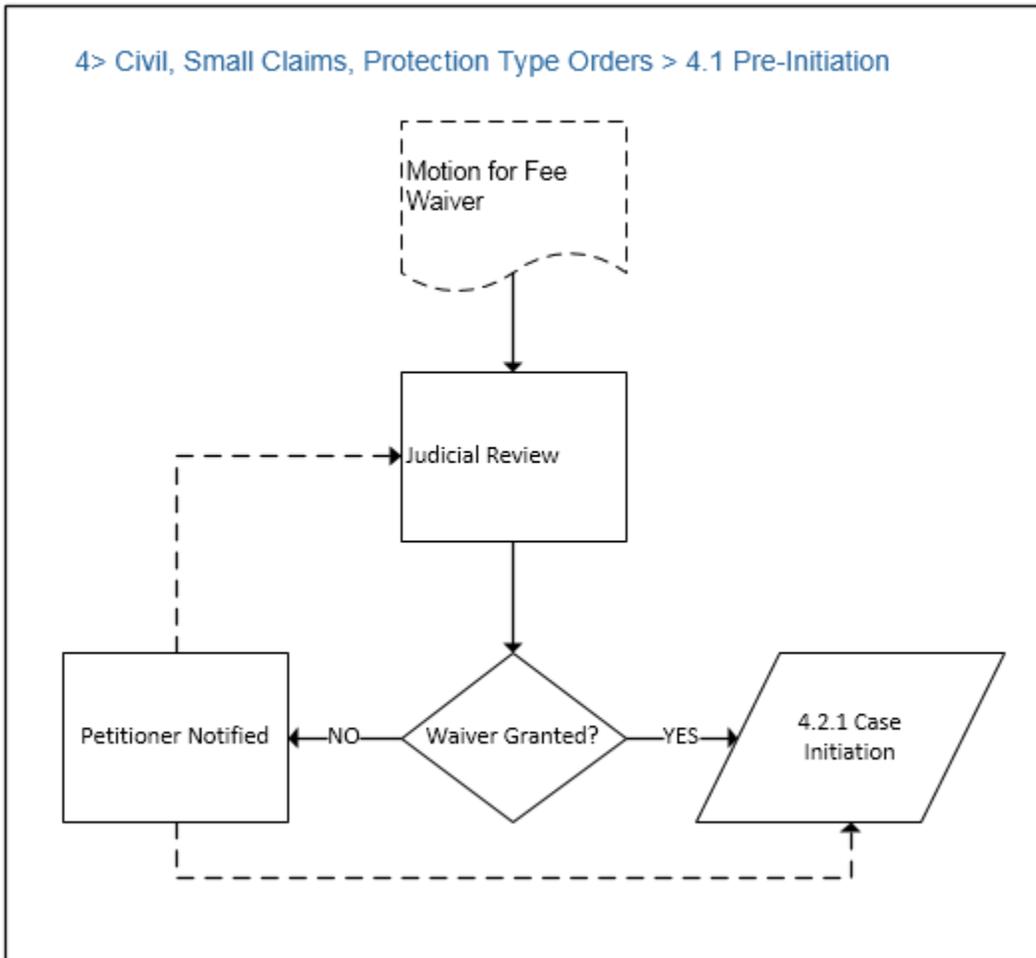


Figure 34 Civil, Small Claims, Protection Type Orders - 4.1 Pre-Initiation

Process ID	4.1
Name	Pre-Initiation – Filing Fee Waiver
Actors	Court Staff, Judicial Officer, Plaintiff/Petitioner, Interpreter/External Resources, Advocate, Counsel
Objective	Processing of motion/request for waiving the filing fees that are received prior to the initiation of a case
Description	The petitioner/plaintiff may file a motion/request for a waiver of the filing fees prior to the filing of the case initiation documents. Once the motion/request is reviewed, the matter may or may not proceed to the case initiation phase.
Trigger / Entry Criteria	Filing a motion/request for waiver of the filing fees
Inputs	As Applicable: <ul style="list-style-type: none"> • Motion/Request for waiver of filing fees • Request for interpreter • Request for reasonable accommodations • Financial Declaration • ID • Petition (case not initiated)
Activities	As Applicable: <ul style="list-style-type: none"> • Verification & acceptance of filing fee waiver motion/request • Date stamp motion/request received • Provide documentation to Judicial Officer to review • Notify filing party of judicial decision • Copy of Order Waving Filing Fees to plaintiff/petitioner • Run IOH

	<ul style="list-style-type: none"> • Photocopy ID
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • Review completeness of document • Review appropriate jurisdiction and venue
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Order granting or denying Waiver of Filing Fees • Notification to Plaintiff/Petitioner of judicial decision
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Proceed to Case Initiation • Process Denial according to local policy/procedure
Notes	<p>This process is optional. Courts may choose to proceed to Case Initiation then provide the case file to the Judicial Officer to review the Request for Waiver of Fees.</p> <p>On Protection Type Order Filings, Filing Fees are only permitted on Anti-Harassment cases.</p>

4.2 Processing

The processing phase of a case includes:

- Case Initiation (4.2.1)
- Subsequent Processing (4.2.2)

These have been detailed below.

4.2.1 Case Initiation

Petition from individual/notice of claim/summons & complaint from participants are received for initiation of a case.

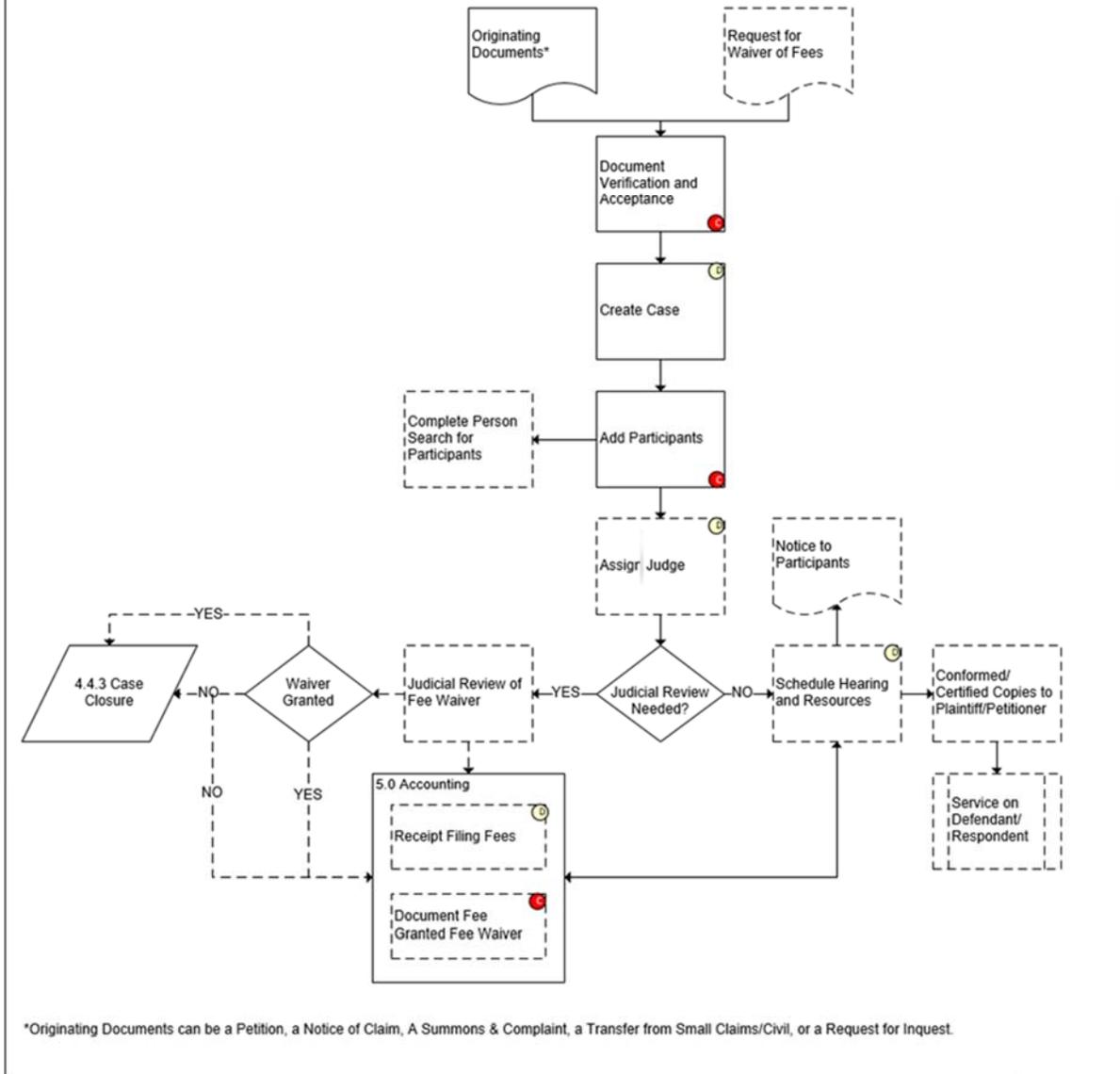


Figure 35 Civil, Small Claims, Protection Type Orders - 4.2.1 Case Initiation

Process ID	4.2.1
Name	Case Initiation
Actors	Court Staff, Judicial Officer, Petitioner, Plaintiff, Counsel, Interpreter/External Resources, Advocate, External Parties, LEA, Prosecutors
Objective	Acceptance of originating documents and case creation
Description	<ul style="list-style-type: none"> • The case is filed with details related to the case type, cause of action, suit amount if applicable, and participant details. • Filing fees may be required, if not waived.
Trigger / Entry Criteria	Filing of originating document(s)
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Originating documents • Request for waiver of filing fees • Request for interpreter • Request for reasonable accommodations • ID • IOH • Financial declaration • Payment/Waiver Order • Law Enforcement Information Sheet • Case cover sheet • Supporting documents • Motion/Request and Proposed Order to Seal / Destroy / Redact
Activities	As Applicable:

	<ul style="list-style-type: none"> • Document verification and filing • Determine the case type • Determine the cause of action • Assign case number • Create a Case • Generate case labels • Assign a Judicial Officer • Forward case to Judicial Officer to review • 5.0 Accounting – Filing Fees/Waiver • Schedule hearing(s) • Assign/Schedule resources • Schedule interpreter/external resources • Prepare/Issue hearing notices • Issue interim orders • Run IOH • Provide service referrals/materials • Manage exceptions per local exemption process
<p>Validation</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify filing fee / recording fee / fee waiver required • Verify amount of filing/recording Fee • Review for appropriate jurisdiction and venue
<p>Outputs</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Conformed/Certified copies of originating documents • Hearing notice(s) • Subpoena(s)

	<ul style="list-style-type: none"> • Notice/Work order to interpreter/external resources • Orders • Case labels • IOH • Receipt • Service referrals/materials
<p>Exit Criteria</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Successful filing • Reject filing • Transfer to Superior Court
<p>Notes</p>	<p>Reference and use of integrated person database, when applicable (Protection Type Order Petitions)</p> <p>Summary Judgment filings proceed directly to Disposition (4.3)</p> <p>In case of petition for name change, the parties would be the Old and New names, instead of Petitioner/Respondent or Plaintiff/Defendant.</p> <p>Some courts accept the Auditor's Fee for recording the name change at the time of filing and remit the fee to the Auditor's office, while others require the petitioner to pay the Auditor directly.</p> <p>Involuntary Commitment Filings may be heard in CLJ Courts.</p> <p>Bar coding and micro filming/scanning are optional processes.</p> <p>Cases can be filed individually or in batch.</p> <p>At any point in the case life cycle, the plaintiff/petitioner may motion to dismiss/close the case.</p> <p><u>Related Legal Authority:</u></p> <p>RCW 46.55.120(2)(b) – Vehicle Impound Hearing Requests</p> <p>RCW 4.24.130(1) – Name Change Petitions</p> <p>RCW 36.18.010(11) – Name Change Auditor's Fee</p> <p>RCW 12.40.010 – Small Claims Jurisdiction/Maximum suit amount</p>

	<p>RCW 12.40.050 - Requisites of Claim (SC)</p> <p>RCW 3.66.020 – Civil Suit Jurisdiction/Maximum suit amount</p> <p>GR 15 – Destruction of Records</p> <p>RCW 70.96A – Involuntary Commitment</p> <p>Chapter 59.18 RCW – Landlord-Tenant</p> <p>Chapter 7.64 RCW – Replevin</p> <p>RCW 60.10.020 – Personal Property Lien</p> <p>RCW 60.11.060 – Crop Liens</p>
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4.2.2 Subsequent Processing

Subsequent processing includes these sub-processes:

- Subsequent Processing – Civil/Small Claims (4.2.2.1)
- Subsequent Processing – Protection-Type Orders (4.2.2.2)

4.2.2.1 Subsequent Processing – Civil/Small Claims

This process encompasses all activities/sub-processes of a Civil or Small Claims case from its initiation until disposition.

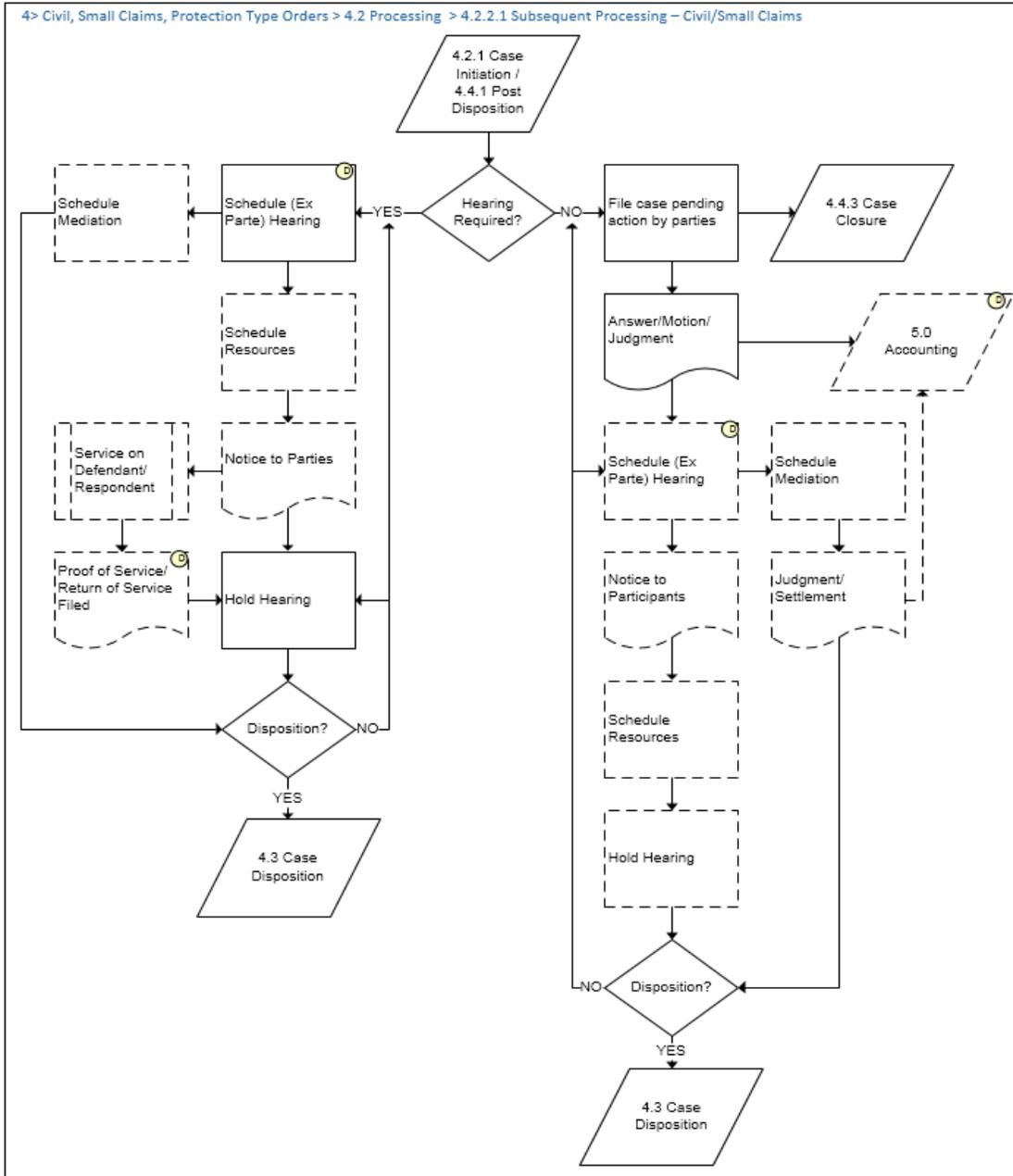


Figure 36 Civil, Small Claims, Protection Type Orders - 4.2.2.1 Subsequent Processing - Civil/Small Claims

Process ID	4.2.2.1
Name	Subsequent Processing – Civil/Small Claims Cases
Actors	Court Staff, Judicial Officer, Counsel, Petitioner, Plaintiff, Defendant(s), Respondent(s), Mediator/Settlement Judge, Witness(es), Interpreter/External Resources, External Agencies/ LEA, Prosecutor, Garnishee Defendant, Guardian, Advocate, Jury, Business(es)/Employer(s), Banking Institutions
Objective	To conduct hearing(s) and complete processing activities
Description	This process encompasses all post-initiation activities/sub-processes.
Trigger / Entry Criteria	As Applicable: <ul style="list-style-type: none"> • Case Initiation (4.2.1) • Stipulations • Scheduled court date • Motion/Filing from party/parties
Inputs	As Applicable: <ul style="list-style-type: none"> • Orders • Judgments • Exhibits • Motion(s) • Answer Form(s) • Counter Claim(s) • Jury Demand/Note for Trial setting • Declaration re: Military Service • Subpoena(s) • Notice of Appearance(s)

	<ul style="list-style-type: none"> • Return of service/Proof of service • Jury Instructions/Motions in Limine • Witness/Exhibit List(s) • Bankruptcy notice • Settlement agreement • Satisfaction • Garnishment • Supplemental • Request for interpreter • Request for reasonable accommodations • Petition for Involuntary Commitment • Confidential treatment records
<p>Activities</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Document verification and filing • 5.0 Accounting – Receipt of fees • Schedule hearing(s) • Assign/schedule resources • Schedule interpreter and internal/external resource(s) • Conduct hearing(s) • Document hearing(s) held • Schedule for ex-parte review • Process notice(s) • Enter interim order(s) • Schedule mediation • Conform/Certify copies

	<ul style="list-style-type: none"> • Document outcome of settlement conference/mediation • Process and issue of subpoena, warrant, bail/bond and orders • Notification to external agencies/ LEA • Process bankruptcy paperwork • Document Satisfaction filed • Process records request • Prepare transcript • Correspondence • Appoint Guardian ad Litem/Attorney • Prepare calendar • Document hearings held/not held
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • Has the court granted permission to have an attorney on a small claims case? • Is there Proof of Service filed? • Is there a case filed? • Is an answer filed? • Is there a Declaration of Military Service filed? • Is there an Assignment/Proof of Claim?
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Order(s) • Notice(s) • Subpoena(s) • Arrest Warrant(s) • Receipt(s)

	<ul style="list-style-type: none"> • Judgment(s) • Notice/Work order to interpreter/external resources • Transcript • Conformed/Certified copy • Calendar
<p>Exit Criteria</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Disposition of case • Transfer/Removal to Superior Court • Change of Venue • Subsequent processing completed continue post disposition
<p>Notes</p>	<p>Some cause of action types are scheduled upon filing in the case initiation process and others are only set during this stage of the life cycle.</p> <p>Satisfaction received prior to judgment moves the case directly to Case Closure; no judgment is entered.</p> <p>Small claims may need to go through a mediation hearing (if Applicable at the court).</p> <p>Defendant(s) include 3rd Party Defendants.</p> <p>Lack of activity on a case can result in the case being processed for Clerk’s Dismissal (see 4.4.3).</p> <p>At any point in the case life-cycle the plaintiff/petitioner may motion to dismiss/close the case.</p> <p><u>Related Legal Authority:</u></p> <p>RCW 12.40.030 – Setting Small Claims</p> <p>RCW 12.40.080 – Small Claims Hearing rules</p> <p>RCW 6.27 – Garnishment</p> <p>RCW 19.16.500 – Public Bodies re: collection agencies</p> <p>RCW 4.14.010 – Removal of action to Superior Court</p>

	<p>RCW 59.18 – Landlord – Tenant Act</p> <p>Service members Civil Relief Act, 50 App. USCA 501 et seq.</p>
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4.2.2.2 Subsequent Processing – Protection Type Orders

This process encompasses all activities/sub-processes of a Protection Type Order case.

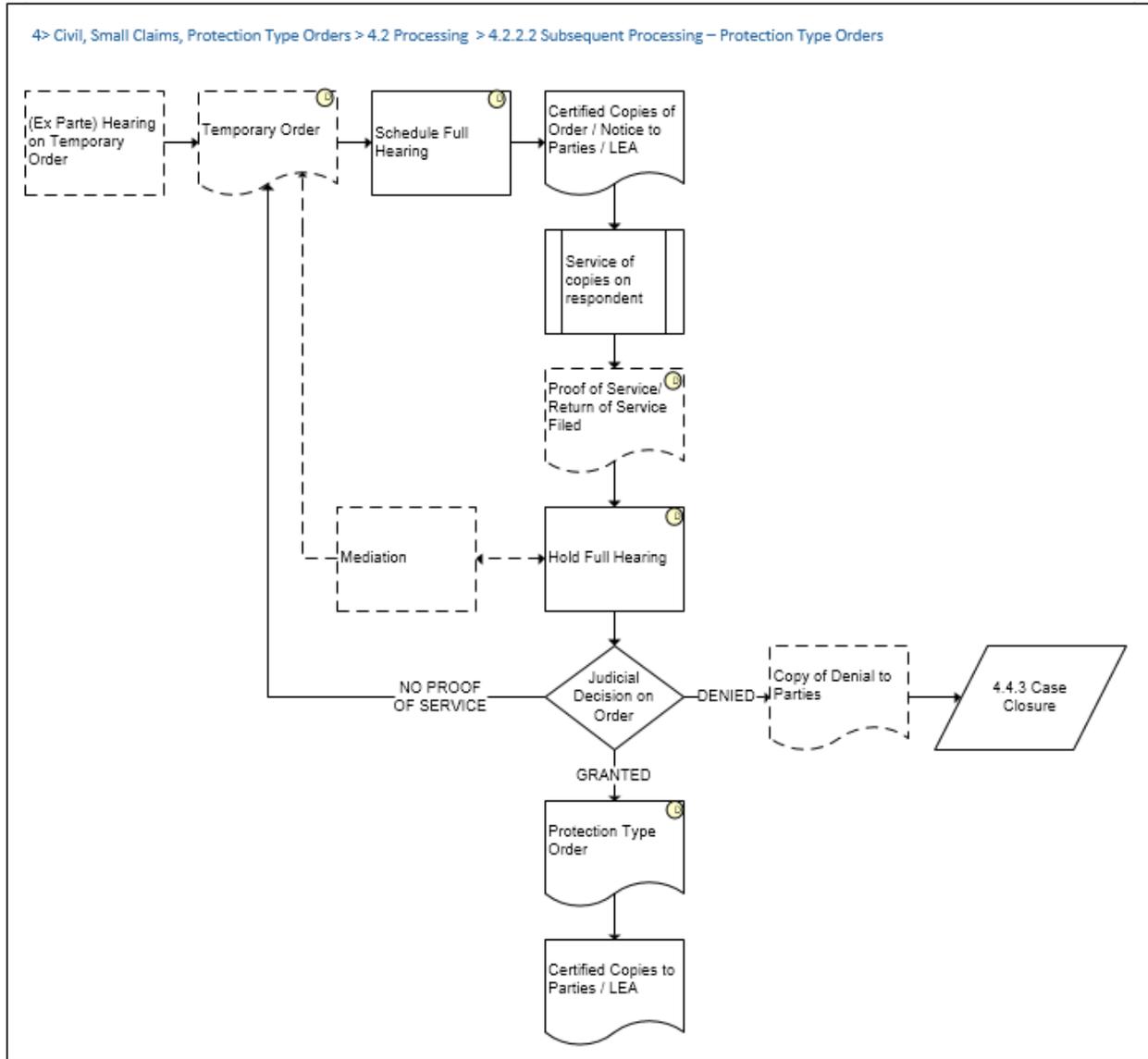


Figure 37 Civil, Small Claims, Protection Type Orders - 4.2.2.2 Subsequent Processing - Protection Type Orders

Process ID	4.2.2.2
Name	Subsequent Processing – Protection Type Orders
Actors	Court Staff, Judicial Officer, Counsel, Plaintiff, Respondent, Witness(es), Interpreter/External Resources, External Agencies/ LEA, Advocate, Guardian Ad Litem, Prosecutor
Objective	To conduct hearing(s) and process activities
Description	This process encompasses all post-initiation activities/sub-processes.
Trigger / Entry Criteria	<ul style="list-style-type: none"> • 4.2.1 Case Initiation • Order • Motion/Filing • Scheduled court date
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Order(s) • Exhibits • Return of Service/Proof of service • Correspondence • Motion(s) • Notice of Appearance(s) • Request for reasonable accommodations • Request for interpreter
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Schedule for ex-parte review • Schedule and conduct hearing(s)

	<ul style="list-style-type: none"> • Prepare calendar • Process notice(s) • Process return of service/proof of service • Assign/Schedule resources • Schedule interpreter/external resources • Create and enter orders • 5.0 Accounting – Fees and Waivers • Notify external agencies/ LEA • Schedule/Assign resources • Document hearings held/not held • Process records request • Issue referrals • Prepare certified copies • Prepare service/weapons packet
<p>Validation</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify that a copy of the protection type order was sent to an LEA for entry into WASIS. • Verify proof of service is filed. • Verify service/weapons packet is distributed.
<p>Outputs</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Order(s) • Hearing notice(s)/Notice of hearing(s) • Service/Weapon packet • Certified copies of documents • Notice/Work order to interpreter/external resources

	<ul style="list-style-type: none"> • Receipt(s) • Calendar • Notification to LEA
<p>Exit Criteria</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Disposition • Transfer to Superior Court • Order terminated • Change of Venue • Subsequent processing completed continue post disposition
<p>Notes</p>	<p>At any point in the case life-cycle the plaintiff/petitioner may motion to dismiss/close the case.</p> <p><u>Related Legal Authority:</u></p> <p>RCW 10.14 – Harassment</p> <p>RCW 10.14.080 – Anti-Harassment Protection Orders</p> <p>RCW 10.14.060 – Proceeding in Forma Pauperis</p> <p>RCW 7.92 – Stalking Protection Order</p> <p>RCW 26.50.030 – Petition for Protection Order (DV)</p> <p>RCW 26.50.040 – No Fees, DV Orders</p> <p>RCW 9.41.040 & RCW 9.41.800 – Weapon/Gun Surrender Orders</p> <p>RCW 7.90 – Sexual Assault Protection Order Act</p>

4.3 Disposition

This phase involves entering the case finding/disposition and communication of the disposition to all concerned parties.

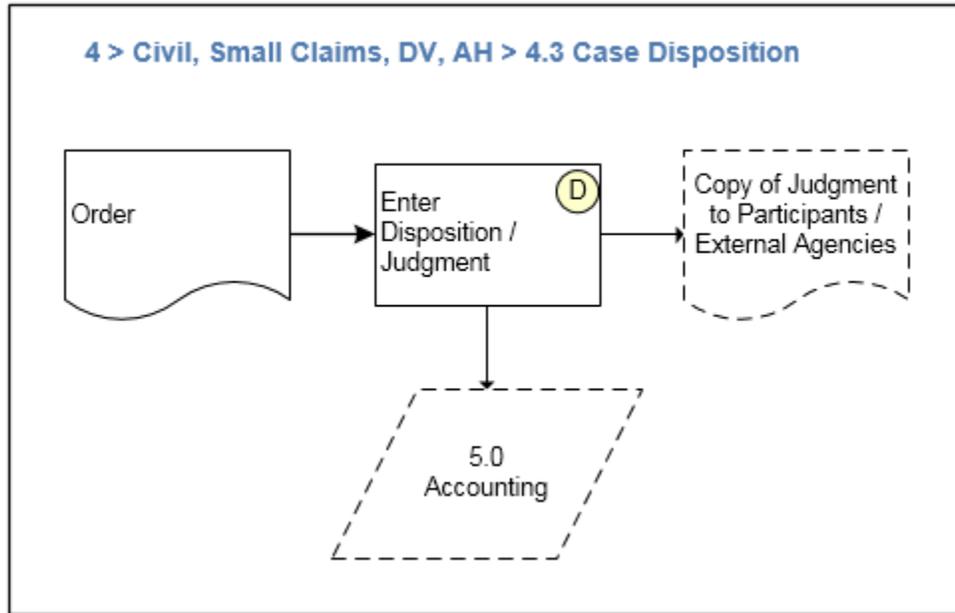


Figure 38 Civil, Small Claims, Protection Type Orders - 4.3 Case Disposition

Process ID	4.3
Name	Disposition
Actors	Court Staff, Judicial Officer, Petitioner, Plaintiff, Respondent, Defendant(s), Counsel, External Agencies/ LEA, Interpreter/External Resources, Prosecutor, Guardian Ad Litem, Advocate
Objective	Enter outcome
Description	This process includes entering the judgment and its distribution/notification to relevant parties/external agencies.
Trigger / Entry Criteria	Disposition
Inputs	Disposition/Judgment
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Enter the disposition • Enter the judgment details / amounts / restraints • Enter Protection Type Order • 5.0 Accounting • Distribute the order • Notify external agencies/ LEA • Create new well identified person records (name changes) • Manage participants • Conform/Certify copies
Validation	Verify there is a disposition.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Notification to external agencies/ LEA

	<ul style="list-style-type: none"> • Order • Conformed/Certified copy
Exit Criteria	Disposition/Judgment is entered
Notes	<p>At any point in the case life-cycle the plaintiff/petitioner may motion to dismiss/close the case.</p> <p><u>Related Legal Authority:</u></p> <p>RCW 12.40.020 – Small Claims Fee</p> <p>CRLJ 54 – Judgment Form (may be oral or in writing; contains only the end result.)</p> <p>CRLJ 55 – Judgment entered after a default</p> <p>CRLJ 56 – Judgment entered after a summary judgment</p> <p>CRLJ 58 – Judgment entered after jury verdict or non-jury trial</p> <p>CRLJ 68 – Judgment entered after an offer of judgment/acceptance</p>

4.4 Post Disposition

Post Disposition phase of a case constitutes the following processes:

- Post Disposition (4.4.1)
- Appeal Process (4.4.2)
- Case Closure (4.4.3)

These have been detailed below.

4.4.1 Post Disposition

Post Disposition is a sub process of the case lifecycle phase. This may involve processing payments or satisfaction of a judgment.

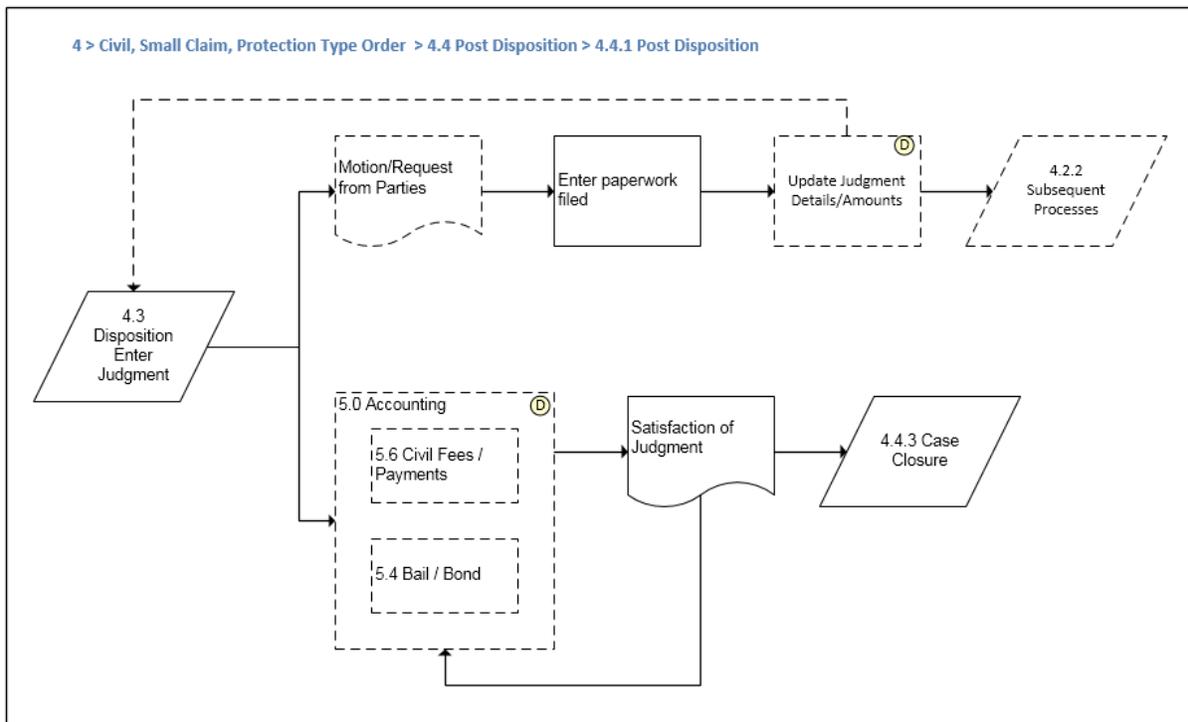


Figure 39 Civil, Small Claims, Protection Type Orders - 4.4.1 Post Disposition

Process ID	4.4.1
Name	Post Disposition
Actors	Court Staff, Judicial Officer, Plaintiff, Defendant, Petitioner, Respondent, Counsel, External Agencies/ LEA, Prosecutor, Advocate, Guardian Ad Litem, Interpreter/External Resources, Garnishee Defendant(s)
Objective	Manage post disposition activities
Description	This process describes post disposition activities on a case with a disposition.
Trigger / Entry Criteria	As Applicable: <ul style="list-style-type: none"> • Motion/Request filed • Filing of satisfaction • Payment via court
Inputs	As Applicable: <ul style="list-style-type: none"> • Satisfaction of Judgment • Payment • Motion/Request from participants • Bankruptcy notice
Activities	As Applicable: <ul style="list-style-type: none"> • Enter paperwork filed • Update judgment details/amounts • Process motion/request • Enter satisfaction • 5.0 Accounting • Notify DOL of failure to file vehicle satisfaction of judgment

	<ul style="list-style-type: none"> • Process bankruptcy notice • Prepare transcript • Correspondence • Process records request • Conform/Certify copies
Validation	N/A
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Copy of Satisfaction • Check • Abstract of Judgment for a motor vehicle loss • Correspondence • Receipt • Transcript • Completed records request • Conformed/Certified copy
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Case satisfaction / dismissal / expiration and closure • Initiation of subsequent processing
Notes	<p>In civil suits arising out of ownership, maintenance or use of any vehicle of a type subject to registration in this state, if judgment is taken for damages there is statutory reporting that must be made to the Department of Licensing in the event the judgment is not satisfied within 30 days. (Abstract of Judgment for a Motor Vehicle Loss.) Removed due to change in statute; SHB 2405 2016 of the Washington Legislative Session.</p> <p>Protection Type Order has a contempt process that may occur during this phase.</p>

	<p>At any point in the case life-cycle the plaintiff/petitioner may motion to dismiss/close the case.</p> <p>Filing of a Modification Request, a Garnishment, a Writ, a Relief from Judgment, or any other document that requires a hearing would result in the matter returning to the appropriate Subsequent Processing phase.</p> <p>A direct payment can be made to the plaintiff for satisfaction of judgment or in rare circumstances through the court.</p> <p>Do not process civil payments (pass-through monies) if Bankruptcy has been filed. (See 5.6 Civil Fees/Costs and Payments)</p> <p><u>Related Legal Authority:</u></p> <p>RCW 12.40.105 – Failure to Pay (Small Claims)</p> <p>RCW 12.40.110 – Procedure on Non-payment (Small Claims)</p> <p>RCW 46.29.250/46.29.270/46.29.310 – Reporting unsatisfied judgments to DOL</p> <p>CRLJ 60 – Relief from Judgments and Orders</p> <p>RALJ 4.2(a) – Party may not enforce a civil judgment until 30 days after entry of the judgment.</p> <p>Chapters 6.26/6.27 RCW – Garnishments</p> <p>RCW 6.17.020(3) – Extension of Execution</p> <p>RCW 6.17.110 – Writ of Execution</p> <p>RCW 6.32.240 – Supplemental Proceedings (supplemental to execution to aid in the enforcement of a judgment)</p>
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4.4.2 Appeal Process

A notice of appeal on a court order may be initiated.

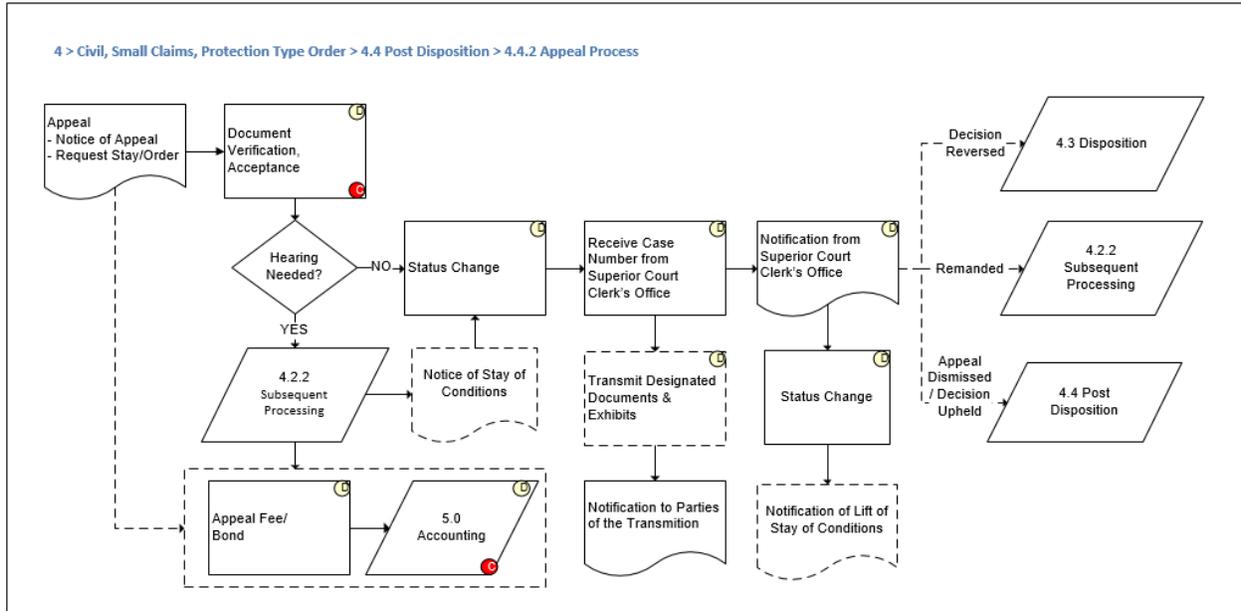


Figure 40 Civil, Small Claims, Protection Type Orders - 4.4.2 Appeal Process

Process ID	4.4.2
Name	Appeal Process
Actors	Court Staff, Judicial Officer, Petitioner, Plaintiff, Defendant, Respondent, Counsel, Superior Court, County Clerk's Office, Interpreter/External Resources, Prosecutor
Objective	Accept and process the notice of appeal and related documents
Description	<ul style="list-style-type: none"> • A notice of appeal may be initiated. • Depending on the decision of Superior Court, the case may be subject to additional action(s).
Trigger / Entry Criteria	Notice of appeal is filed
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Notice of appeal • Designation of record • Motion/Request for fee waiver • Motion/Request for stay • Appeal fees/bond • Assignment of counsel • Correspondence • Request for interpreter • Request for reasonable accommodations
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Process appeal request and transmit to the Appellate Court Clerk's office • Process Fee Waiver

	<ul style="list-style-type: none"> • Receipt fee for appeal processing, if not waived • Process notice from the Appellate Court Clerk's office • 5.0 Accounting • Schedule hearing(s) • Schedule interpreter/external resources • Correspondence • Process hearing notice(s) • Prepare calendar • Conduct hearing(s) • Document hearings held/not held • Process appeal bond • Process Stay order • Notify DOL / LEA of stay • Lift of Stay order on mandate from Appellate Court
Validation	Appeal filed in appropriate court.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Notice to parties of transmission • Hearing Notice • Stay order • Notice to DOL / Probation / LEA of Stay order • Designated documents & exhibits • Order Lifting the Stay order • Notice to DOL / Probation / LEA of Lift of Stay order • Notice/Work order to interpreter/external resources • Calendar

	<ul style="list-style-type: none"> • Correspondence • CD
Exit Criteria	Disposition of appeal
Notes	<p><u>Related Legal Authority:</u></p> <p>RALJ 2.5(b) – Date on entry of Judgment for appealing a decision</p> <p>RCW 12.40.120 – Appeal (small claims)</p> <p>RCW 12.36 – Small Claims Appeals</p> <p>RCW 12.36.055 – Appeal is de novo</p> <p>RCW 3.62.060(h) – Fee for preparation of appeal to superior court</p>

4.4.3 Case Closure

This process identifies all cases that have satisfaction of judgment(s) and/or no pending activity as well as cases with no judgment and/or no activity for a certain period of time.

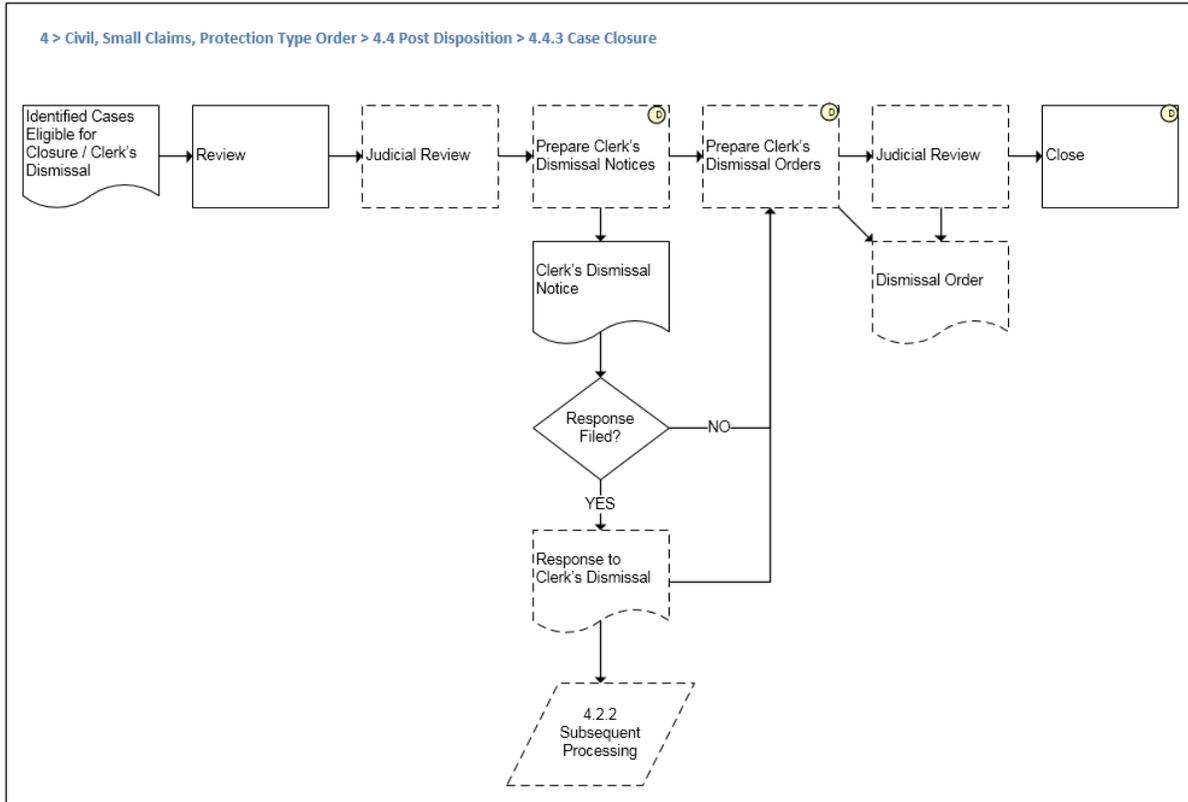


Figure 41 Civil, Small Claims, Protection Type Orders - 4.4.3 Case Closure

Process ID	4.4.3
Name	Case Closure
Actors	Court Staff, Judicial Officer, Plaintiff, Counsel
Objective	Closure of eligible cases
Description	Cases with dismissed/denied dispositions, protection-type orders expired, satisfied judgments, and no pending action, and cases with no judgment and/or no activity for a certain period of time can be considered for dismissal and/or closure.
Trigger / Entry Criteria	Identification of open cases eligible for closure
Inputs	As Applicable: <ul style="list-style-type: none"> • Identified open/stagnant cases • Replies to clerk's notices
Activities	As Applicable: <ul style="list-style-type: none"> • Prepare and send clerk's dismissal notices • Initiate motion to dismiss schedule • Correspondence • Schedule hearings when requested (Subsequent Processing 4.2.2) • Close case • Prepare Dismissal Order
Validation	All issues have been disposed.
Outputs	As Applicable: <ul style="list-style-type: none"> • Clerk's Dismissal notices

	<ul style="list-style-type: none"> • Signed Dismissal Orders • Correspondence
Exit Criteria	Closure of case
Notes	<p>At any point in the case life-cycle the plaintiff/petitioner may motion to dismiss/close the case.</p> <p>Parking Lot # 30 – The destruction of records process will need to be documented at the end of this process as a post-case lifecycle process done by the courts.</p> <p><u>Related Legal Authority:</u></p> <p>CRLJ 41 – Clerk’s dismissal</p>

5.0 Accounting

During the life cycle of a case, a financial transaction, which results in either a receipt or payment of money, triggers the related accounting processes.

- Miscellaneous Fees/Costs (5.1)
- Fines & Costs (5.2)
- Time Payment (5.3)
- Bail/Bond (5.4)
- Restitution (5.5)
- Civil Fees/Payments (5.6)
- Disbursements (5.7)
- End of Day (5.8)
- Accounting Administration (5.9)

5.1 Miscellaneous Fees & Costs

This process defines the accounting activities that are done when certain fees/costs are received by the courts and not placed on the A/R. The receipt of fees can happen during various phases of a case life cycle.

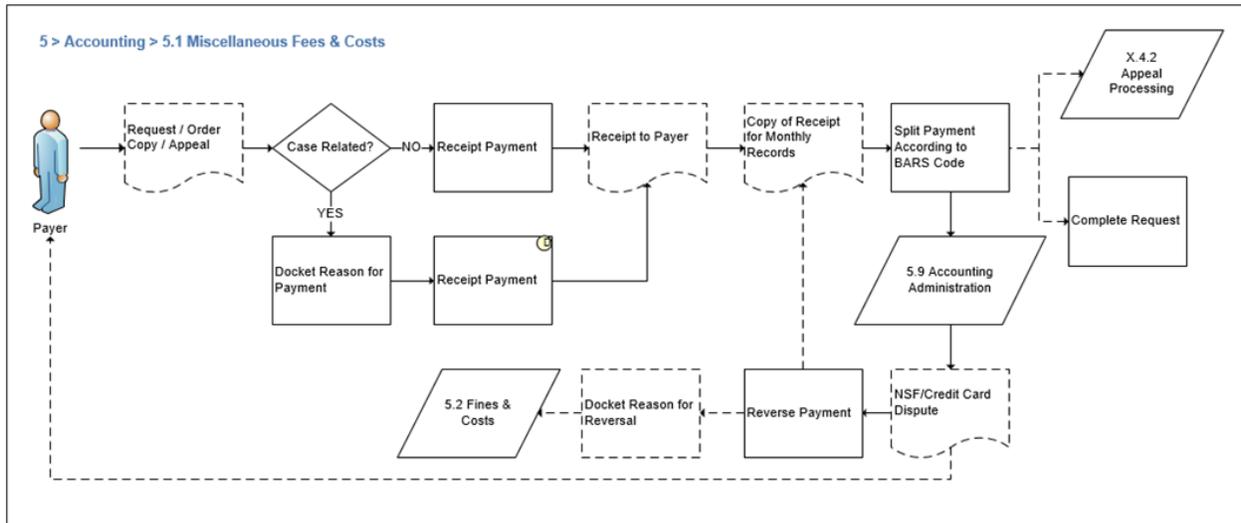


Figure 42 Accounting - 5.1 Miscellaneous Fees & Costs

Process ID	5.1
Name	Miscellaneous Fees & Costs
Actors	Court Staff, Payer, External Parties
Objective	Receipt miscellaneous court fees/costs
Description	<p>This process defines the receipt of fees/costs received by the courts for:</p> <ul style="list-style-type: none"> • Unclaimed/Unidentified money • Fees/Costs
Trigger / Entry Criteria	Receipt of miscellaneous fees and costs
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Payment • Unclaimed money • Request • Appeal • Alternative program registration • Pre-filed vehicle violation infractions • Order
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Receipt payment • Generate receipt • Docket reason for payment • Reversal • Document payer information

Validation	<ul style="list-style-type: none"> • These are appropriate fees to be collected by the court • A miscellaneous payment is the appropriate process • Determine whether or not the transaction is case related
Outputs	<ul style="list-style-type: none"> • Receipt • Requested copy/copies • Prepared appeal fee • Proof of registration in alternative program(s)
Exit Criteria	<ul style="list-style-type: none"> • Successful receipt of payment • Rejection of payment
Notes	<p>Unclaimed money creates a payable that is automatically placed on hold (See 5.9 Accounting Administration).</p> <p>Appeal filing fees may be receipted and remitted to the Superior Court.</p> <p>This process does not document dealing with Reversals (see 5.9 Accounting Administration).</p> <p>This process does not document Remittance (see 5.9 Accounting Administration).</p> <p><u>Related Legal Authority:</u></p> <p>RCW 3.62.060 - Clerk's Fees</p> <p>RCW 63.29.190 and RCW 7.68.290 - Unclaimed Property</p> <p>RCW 46.20.342(1)(c)(iv) - Abstract of Driving Record</p> <p>RCW 27.24.070 and RCW 36.18.020 - Appeal Filing Fees</p> <p>US Department of State - (Passport Fees)</p> <p>RCW 3.50.100 / 3.62.020 / 3.62.040 - Interest Income</p> <p>RCW 9.94A.74504 - ICAOS Processing Fee</p> <p>RCW 46.83.080 - Traffic School Fees</p>

5.2 Fines & Costs

This process defines the accounting activities that are triggered when fines/costs/assessments are imposed and received by the courts during any phase of a case life cycle.

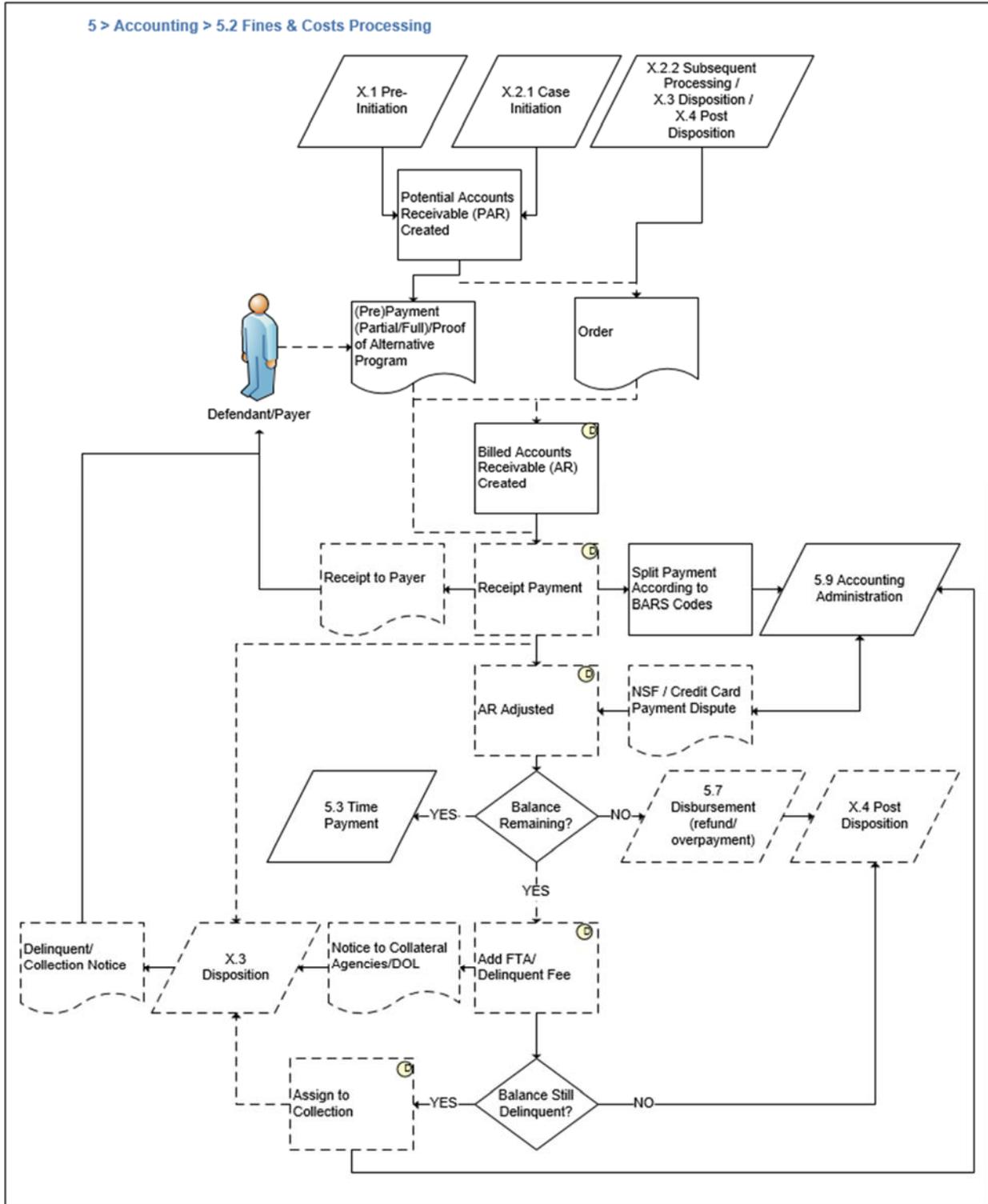


Figure 43 Accounting - 5.2 Fines & Costs

Process ID	5.2
Name	Fines & Costs
Actors	Court Staff, Judicial Officer, Defendant, Counsel, External Parties, Payer
Objective	To create the AR and receipt payments received for court fees, costs, and assessments (Vehicle Violation / Infraction / Criminal)
Description	<ul style="list-style-type: none"> • Case creation triggers the creation of a potential accounts receivable (PAR). • A payment or an order for costs / fees / fines / assessments will trigger the creation of A/R.
Trigger / Entry Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Charging document • Order with monetary judgment • Payment
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Charging document • Order/Monetary Judgment • Payment • Cases eligible for FTA/Delinquent fee report(s) • Report from probation/external agencies • Notice of Bankruptcy
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Create PAR • Create A/R • Modify/Adjust A/R

	<ul style="list-style-type: none"> • Receipt/Reverse payment • Generate receipt • Docket payment received • Docket compliance with alternative programs • Manage FTA/Hold status • Notify DOL of FTA/Hold action • Manage collection status • Prepare/mail delinquent/collection notice • Manage bankruptcy status
Validation	<ul style="list-style-type: none"> • Verify a case exists/jurisdiction correct. • Verify a PAR or A/R exists and has more than a zero balance, prior to receipting payment.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Receipt • Notice(s) • Collection report(s) • Payable • Correspondence • Notice to DOL
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Successful receipt of payment • Rejection of payment • Payment in full • Balance set up on Time Payment Agreement (see section 5.3 Time Payment)

	<ul style="list-style-type: none"> • Bankruptcy
<p>Notes</p>	<p>This process does not document dealing with over-payments.</p> <p>This process does not document time payment procedures for fine balances (see section 5.3 Time Payment).</p> <p>This process does not document sending unpaid balances to collection (see section 5.3 Time Payment).</p> <p>Receivables are identified by the corresponding RCW or CFC code which is mapped to the various BARS codes in which define how the income would subsequently be split.</p> <p>In cases with a check returned NSF/credit card dispute, the application of payment of the A/R is reversed and the A/R / adjusted A/R balance for the amount of the check is reinstated. This could result in an additional penalty/interest/fees being imposed with a consequent increase in receivables. Corresponding adjustments are made to revenue as well. (See Accounting Administration 5.9).</p> <p>The money that is received by the courts is remitted to the County/City treasurer periodically after generation of a remittance report.</p> <p>Upon receipt of payment, the payment is applied to the existing A/R and the same is <i>proportionally</i> reduced by the amount of the payment based on the priority set by the court.</p> <p><u>Related Legal Authority:</u></p> <p>IRLJ 6.2 – Monetary Penalty Schedule for Infractions</p> <p>RCW 2.68.040, RCW 3.62.090, RCW 46.63.110 – Infraction Penalties and Assessments</p> <p>RCW 3.62.085 – Criminal Conviction Fee (\$43)</p> <p>RCW 46.64.055 – Criminal Traffic Penalty (\$50 + PSEA Assessment = \$102.50)</p> <p>RCW 9A.88.120(3) – Additional fee assessments: Prostitution-related Criminal Non-Traffic violation conviction</p> <p>RCW 77.15.370/400/410/420 – Additional assessments: Fish and Wildlife Criminal Non-Traffic violation conviction</p> <p>RCW 10.99.080 – Additional assessments: DV Conviction (\$100)</p> <p>RCW 46.61.5055/46.61.5054 – DUI Blood/Breath Test Fee (\$200)</p>

	<p>RCW 10.01.160 – Pre-Trial Supervision Fee, DP Costs, Jury Demand Fee, Warrant Fees, Witness Fees, Public Defense Fees, Service Fees, etc.: Administrative Costs/Recoupment of Costs.</p> <p>RCW 38.52.010/46.61.502 – Emergency Response Expense (DUI)</p> <p>RCW 10.64.120 – Probation Services Fee</p> <p>RCW 3.02.045 – Credit Card Authority & Collection Agency Authority</p> <p><u>Decision Log Items:</u></p> <p>Decision Log Item # 8 – Payment can be made via cash, check, credit card, or via debt satisfaction by completing authorized alternative programs. [Need to be able to track credit for alternative programs.]</p>
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5.3 Time Payment

The process defines the accounting activities and processes where the defendant is allowed to pay the LFO in installments.

5 > Accounting > 5.3 Time Payment Processing

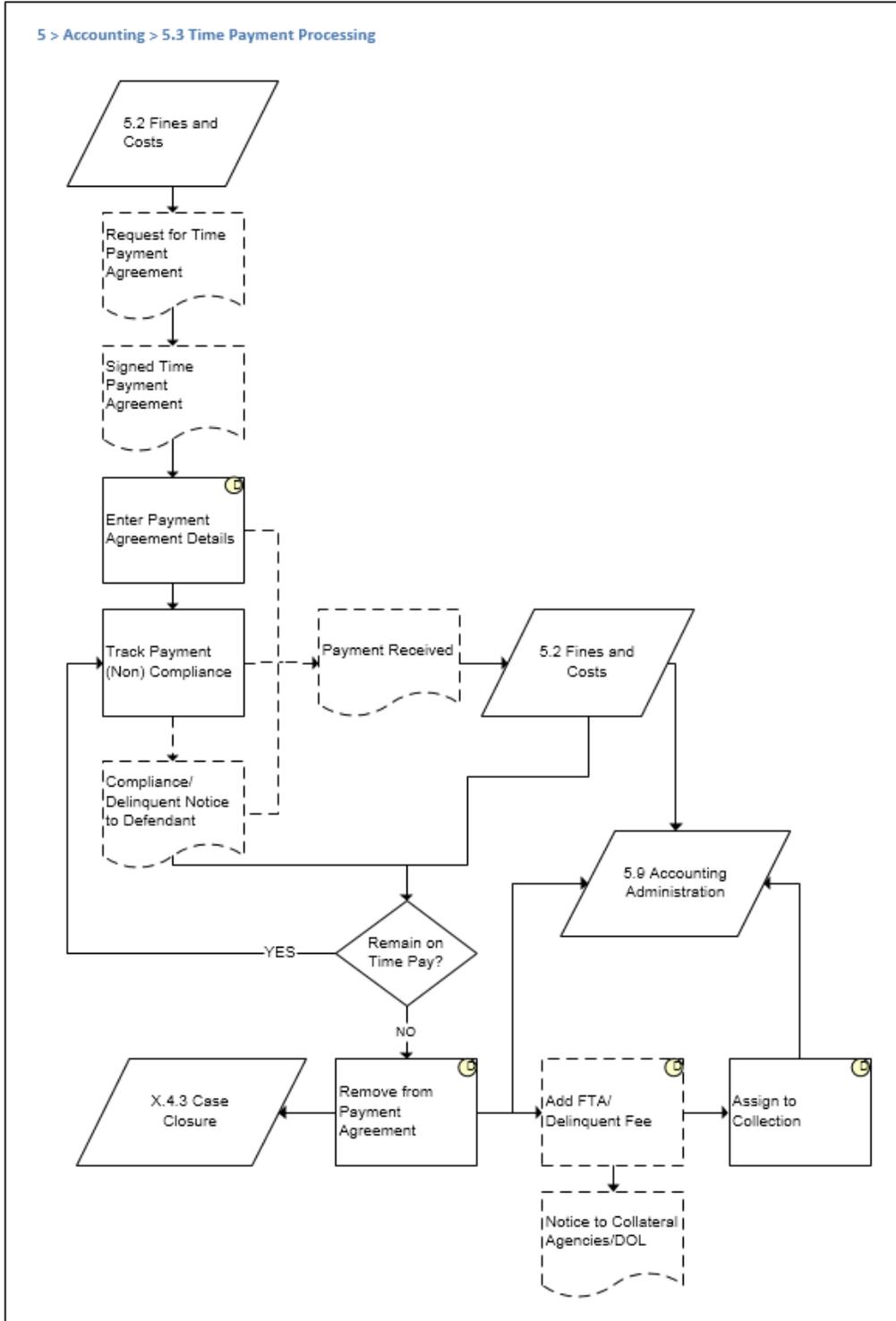


Figure 44 Accounting - 5.3 Time Payment

Process ID	5.3
Name	Time Payment
Actors	Court Staff, Judicial Officer, Defendant, External Parties, Payer
Objective	Allow the receipt of A/R balances over time
Description	Upon Judgment and/or request of the defendant, the court may agree to set up a time payment agreement.
Trigger / Entry Criteria	As Applicable: <ul style="list-style-type: none"> • Order/Judgment • Partial payment • Time payment agreement/request
Inputs	As Applicable: <ul style="list-style-type: none"> • Charging document • Order/Judgment • Motion/Request for time payment agreement • Payment agreement • Notice of Bankruptcy • Satisfaction/Proof of alternative program compliance • Payment
Activities	As Applicable: <ul style="list-style-type: none"> • Docket motion/request for time payment agreement (TPA) • Prepare time payment agreement • Enter details of TPA • Modify/Adjust A/R / TPA

	<ul style="list-style-type: none"> • Receipt payment • Time Pay (TP) compliance monitoring • Generate TP reports (e.g., TP Outstanding, TP Eligible for Removal) • Generate notices (compliance / delinquent / 30 day pre-collect) • Remove from TPA upon payment in full or non-compliance • Assign unpaid balances to a collection agency • Manage FTA/Hold status • Notify DOL of FTA/Hold action • Impose/Receipt TP fee • Manage bankruptcy status • Docket/Record satisfaction/proof of alternative program compliance • Process refund/overpayment
<p>Validation</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • The case has a PAR or A/R • Case is eligible for time payment agreement • Determine if other time payment agreements already exist for defendant. • Determine if multiple time payment agreements can be combined onto one agreement (per local policy). • Determine appropriate amount of time payment fee.
<p>Outputs</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Receipt(s) • Time payment agreement • Time pay reports • Compliance/Delinquent notices • Payable

	<ul style="list-style-type: none"> • Notice to DOL
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Payment/Satisfaction in full / A/R balance zero • Assignment to collection agency • Bankruptcy
Notes	<p>Management of payment agreement may be contracted to an external agency.</p> <p>Multiple monetary judgments may be included in one payment agreement.</p> <p><u>Reports:</u></p> <p>Timepay Aged report – DX7020PX</p> <p>Timepay Summary report – DX7050PX</p> <p>Timepay Statements report – DX7030PX (run by AOC)</p> <p>Timepay Agreement removal – Extract report (eligibility or update) - DS7010PX; DS7011PU</p> <p>Timepay Statement Options (TPSO Screen)</p> <p><u>Related Legal Authority:</u></p> <p>RCW 46.63.110(6) – Monetary Penalties: Payment plans on Traffic Infractions; Time Pay Fee allowed</p> <p>RCW 9A.88.120 – Additional Fee Assessments: Time Pay Fee on Prostitution-related Criminal Non-Traffic violations.</p> <p>RCW 3.02.045 – Credit Card Authority & Collection Agency Authority</p>

5.4 Bail/Bond

This process defines the accounting activities that are triggered when bail/bond is received.

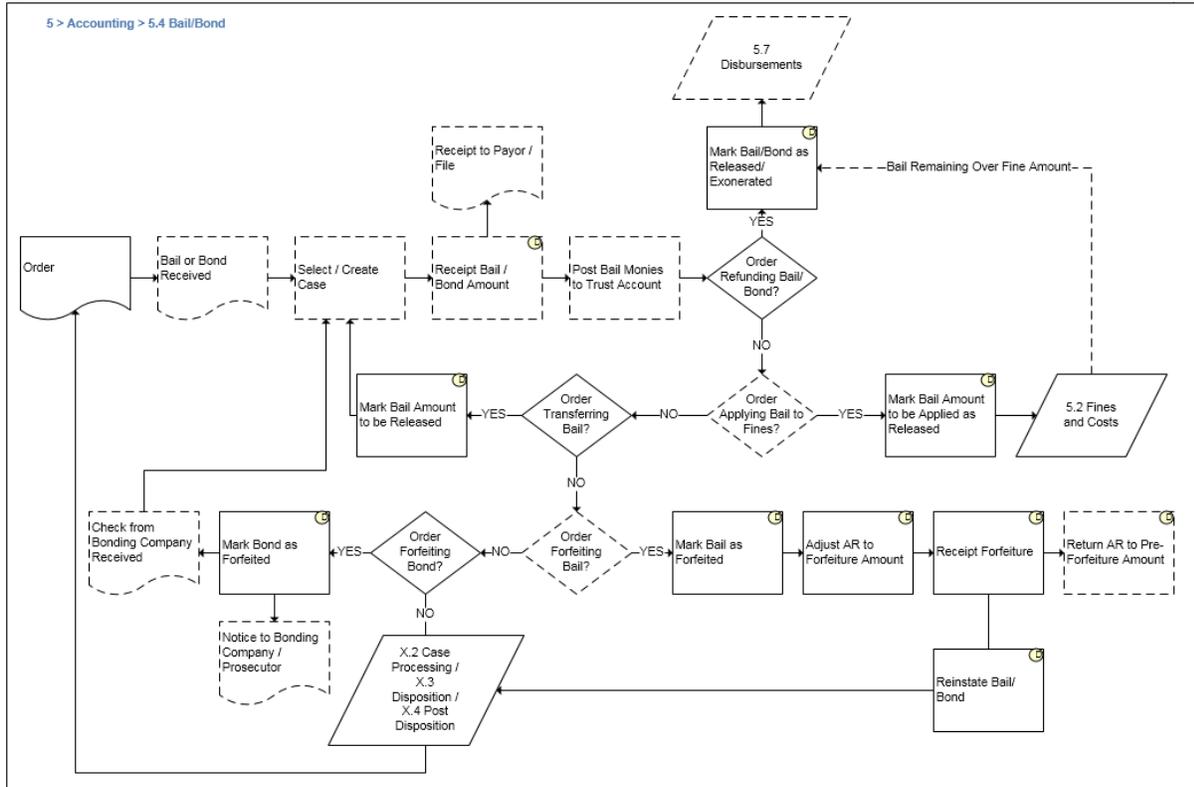


Figure 45 Accounting - 5.4 Bail/Bond

Process ID	5.4
Name	Bail/Bond
Actors	Court Staff, Payer/Payee, Judicial Officer, Defendant, Counsel, External Agencies/ LEA, Surety, Prosecutor/City Attorney, Plaintiff
Objective	Process activities relating to bail/bond
Description	<p>Bail/bond may be received pursuant to the bail schedule or order setting bail.</p> <p>Bail/bond shall be held in trust until it is:</p> <ul style="list-style-type: none"> • Forfeited • Applied • Refunded • Transferred • Exonerated • Reinstated
Trigger / Entry Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Order(s) to Set / Modify / Release / Transfer Bail/Bond • Received Bail/Bond
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Order(s) • Receipt from LEA • Bail/Bond • Notice of posting • Payer information • Case information

	<ul style="list-style-type: none"> • Notice of hearing • Booking/Release sheet • PCN/WSP fingerprint sheet • Warrant service copy • Citation • Affidavit of surrender
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Enter order(s) • Receipt / Transfer / Reverse / Exonerate / Forfeit bail/bond • Adjust A/R • Issue bail/bond refunds • Issue bail/bond forfeiture notification • Notify external agencies/ LEA • Manage person/party record • Track forfeited bonds • Run and manage bail/bond report(s)
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • Bail/Bond received / forfeited / exonerated matches the amount on the order/schedule. • Verify bonding company is in good standing. • Verify bail/bond is posted to the correct party.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Receipt • Refund / Transfer / Exonerated Bond • Forfeiture letter

	<ul style="list-style-type: none"> • Forfeiture order/judgment • Payable • Notice to external agencies/ LEA • Report(s) • Correspondence • Notice of defendant's FTA
Exit Criteria	Bail/Bond Refunded / Forfeited / Transferred / Posted
Notes	<p>Bail posted on civil cases can be applied to a Judgment, which is not an A/R. The application immediately creates a payable that should be disbursed to the party granted the Judgment.</p> <p>Bonds are promissory notes that currently get "receipted" but no actual money is placed into trust and no money is refunded upon exoneration. If a bond is ordered forfeited, the bonding company issues a check to the court for the amount listed on the promissory note. That amount is then put into trust on the case and can be processed the same as a bail forfeiture as defined in this section. Bond Forfeiture Orders must contain surety and bond company names.</p> <p>Bail posted may be applied to an outstanding case fine balance.</p> <p>3 types of bail/bonds: appearance (p), appeal (a), replevin (r)</p> <p>Judges may order partial or full forfeiture/refunds.</p> <p>If an appeal bond is filed, go to appropriate sub process to handle the stay or other hearings regarding the appeal.</p> <p>Bail/bond receipts must be able to be reversed due to clerical error. System Limitation – Civil bail/bond posting cannot be reversed in JIS (correct in Future State requirements)</p> <p><u>Reports:</u></p> <p>BOXI reports may be generated/created for trust activities.</p> <p>Trust Account Summary Report DA7010PX</p> <p><u>Related Legal Authority:</u></p> <p>RCW 10.19 – Bail and Appearance Bonds</p> <p>RCW 10.19.090 – Bail Forfeiture</p>

	<p>RCW 10.19.140 – Return of Bond to Surety, when</p> <p>RCW 10.19.120 – Actions not barred by defect of form or formality</p>
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5.5 Restitution

This process defines activities that occur when restitution is ordered.

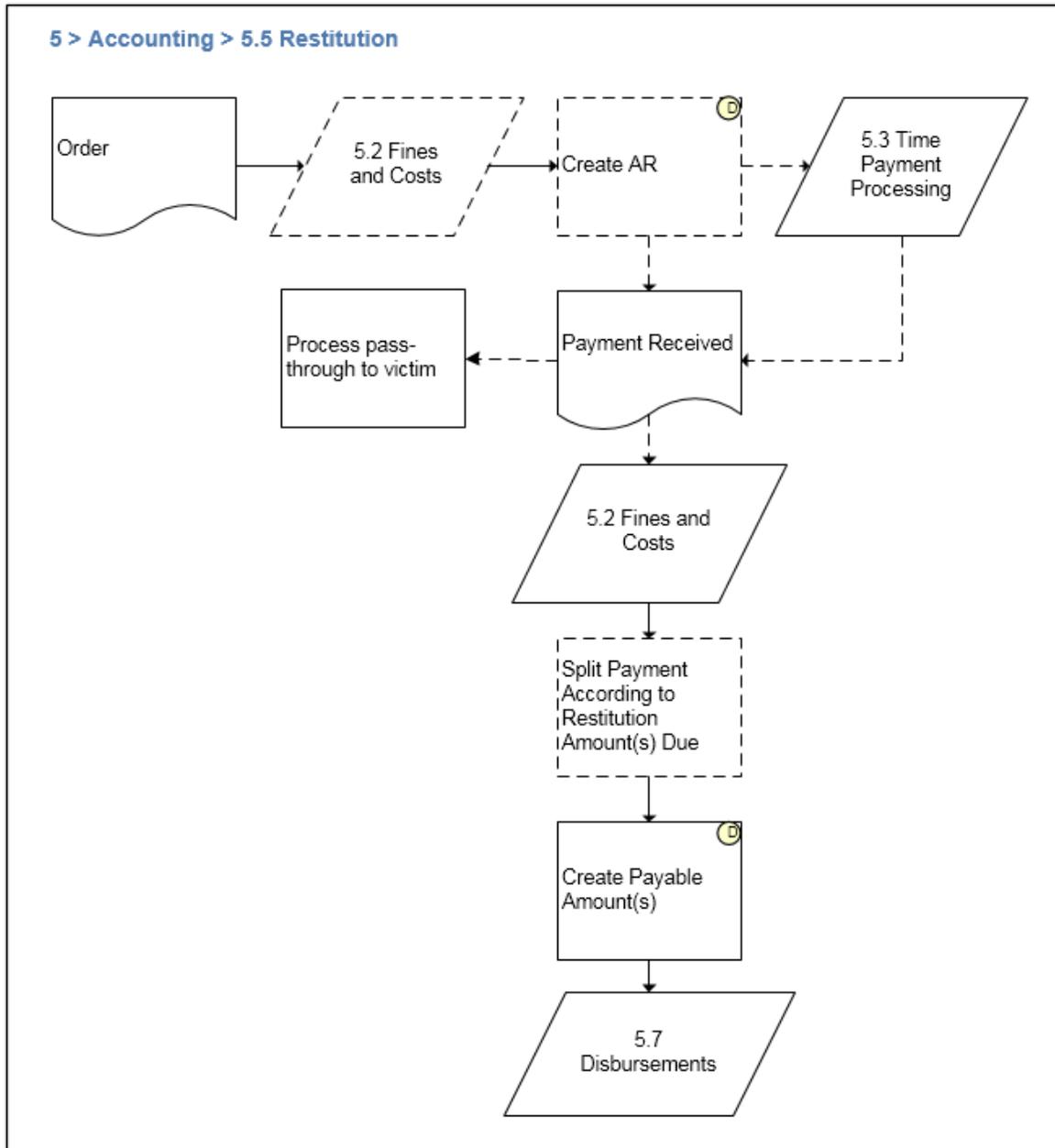


Figure 46 Accounting - 5.5 Restitution

Process ID	5.5
Name	Restitution
Actors	Court Staff, Payer/Payee, Judicial Officer, Victim/Restitution Recipient(s), Counsel, (co)Defendant(s), Prosecutor
Objective	Manage ordered restitution
Description	<p>Upon restitution being ordered, the following may occur:</p> <ul style="list-style-type: none"> • Create A/R • Receipt and process payment • Process pass-through payment to victim(s)
Trigger / Entry Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Order for/modifying restitution • Payment received
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Order(s) • Payment • Restitution recipient information • Proof of restitution (non)satisfaction • Correspondence
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Docket order(s) setting/modifying restitution • 5.3 Time Payment and Priority • Manage restitution recipient(s) Information • Receipt payments

	<ul style="list-style-type: none"> • Process (non)satisfaction of restitution • Create and/or adjust the A/R / Restitution amount as ordered • 5.7 Disbursement • Process pass-through payments • Correspondence
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • Verify restitution has been ordered • Verify restitution recipient record has been created
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Receipt • Order(s) • Payable • Notice of non-payment • Notice to probation • Correspondence
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Restitution successfully created • Payment of restitution • Satisfaction processed • Restitution waived
Notes	<p>Restitution may be reserved at time of disposition and ordered at a later date.</p> <p>Some courts do not use the restitution accounting process; instead, it is tracked by the prosecuting authority.</p>

	<p>Restitution money received prior to setting up the Restitution A/R and associated victim name/address can be held in Trust until they are set up. (See Section 5.4 Bail)</p> <p><u>Current System Limitation</u> – If multiple recipients are entered no way to designate priority of payments – all payments are split proportionally between recipients.</p> <p><u>Related Legal Authority:</u></p> <p>RCW 9.94A.750 – Restitution</p> <p>RCW 3.66.120 – Court-Ordered Restitution - Enforcement</p> <p>RCW 3.66.130 – Court-Ordered Restitution – Payment</p> <p>Minority and Justice Reference Guide: LFOs Ordered by the CLJs – Restitution permitted, not mandatory; Factors to consider before incarcerating for non-payment; When court may waive or reduce Restitution Interest.</p>
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5.6 Civil Fees/Costs and Payments

This process defines the accounting activities that are triggered when civil fees/costs or pass-through monies for auditor fees or civil judgments are received by the courts.

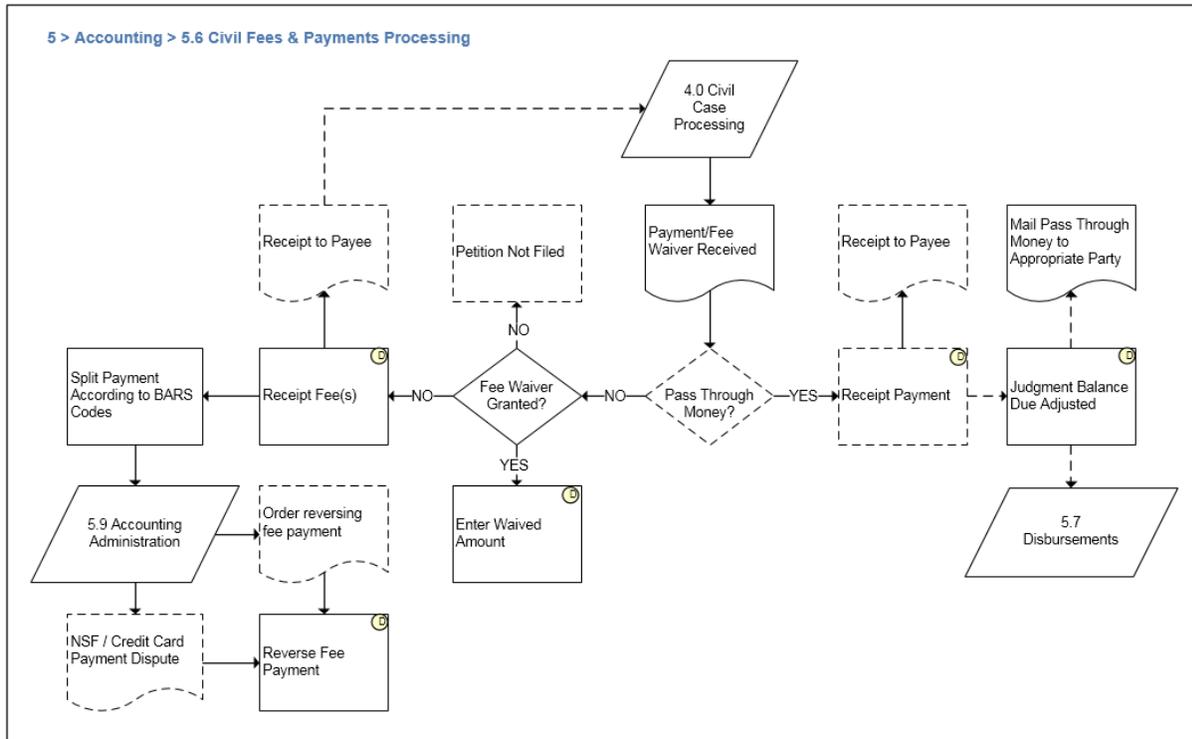


Figure 47 Accounting - 5.6 Civil Fees/Costs and Payments

Process ID	5.6
Name	Civil Fees/Costs and Payments
Actors	Court Staff, Judicial Officer, Plaintiff, Defendant, Petitioner, Respondent, Counsel, Prosecutor, Advocate, Payer, Garnishee Defendant(s)
Objective	To receipt civil court fees/costs and pass through monies, and process fee waiver requests
Description	Determine if fees are waived and document decision. Receipt fees/costs and pass-through monies.
Trigger / Entry Criteria	As Applicable: <ul style="list-style-type: none"> • Money received by the court • Fee waiver request
Inputs	As Applicable: <ul style="list-style-type: none"> • Payment/Monies • Request / Motion / Filing • Order
Activities	As Applicable: <ul style="list-style-type: none"> • Receipt payment • Generate receipt • Docket reason for payment • Document payer information • Adjust judgment balance due • Generate payable • 5.7 Disbursement • Document fee waiver decision

	<ul style="list-style-type: none"> • Mail pass-through monies • Correspondence • Reverse fee payment
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • These are appropriate fees / costs / pass-through monies to be collected by the court. • A civil receipt/payment is the appropriate process. • Fee waiver is granted or denied.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Receipt(s) • Payable • Pass-through monies • Correspondence • Order
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Successful receipt of payment • Rejection of payment • Denied fee waiver • Successful pass-through completed • Completion of reversal
Notes	<p>Not all courts will receipt civil payments, or pass-through monies. These monies are payments made from the ordered party to the successful party on the civil lawsuit.</p> <p>Do not process civil payments (pass-through monies) if Bankruptcy has been filed.</p>

	<p>Civil payments can be receipted and deposited into the court's trust account then be held to confirm the payment has cleared the bank (in the case of checks/money orders) prior to the payable being issued/disbursed.</p> <p>Civil payments can be made by check/money order made out to the successful party on the civil lawsuit and the court simply documents the receipt of the payment, reducing the "balance due" on the judgment amount, and then mailing the original check/money order to the successful party.</p> <p>Civil Fee/cost amounts are set by the court within the limits mandated by statute. Each jurisdiction determines if there will be Dispute Resolution Fees receipted.</p> <p>Name Change Auditor fees may be receipted by the court and remitted to the auditor internally, or the court can have the petitioner pay the auditor's office directly, in which case that portion of the fee would not be receipted by the court, even as a type of pass-through money.</p> <p><u>Related Legal Authority:</u></p> <p>RCW 3.62.060 – Civil Filing Fees</p> <p>RCW 4.84.060 – Costs to Defendant</p> <p>RCW 36.22.200/4.24.130(4) – Name Change Auditor Recording Fees</p> <p>RCW 6.27.080 – Writ directed to financial institution – Form & Service</p>
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5.7 Disbursement

This process defines the activities that are related to the disbursement of money.

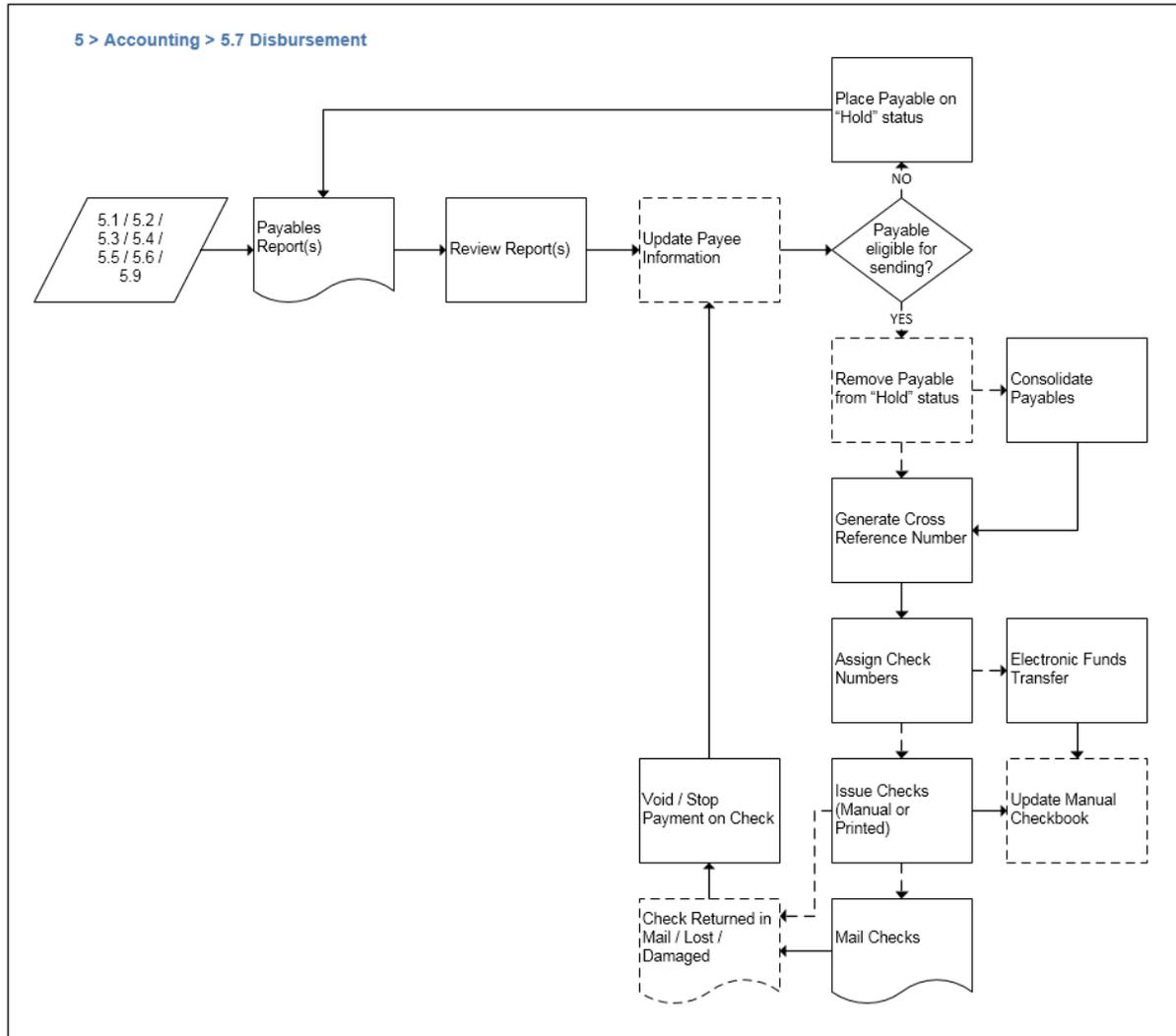


Figure 48 Accounting - 5.7 Disbursement

Process ID	5.7
Name	Disbursement
Actors	Court Staff, Payee, External Agency, Judicial Officer
Objective	Processing disbursements
Description	Disbursement involves all processes in which account payables are issued to the payees/external agencies or are maintained until monies can be distributed to the payee(s).
Trigger / Entry Criteria	Creation of payable(s)
Inputs	As Applicable: <ul style="list-style-type: none"> • Identification of payable(s) • Updated payee information • Returned mail/Rejected EFT
Activities	As Applicable: <ul style="list-style-type: none"> • Generate/Review A/P report • Review payable with name/address change report(s) • Place/Remove payable hold(s) • Prepare/Issue checks (Manual/Automated, Individual/Batch) • Link check reference numbers and check numbers (Individual/Batch) • Document checks issued in manual check book and/or electronic program (Quick Books) • Mail the issued checks • Prepare/Issue EFT • Consolidate payables • Void/Stop payment on damaged / returned / lost checks

	<ul style="list-style-type: none"> • Update payee information • Docket payable activity • Generate/Review audit reports • Generate correspondence
Validation	<p>As Applicable:</p> <ul style="list-style-type: none"> • Payable is above the minimum check amount and/or has been held longer than the maximum number of days for minimum check. • Payee record has a name and address available. • Verify payable details are correct and should be sent.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Check(s) • Report(s) • EFT • Correspondence
Exit Criteria	Disbursement of payables
Notes	<p>A check should be voided if it is destroyed prior to leaving the court office (court has the check) or stopped if the check is not on-hand.</p> <p>When checks are returned due to a “bad address,” the check is voided, that payable is put on hold, and all future payables are placed on hold for that payee pending the receipt of a valid address.</p> <p>Each court determines their own settings for the minimum check amount and maximum number of days the minimum check can be held.</p> <p>Reports – Some of these reports are automatically generated and others run upon request.</p> <p>Accounts Payable Adjustment Report – DA7030PX</p> <p>Accounts Payable Report – DA7000PX</p> <p>Consolidated Check Report – DB7020PX</p>

	<p>Daily Disbursements Report – DB7010PX</p> <p>Payable Name/Address Change Report – DR7600PX</p> <p><u>Decision Log Items:</u></p> <p>Decision Log Item # 12 – Refunds can be done via credit card transactions/returns or even through electronic funds transfers. Any reference to “Refund Check” has been changed to “Refund.”</p>
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5.8 End of Day Closing

This process defines the activities done to reconcile receipts, commonly done daily.

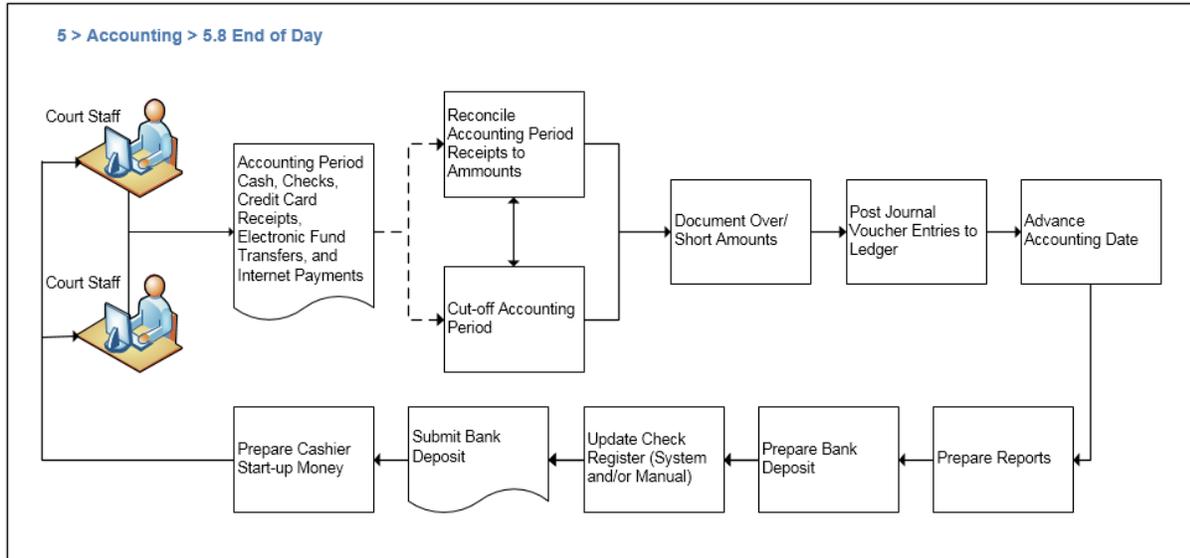


Figure 49 Accounting - 5.8 Day End Closing

Process ID	5.8
Name	End of Day Closing
Actors	Court Staff, Financial Department/Institution, Secure Courier(s)
Objective	Reconcile receipts for the accounting period. Prepare and submit the deposit
Description	At the end of the accounting period, court staff reconciles the money received with receipts entered, prepares and submits the deposit.
Trigger / Entry Criteria	End of accounting period
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Financial transactions received during the accounting period for each cashier • Amount received/receipted during the accounting period • Document(s) confirming totals • Cashier cutoff report • Cash/Check log(s) • EFT/Internet payment reports
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Balance and reconcile individual clerk's amount received for accounting period • Complete cut off • Document over/short amounts • Post journal voucher entries to the ledger • Advance the accounting date in the system to the next business date • Prepare reports

	<ul style="list-style-type: none"> • Prepare and submit the bank deposit • Enter deposit information in the check register (system and/or manual) and verify balances • Balance cashier start-up bag/drawer • Reconcile electronic payment report(s) • Audit cash/check log(s) • 5.9 Accounting Administration for remittance and end of month
Validation	<ul style="list-style-type: none"> • Total balance of the deposit plus the documented credit/debit card and EFT/internet payments matches the total value of receipts issued for the accounting period. • Successful Journal Voucher (JV) Postings
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Physical deposit • Report(s) • Document(s) confirming total(s) • Updated check register (system and/or manual) • Cashier start up bag/drawer
Exit Criteria	<ul style="list-style-type: none"> • Reconciliation completed • Bank deposit completed • Accounting period date advanced
Notes	<p>Receipts of credit/debit cards and EFT/internet payments can be done in the system on the date the money is posted to the bank account, so the receipt dates and the account deposit dates match.</p> <p>Best practice: This process is to be completed daily.</p> <p>Internet payments are received 24/7 but are added into the accounting period cut off process on a daily basis.</p>

	<p><u>Reports:</u></p> <p>Cashier's Report – DE7001PX</p> <p>JV Posting Report – DR7040PX</p>
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5.9 Accounting Administration

This section involves all processes related to master accounting functions and audits.

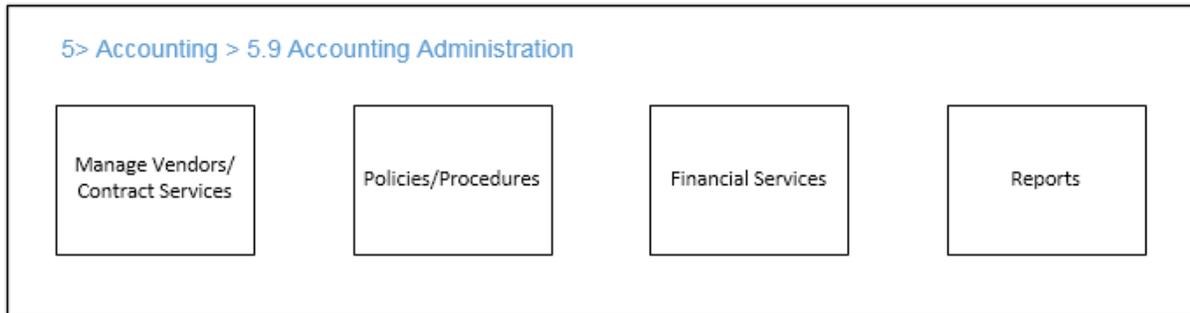


Figure 50 Accounting - 5.9 Accounting Administration

Process ID	5.9
Name	Accounting Administration
Actors	Court Staff, Judicial Officer, External Agencies, Vendors
Objective	Manage accounting and contract services
Description	<p>The accounting administrative processes may include managing:</p> <ul style="list-style-type: none"> • Financial services • External agencies/vendors • Contract services • Internal audits • Policies & procedures
Trigger / Entry Criteria	N/A
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Reports • Customer/Vendor Contracts • Bank statements • Court policies • Bankruptcy paperwork • Correspondence • NSF payment notice(s)/credit card disputes • Changes to statute/court rules • DCXT worksheet • Auditor requirements • EFT / Internet payment / Credit card statements

	<ul style="list-style-type: none"> • Orders
<p>Activities</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Manage County DCXT for BARS Codes • End of Month accounting reports • End of Year accounting reports • 5.8 Complete End of Day procedures • Manage NSF / credit card disputes / payments and accounts • Prepare audit / statistical / performance reports (monthly/on demand) • Manage bank accounts • Manage time pay settings • Manage external payment vendors (on line payments/outsourced time payment agencies) • Manage collections contracts/agencies • Manage collection profiles (JIS) • Manage credit card payment deposits and disputes • Manage vendor contracts (credit card machine/armored car deposit pick-up, etc.) • Prepare remittance checks • Manage unclaimed property • Bank account reconciliation • Prepare accounting policy manuals/best practices • Monitor bail/bond agency licensing • Correspondence • Prepare for State Auditor visit • 10 Year / small amount / deceased defendant write-off activities • Manage bankruptcy filings/logs

	<ul style="list-style-type: none"> • Manage civil fees and non-cash credits • Manage court accounting profile • Monitor law changes • Prepare statistical analysis, projections, and reports • Maintain records for retention • Manage un-cleared checks • Manage customer/jurisdiction contracts • Manage unclaimed restitution • Manage trust accounts
Validation	Individual processes contain their own validation
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Report(s) • Refund(s) • Check(s) • Electronic fund transfer(s) • Policy/Procedure manuals • Contracts • Bank reconciliation confirmation • Statistical analysis/projections • Correspondence • Escheated unclaimed property • Escheated restitution • Revised procedures
Exit Criteria	N/A

<p>Notes</p>	<p>A periodic review of un-cleared checks needs to be done to determine if checks not cashed but not returned need to have a stop payment done.</p> <p>When that is done the payable is placed on hold pending the escheat unclaimed money process or notification from the payee that the check can be reissued.</p> <p>In cases with a check returned NSF/credit card dispute, the application of payment on the A/R is reversed and the A/R / adjusted A/R balance for the amount of the check is reinstated. This could result in an additional penalty/interest/fees being imposed with a consequent increase in receivables. Corresponding adjustments are made to revenue as well.</p> <p>Updates to BARS codes are currently completed by AOC; courts must add new BARS codes to their court's DCXT Table to correctly indicate the BARS accounts the money received must be remitted to by the City/County. Courts can also use the DCXT Table to add local accounting codes to each BARS account listing at the request of their City/County Treasurer.</p> <p>Receivables are identified by the corresponding RCW or CFC code which is mapped to the various BARS codes which define how the income would subsequently be split.</p> <p><u>Related Legal Authority:</u></p> <p>RCW 63.29 – Unclaimed Property Act</p> <p>RCW 63.29.130 – Overpayments</p> <p>RCW 3.62.020 – District Court Remit to County Treasurer- monthly</p> <p>RCW 3.62.040 – Municipal Court Remit to City Treasurer – monthly</p> <p><u>Reports:</u></p> <p>Restitution Out-of-Balance Audit Report – DA7060PX</p> <p>Restitution Adjustments Audit Report – DR7240PX</p> <p>Accounts Receivable Adjustments Audit Report – DR7230PX</p> <p>Accounts Payable Adjustments Audit Report – DA7030PX</p> <p>Non Cash Credit Audit Report – DR7120PX</p> <p>Adjusted Receipts Report – DR7110PX</p> <p>Overpayment Activity Audit Report – DR7131PX</p> <p>Deleted Cases Audit Report – DR7150PX</p>
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	Remittance Summary Report – DE7040PX
	Time Pay Aged Report – DX7020PX
	Time Pay Summary Report – DX7050PX
	Non-Time Pay Aged Report – DR7021PX
	Trust Account Summary Report – DA7010PX
	Ledger Summary Report – DE7060PX
	Ledger Detail Report – DE7020PX
	Bankruptcy tracking reports – (CRS)

6.0 Calendaring

Calendaring refers to setting hearings for a specific date and time. Administrative calendaring tasks may not be directly associated with a specific case.

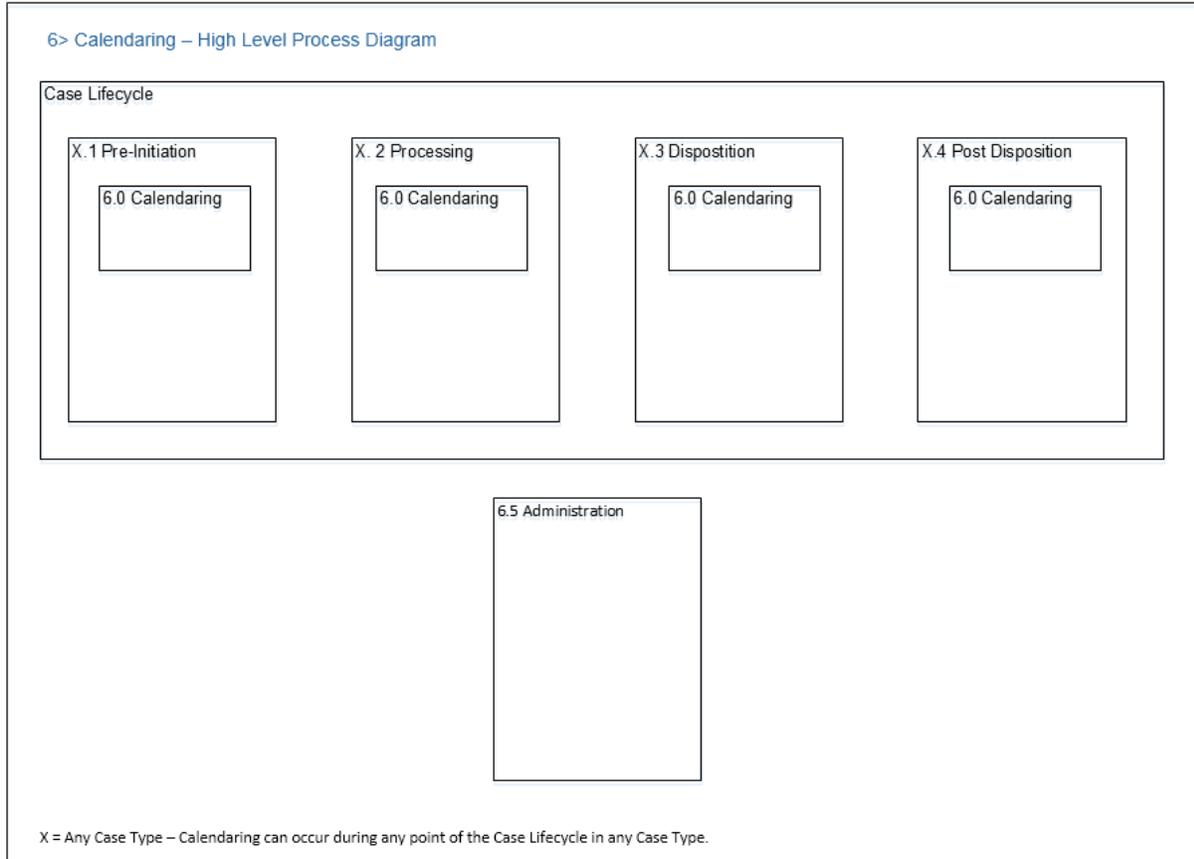


Figure 51 Calendaring - 6.0 High Level Process Diagram

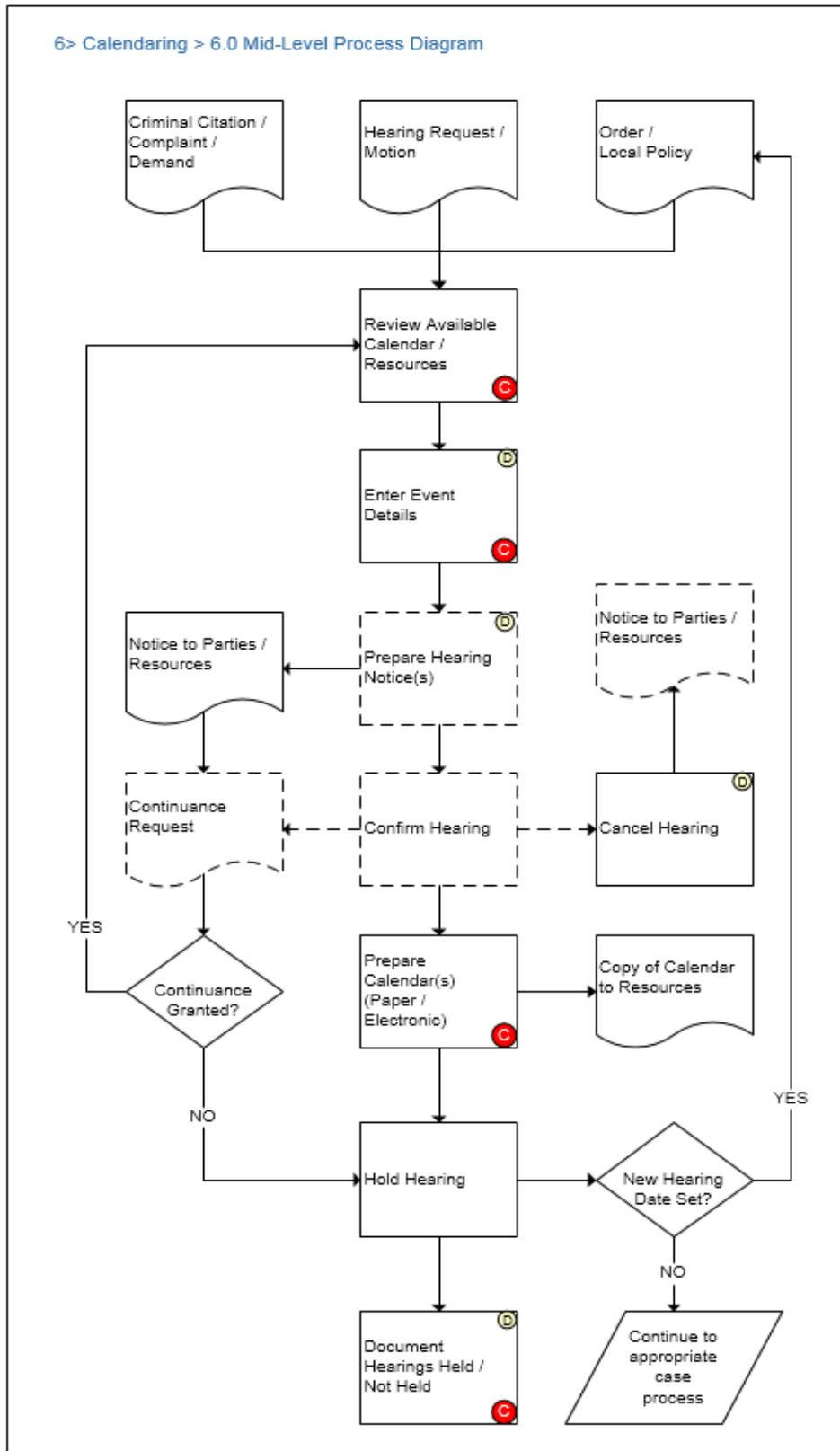


Figure 52 Calendaring - 6.0 Mid-Level Process Diagram

Process ID	6.0
Name	Calendaring
Actors	Court Staff, Judicial Officer, Defendant, Citing Officer, Prosecutor, Defense Counsel, Probation Staff, Case Participants, Interpreter/External Resources, Witnesses, Jurors, Victim/Advocate, External Agencies
Objective	To schedule hearings, create calendars, and manage caseloads
Description	<ul style="list-style-type: none"> • Calendaring is a process in which case(s) are grouped (as per local procedures) together for hearing(s) on specific day(s) and at a specified time and assigned to a specific courtroom and court official(s). • Caseload management requires the consideration of available internal/external resources in accordance with court's caseload best practices.
Trigger / Entry Criteria	<ul style="list-style-type: none"> • A hearing is required by statute, court rule, or request • A hearing is rescheduled due to caseload management needs
Input	<p>As Applicable:</p> <ul style="list-style-type: none"> • Filing/Case • Motion / Order / Request for hearing • Hearing details • Internal/External resource(s) • Orders • Caseload management reports • Internal/External reports • Request for interpreter • Request for reasonable accommodations
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Creating calendar/session

	<ul style="list-style-type: none"> • Schedule and manage resources • Schedule / reschedule / cancel events on calendar/session • Issue notice of hearing to the participants • Confirmation of hearing • Schedule interpreter/external resources • Print/Distribute calendar • Run caseflow management report(s) • Issue Subpoena(s)
Validation	<ul style="list-style-type: none"> • Hearing date is within the time allowed by statute or court rule, unless otherwise waived or ordered. • Verify the case is within the court's jurisdiction or otherwise ordered by the court. • Internal/External resources are available. • Hearing date is scheduled according to court's master calendar and caseflow best practices.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Hearing notices • Calendars • Electronic calendar • Supporting documents • Notice/Work order to interpreter/external resources • Reports • Subpoena(s) • Notification to external agencies • Caseload report
Exit Criteria	<ul style="list-style-type: none"> • Hearing(s) are set

	<ul style="list-style-type: none"> • Calendar has been printed and/or distributed
<p>Notes</p>	<p>Closure of case will cause cancellation of any future scheduled hearings.</p> <p>Hearing Print Option (HPO) Screen – Contains a free form line of text that will appear on the printed calendar for the hearing the text is added to on that case; does not repeat on other scheduled hearings for the same case.</p> <p>Calendar hearings singularly or in batch entries (BCAA)</p> <p>Reset hearings from one location (BCA)</p> <p>Notices to be created on demand or able to be run in batches</p> <p>Setting screens need to track AKA's when scheduling</p> <p>A participant's hearings, future and past, need to be visible statewide. It helps prevent conflicting court hearings from being scheduled in different courts and can help judicial officers determine if a warrant should be ordered or if a hearing should be rescheduled in the event the participant was also scheduled for court elsewhere.</p> <p><u>Reports:</u></p> <p>DL7020PX – Print Calendar Selection (PCS)</p> <p>DL7061PX – Case Setting List (CSL)</p> <p>DL7040PX – Calendar Load Report (CLS)</p> <p>DL7070PX – Notice of Civil Hearing (from PNS Menu)</p> <p>DL7010PX – Infraction Hearing Notice (PNS Menu)</p> <p>DL7000PX – Notice of Case Setting (PNS Menu)</p> <p>DL7030PX – Summons/Subpoena Notice (PNS Menu)</p> <p>DL7050PX – Summons/Bail Notice (PNS Menu) – (allow for BF outcome)</p> <p>Case Load Report (automatic reporting via AOC)</p> <p><u>Calendar Related System Warnings:</u></p> <p>Cannot schedule duplicate hearings on the same case (same hearing type/date/case number/time)</p> <p>Cannot reset a hearing to create a duplicate entry.</p> <p>Cannot set case for a hearing if still on appeal tracking – must remove from tracking code.</p>

	<p>Vehicle Violations must have a defendant added to the case before hearing is scheduled.</p> <p>Warning flag appears if hearing is past 120 days from violation date on Infractions.</p> <p>Maximum setting limit per case number (Currently 99 per case number, 999 per person).</p> <p><u>Decision Log Items:</u></p> <p>Decision Log Item # 7 – The term Calendar will be used as a noun when used in the BPE document, as in “the Calendar.” The term Schedule will be used as the verb when an activity defines scheduling a case on the calendar.</p>
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6.5 Administration

The administration process defines the administrative tasks required for Court Staff to manage the court's calendars and resources.

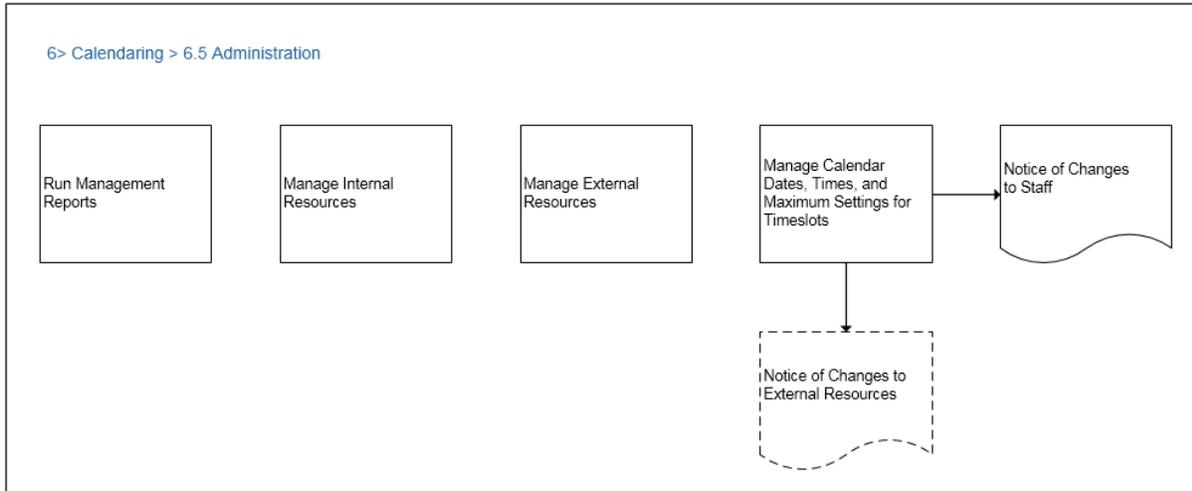


Figure 53 Calendaring - 6.5 Calendaring Administration

Process ID	6.5
Name	Calendaring Administration
Actors	Court Staff, Judicial Officer, Internal/External Resources
Objective	<ul style="list-style-type: none"> • Manage caseflow and caseload • Maintain an accurate and efficient calendar
Description	The administrative process includes managing resources, caseflow, and caseload.
Trigger / Entry Criteria	N/A
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Order(s) • Judicial Officer(s) availability • Internal/External resource schedule(s)/availability • Legislation / Local Ordinance / Court Rule • Master calendar plan
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Create calendar schedule (available dates/times) • Add / Update / Delete available Judicial Officers • Add / Update / Delete available internal/external resources • Add / Update / Delete local hearing type codes • (Re-)Distribute caseload/cases • Monitor caseloads on available calendar dates • Monitor "hearings held" completion • Monitor time for trial time standards

	<ul style="list-style-type: none"> • Monitor pre-printed hearing notices; order additional notices as needed • Review/Update local continuance request policy • Review/Update local exception processing policies • Manage local calendaring programs (i.e., hearings by mail/email) • Manage web-based services/information pages • Manage program materials • Manage Pro-Tem(s) • Communicate with internal/external resources • Monitor case filings/closures for caseflow and caseload management • Plan and manage master calendar
Validation	Master calendar plan sufficiently meets the needs of both the caseflow and the caseload.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Reports created for monitoring/planning • Budget analysis/reports • Staffing/Caseload reports • Published materials • Policy manual • Request for policy changes • Master court calendar for month / quarter / year
Exit Criteria	None
Notes	<p>These processes coincide with all the caseflow processes that include scheduling a hearing and must be completed to allow the calendar process to be efficient and successful.</p> <p>Needs: Codes need to be adaptable for courts to modify hearing</p>

	<p>names/types</p> <p>Ability to set up Court Closed Days (CCD Screen Commands)</p> <p>Ability to set up individual Court settings for courtroom/judge/title (Courtroom Table)</p> <p>Codes need to be adaptable for courts to modify hearing names/types</p> <p>Ability to set up individual court settings for courtroom/judge/title (Court Room Table)</p> <p><u>Reports:</u></p> <p>DL7040PX – Calendar Load Report (CLS)</p> <p>Case Load Report (automatic reporting via AOC)</p> <p>HRH Not Done (BOXI)</p>
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7.0 Probation

Probation refers to the processes that may be handled by Probation Staff, Contract Probation Staff, or Court Staff during the case life cycle.

Probation Process Examples:

- Pre-Trial Services
- Pre-Sentence Investigation
- Alternative Program Supervision
- Compliance Monitoring

Probation also performs various administrative tasks that may not be directly associated with a specific case.

Administrative Examples:

- Caseload Distribution
- Accounting
- Program Management
- Reports

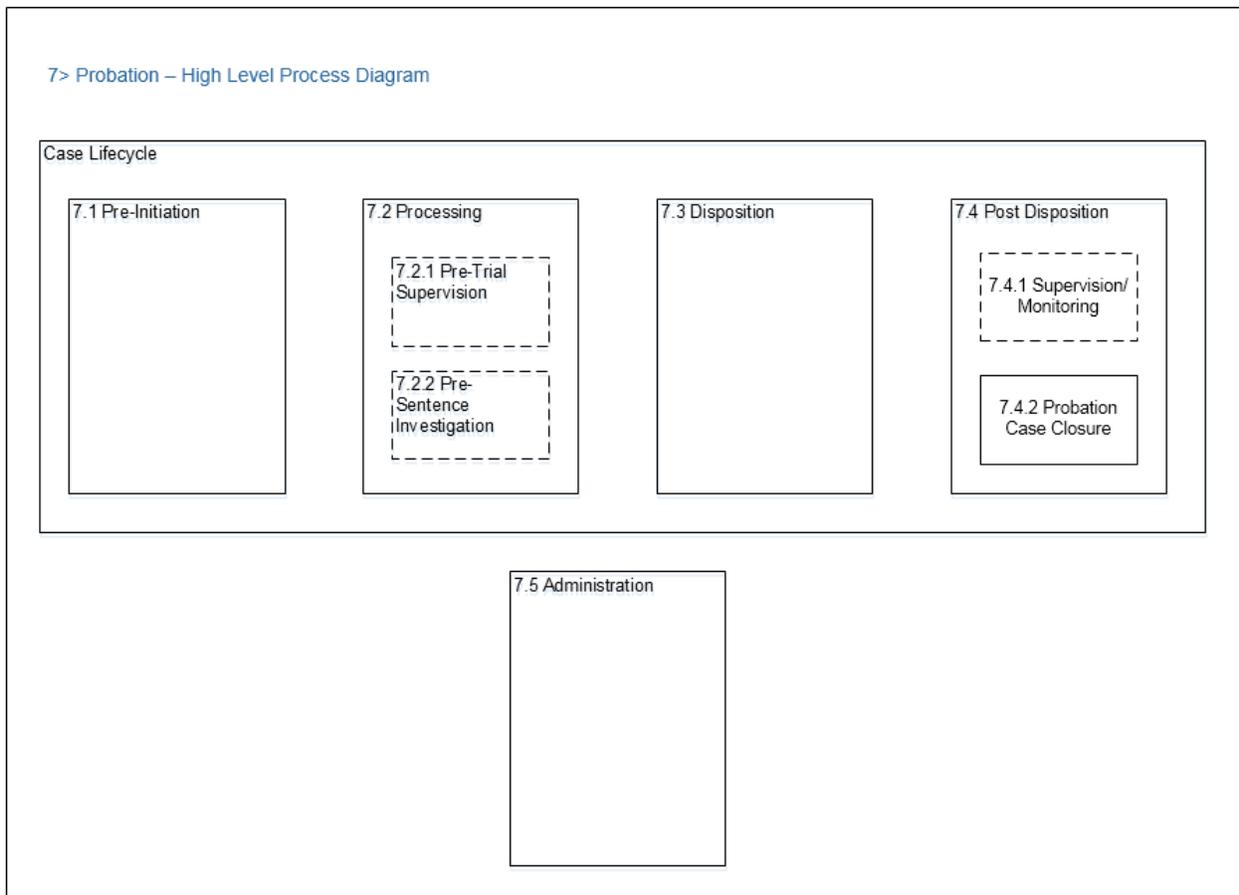


Figure 54 Probation - 7.0 High Level Process Diagram

7.1 Pre-Initiation

The pre-initiation phase in the case life cycle addresses all the activities that may occur before the formal filing of a case.

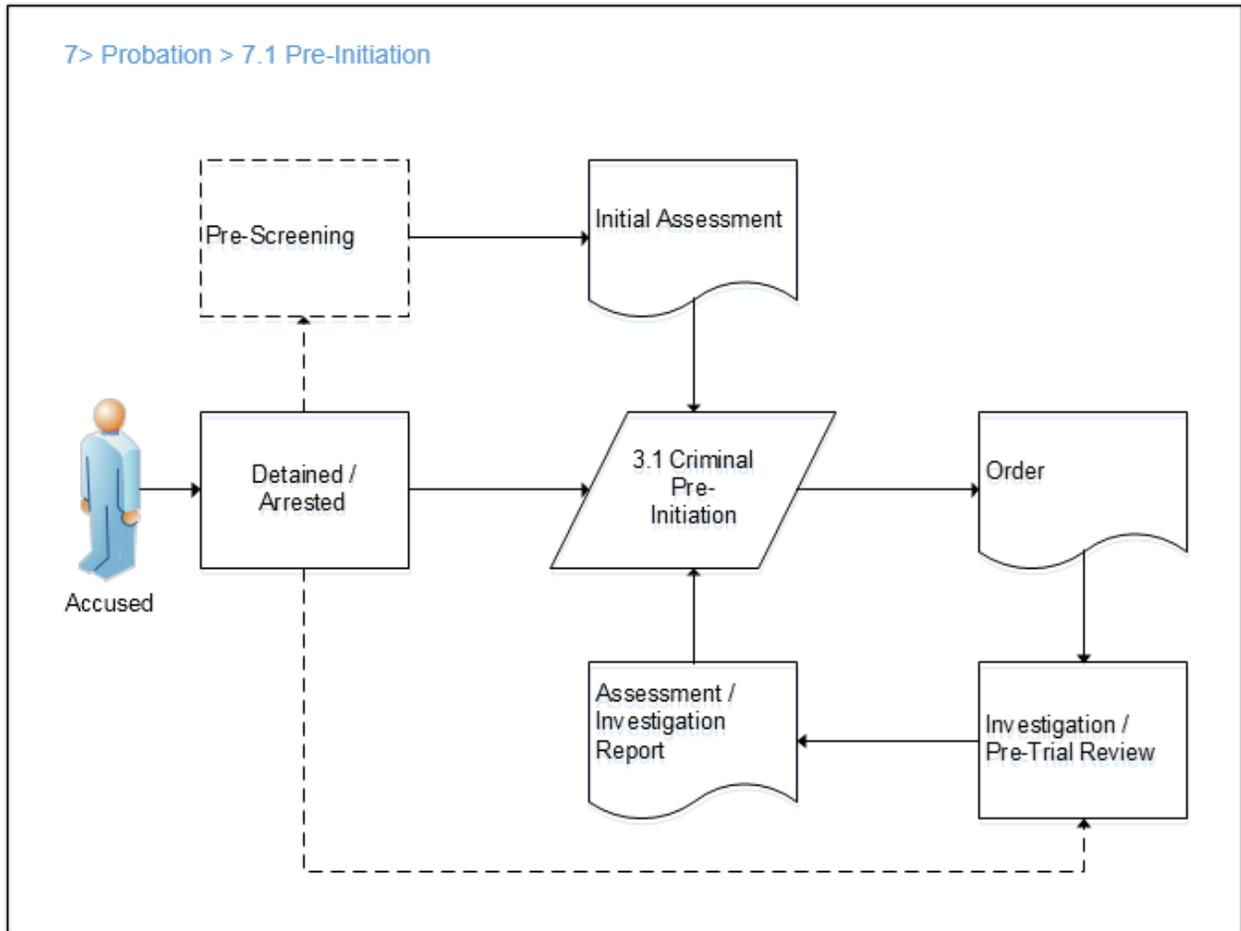


Figure 55 Probation - 7.1 Pre-Initiation

Process ID	7.1
Name	Probation – Pre-Initiation
Actors	Probation Staff, Defendant, Prosecutor, Defense Counsel, Judicial Officer, Court Staff, LEA, Jail Staff, Interpreter/External Resources, Collateral Contacts, Victim/Advocate
Objective	Conduct an investigation on persons held in custody to assess risk and/or recommend release conditions
Description	<ul style="list-style-type: none"> • The pre-initiation process can be triggered by either notification from the LEA/Jail Staff that there is a person detained in custody that needs an initial investigation (per local policy) or by a Court order. • The findings of the investigation are compiled and reported.
Trigger / Entry Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Detention • Arrest • Court order
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Criminal history • Arrest documentation/police report(s) • Request for interpreter • Request for reasonable accommodations • Collateral information • Financial information • Risk assessment report
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Interview defendant

	<ul style="list-style-type: none"> • Review criminal/compliance history • Review the arrest documentation/police report(s) • Schedule interpreter/external resources • Interview collateral contacts • Review the social information (e.g., current address, place of employment, family status) • Review financial information • Complete a risk assessment • Report findings (written or oral) • Participate in the court hearing • Determine the defendant's ability to participate
Validation	The defendant meets the criteria that initiates the local court's pre-initiation review policy.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Investigation report • Notice/Work order to interpreter/external resources • Risk assessment • Indigency screening documents
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Person is released from custody • Completed report given • Court order • Case filed - proceed to case processing • Case not filed
Notes	Not all courts require an initial investigation prior to bail being set or on every person detained.

	<p>Some jurisdictions have a separate “Pre-Trial Services” division/department or designated Jail Staff that handle this process.</p> <p><u>Related Legal Authority:</u></p> <p>RCW 36.01.070 – Allows a County to create a probation department</p> <p>RCW 9.95.204 – Allows County Probation Departments to supervise misdemeanor cases out of Superior Courts</p>
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7.2 Processing

The processing phase of a case includes:

- Pre-Trial Services (7.2.1)
- Pre-Sentence Investigation (7.2.2)

These have been detailed below.

7.2.1 Pre-Trial Services

The Pre-Trial Services phase refers to cases where the defendant is ordered to comply with conditions of release that must be monitored/supervised by Probation Staff and/or Court Staff.

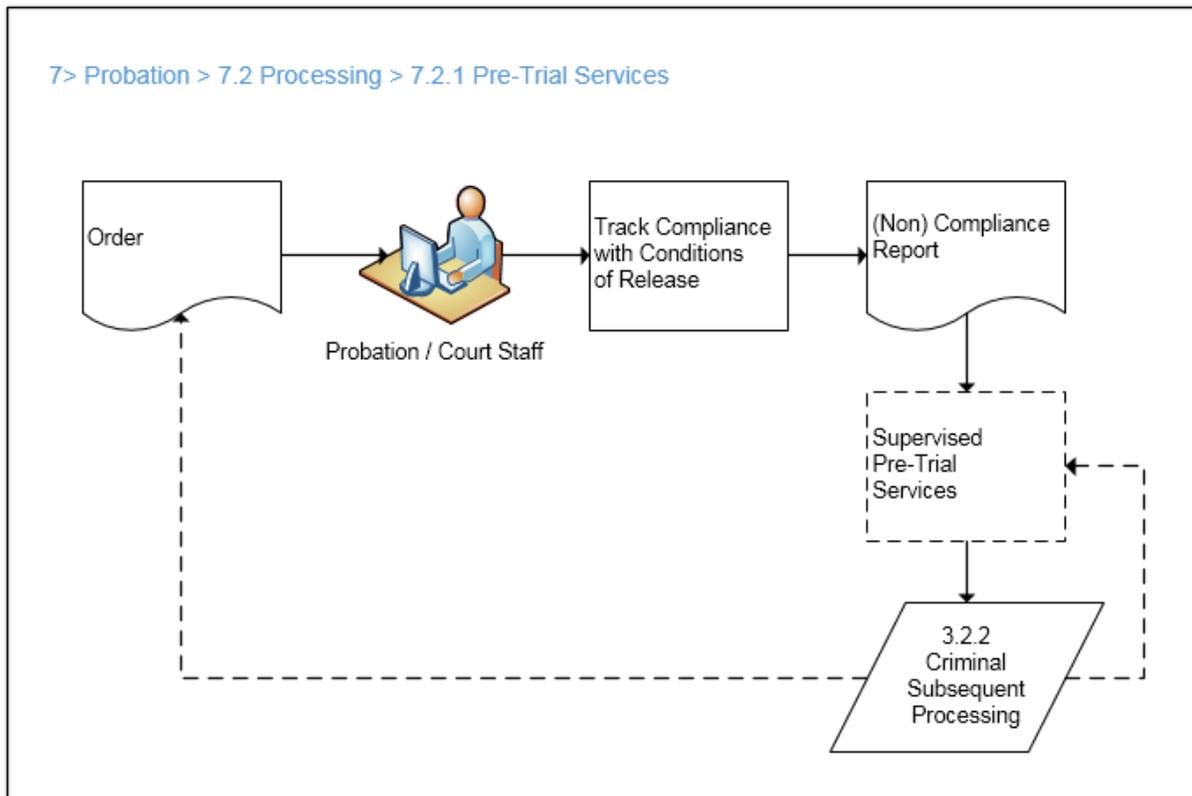


Figure 56 Probation - 7.2.1 Pre-Trial Services

Process ID	7.2.1
Name	Pre-Trial Services
Actors	Probation Staff, Defendant, Prosecutor, Defense Counsel, Judicial Officer, Court Staff, Jail Staff, Treatment/External Agencies, Citizens, Victim/Advocate, Interpreter/External Resources
Objective	Monitor/Supervise compliance with pre-trial conditions
Description	An order is signed requiring the defendant to comply with pre-trial conditions that are ordered to be monitored by designated staff.
Trigger / Entry Criteria	Order with Pre-Trial conditions
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Court order(s) • Treatment/External reports • Corrections reports • Request for interpreter • Request for reasonable accommodations • Alcohol/Drug testing results • Correspondence/Interviews • Alternative program reports
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Prepare/Maintain case file/process Intake sheet • Create reporting and/or tracking schedule • Communicate with defendant • Conduct appointments • Monitor/Supervise compliance

	<ul style="list-style-type: none"> • Verify/Update defendant information • Administer/Refer to alcohol/drug testing • Process orders • Manage A/R / payment schedule / payments • Prepare (non)compliance reports • Schedule interpreter/external resources • Alternative program monitoring/referral • Prepare Risk Assessment • Attend scheduled hearings • Process record requests • Community resource referrals • Assess or refer for RCW 10.77 evaluations • Ignition interlock/alcohol monitoring
Validation	Verify defendant has been ordered to Pre-Trial Services
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • (Non)Compliance report(s) • Correspondence • Risk Assessment • Request/Report for court action • Probation agreements • Referral order • Receipt(s) • External reports
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Case disposition

	<ul style="list-style-type: none"> • Case closure • Warrant status • Order to remove
<p>Notes</p>	<p><u>Related Legal Authority:</u></p> <p>RCW 10.01.160(2) – Pre-Trial supervision fees</p> <p>CrRLJ 3.2 – Release of Accused</p> <p>RCW 10.21.055 – Conditions of Release – Ignition Interlock Device, 24/7 Sobriety Program Monitoring</p>

7.2.2 Pre-Sentence Investigation

The Pre-Sentence Investigation phase refers to cases where the Probation Department is ordered to conduct an investigation into the defendant's criminal history, social information, etc., and generate a report.

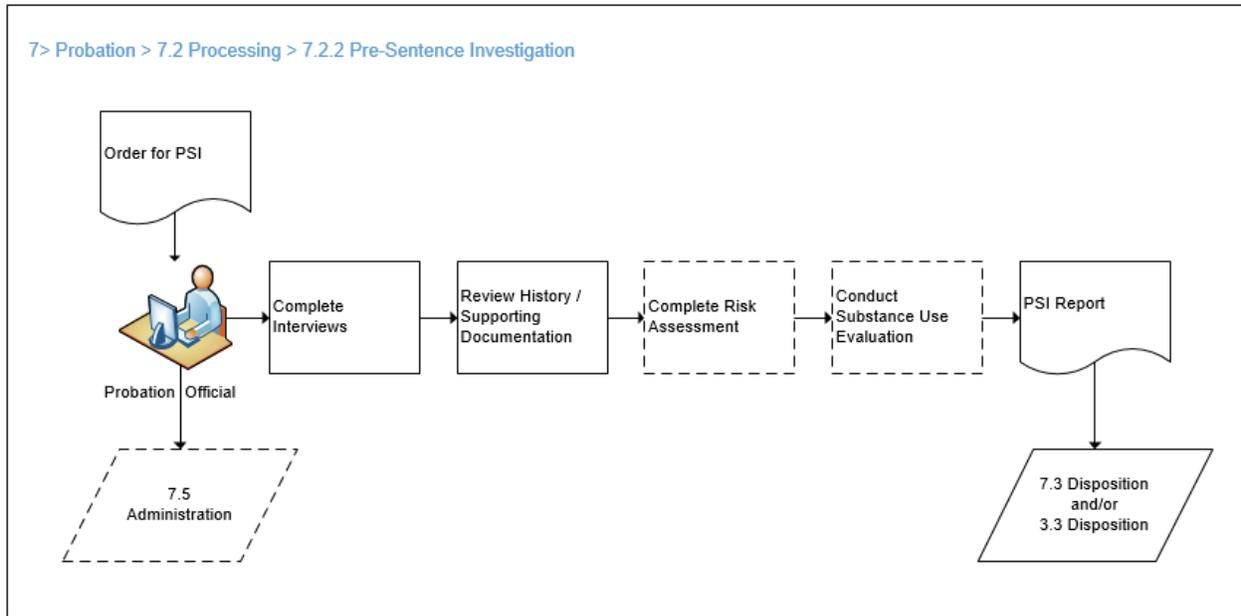


Figure 57 Probation - 7.2.2 Pre-Sentence Investigation

Process ID	7.2.2
Name	Pre-Sentence Investigation
Actors	Probation Staff, Defendant, Prosecutor, Defense Counsel, Judicial Officer, Court Staff, Victim/Advocate, Citizens, External Agencies, Jail Staff, Interpreter/External Resources
Objective	Conduct a pre-sentence investigation on a defendant with a disposition
Description	Probation Officer conducts an investigation by interviewing the defendant, compiling and reviewing external information, and presenting a comprehensive written analysis of the information and/or recommendation for the court's consideration
Trigger / Entry Criteria	Court order
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Court order • Criminal/Compliance history • Social information • Charging documentation/pleadings • Police report(s) • Assessment and treatment records • Alcohol/Drug test results • Financial information • Military record • Education history • Request for interpreter • Request for reasonable accommodations • Risk assessment

	<ul style="list-style-type: none"> • Medical and mental health history • Defendant interview • Victim statements/interviews • Correspondence from external parties • DOL record
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Review criminal/compliance history • Review the charging documentation/police report(s) • Review pleadings • Gather and review the social information (e.g., current address, place of employment, family status) • Complete a Risk Assessment • Interview defendant • Interview victim(s) • Schedule interpreter/external resources • Review all treatment / medical / mental health history • Generate a Pre-Sentence Investigation findings report • Complete substance use evaluation • Complete Accounting Activities (7.5 Administration)
Validation	<p>The Court order requires a pre-sentence investigation to be completed.</p>
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Pre-Sentence Investigation report • Substance use evaluation • Assessment/Treatment report for DSHS certified agencies (Blue Form)

	<ul style="list-style-type: none"> • Notice/Work order to interpreter/external resources • Risk Assessment
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Sentencing hearing • Warrant
Notes	<p><u>Related Legal Authority:</u></p> <p>CrRLJ 7.2(c) – Sentencing</p> <p>WAC 388-810-030 – County Designated Chemical Dependency specialist (related chapter 18.205 RCW and chapter 246-811 WAC)</p>

7.3 Disposition

The disposition phase refers to the activities during the sentencing hearing that result in the placement of the defendant on probation or terminates probation services.

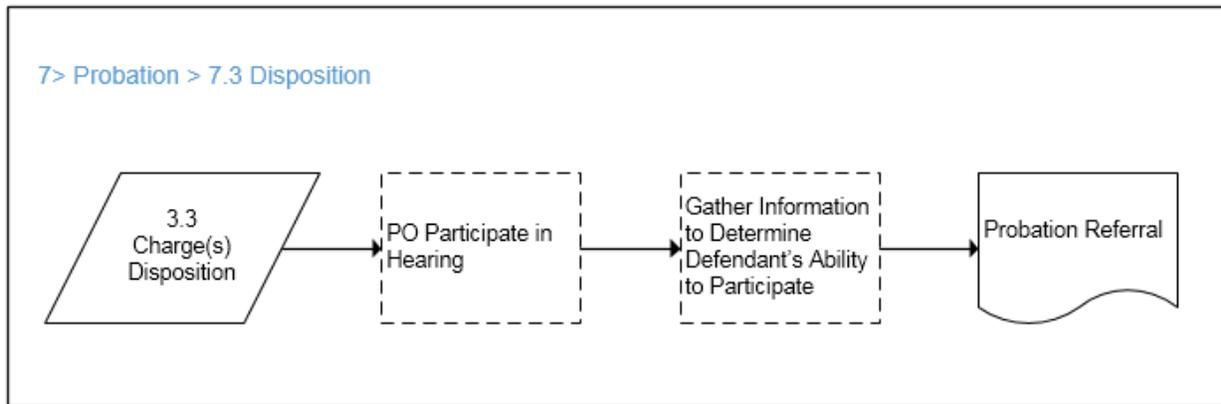


Figure 58 Probation - 7.3 Disposition

Process ID	7.3
Name	Disposition
Actors	Probation Staff, Defendant, Prosecutor, Defense Counsel, Judicial Officer, Court Staff, Victim/Advocate, Citizens, External Agencies, Jail Staff, Interpreter/External Resources
Objective	Determine level of probation services (if any)
Description	The process includes the notification to probation staff of conditions of sentence and/or placement of defendant on probation
Trigger / Entry Criteria	Disposition Hearing
Inputs	As Applicable: <ul style="list-style-type: none"> • Order • Disposition documents • Supportive documents • Referral
Activities	As Applicable: <ul style="list-style-type: none"> • Participate in hearing • Provide history • Gather information to determine defendant's ability to participate • Review order prior to entry • Provide referral(s) • Process probation referral/closure • Process additional information requests • Determine ICAOS eligibility

	<ul style="list-style-type: none"> • Assess probation fee(s)
Validation	Verify which probation services have been ordered (if any)
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Criminal history • Probation referral • External documents • Probation fee assessment • Other local documents
Exit Criteria	<p>As Applicable:</p> <ul style="list-style-type: none"> • Warrant • Order for supervision/monitoring • Probation case closure
Notes	None

7.4 Post Disposition

Post disposition phase of a probation case constitutes the following processes:

- Supervision/Monitoring (7.4.1)
- Probation Case Closure (7.4.2)

These have been detailed below.

7.4.1 Supervision / Monitoring

The supervision/monitoring phase documents the process that designated staff will follow during the Post-Disposition lifecycle of the case.

Process ID	7.4.1
Name	Supervision/Monitoring
Actors	Probation Staff, Defendant, Prosecutor, Defense Counsel, Judicial Officer, Court Staff, Jail Staff, External Agencies, Interpreter/External Resources, Victim/Advocate, Citizen
Objective	To monitor/supervise compliance with ordered conditions
Description	<ul style="list-style-type: none"> • Court/Probation staff monitor/supervise compliance with ordered conditions. • The defendant may be required to report in person (Active Supervision) at regularly scheduled appointments or they may only be required to provide proof of compliance of conditions to the court and/or the probation department (Compliance Monitoring).
Trigger / Entry Criteria	Disposition
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Order(s) • Jail compliance report(s) • External agency report(s) • Police report(s) • Proof of Alternative Program (non)compliance • Alcohol/Drug test report(s) • Risk Assessment • Correspondence • JIS generated tracking reports • Criminal/Compliance history • DOL Records • Medical/Mental health history

	<ul style="list-style-type: none"> • Request for interpreter • Request for reasonable accommodations • Financial Information • Military record • Employment/Education history • Social information • Victim(s) statements/interview(s) • Probation referral
<p>Activities</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Review orders • Prepare case file/process intake sheet • Create/Modify reporting schedule • Correspond • Schedule interpreter/external resources • Conduct appointments • Monitor/Supervise compliance • Review all incoming reports from external agencies • Maintain probationer case files • Complete Risk Assessment • Administer/Refer to alcohol/drug testing • Prepare (Non)Compliance/informational report(s) • Monitor alternative program compliance • Attend/Provide testimony at hearings • Manage A/R / payment schedules / payments • Manage ICAOS cases

	<ul style="list-style-type: none"> • Schedule hearing • Update court docket • Create/review probation documents • Complete post-sentence investigation/report • Generate/review tracking reports • Process record requests • Provide community resource referrals • Run records checks • Staff a case
Validation	Verify order has conditions for the defendant to comply with.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • (Non)Compliance/Informational report(s) • Receipt • Request for hearing • Hearing notice • Correspondence • Risk Assessment • Interstate Compact Agreement • Alternative program/jail compliance report(s) • Notice/Work order to interpreter/external resources • Probation documents • Post-sentence Investigation Report • Alcohol/Drug test results • Substance use evaluation

	<ul style="list-style-type: none"> • Assessment/Treatment report for DSHS certified agencies (Blue Form) • Reports
<p>Exit Criteria</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Court/Probation case closure • Warrant
<p>Notes</p>	<p>If a Risk Assessment was completed during 7.2.2 – Pre-Sentence Investigation, it may not need to be done again during this phase.</p> <p><u>Related Legal Authority:</u></p> <p>ARLJ 11 – Probation; Risk Assessment required on new probation</p> <p>CrRLJ 7.6 – Probation after conviction</p> <p>RCW 10.64.120 – Probation Fees</p> <p>RCW 9.95.204 – Misdemeanant Probation Services – county probation can supervise Superior Court misdemeanor cases.</p> <p>RCW 9.94A.745 – Interstate Compact for Adult Offender Supervision</p> <p>RCW 46.61.5055 – Sentence conditions on DUI/Physical Control – Violations of conditions must be reported to DOL (ACR form).</p>

7.4.2 Probation Case Closure

This process identifies all probation cases that have no future tracking activity.

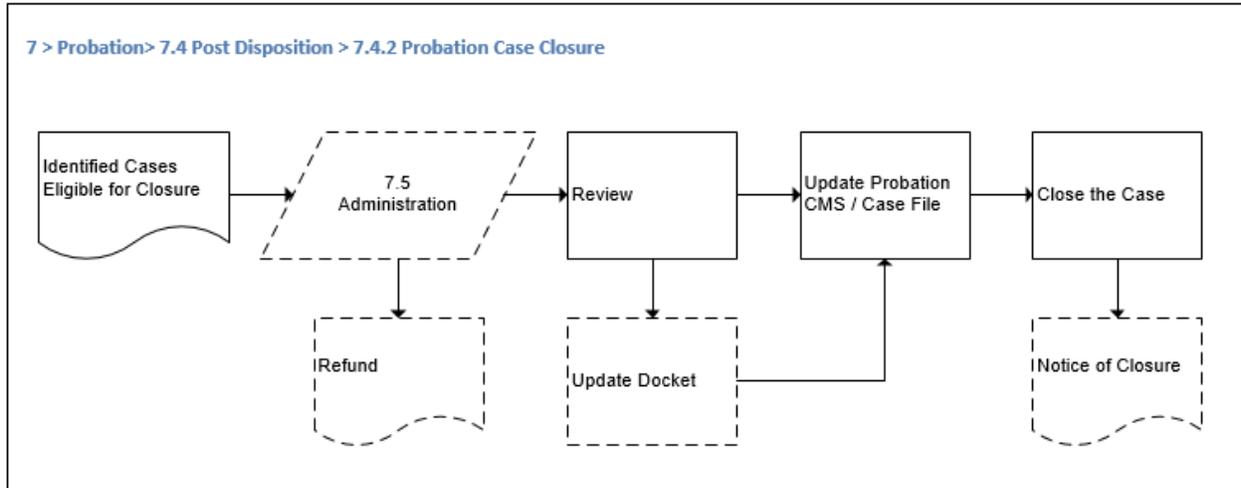


Figure 60 Probation - 7.4.2 Probation Case Closure

Process ID	7.4.2
Name	Probation Case Closure
Actors	Probation Staff, Defendant, Prosecutor, Defense Counsel, Judicial Officer, Court Staff, External Agencies, Interpreter/External Resources
Objective	Closure of eligible probation cases
Description	Close cases when the probation/conditions are satisfied, no pending probation actions are required (per local policy), and/or there is an order closing the case.
Trigger / Entry Criteria	Identification of open cases eligible for closure
Inputs	As Applicable: <ul style="list-style-type: none"> • Identified open cases • Order(s) • Warrant(s)
Activities	As Applicable: <ul style="list-style-type: none"> • Update condition(s) status • Update docket • Update and close probation CMS/file • Generate/Distribute closure notice • Close accounting (7.5 Administration)
Validation	Verify that the probation/conditions are satisfied, that there are no pending probation actions required (per local policy), and/or the case has been ordered to be closed.
Outputs	As Applicable: <ul style="list-style-type: none"> • Closure notice

	<ul style="list-style-type: none">• Refund
Exit Criteria	Closure of probation case
Notes	Parking Lot Item #30 – Destruction of Records process needs to be defined, needs to include probation cases.

7.5 Administration

The administration process defines the administrative tasks required for Probation Staff to monitor/supervise compliance.

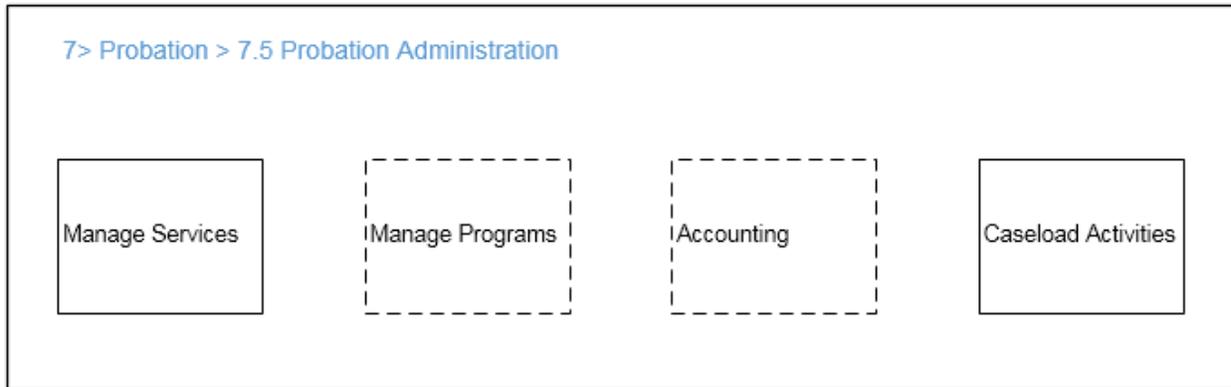


Figure 61 Probation - 7.5 Probation Administration

Process ID	7.5
Name	Administration
Actors	Probation Staff, Judicial Officer, Court Staff, Defendant, External Agencies
Objective	Manage probation services
Description	The administrative processes may include managing services, programs, caseload activities, and accounting.
Trigger / Entry Criteria	N/A
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Order • Correspondence • Payment(s) • Documents from external agencies • Management report(s) • State treatment provider status notices • Court calendar
Activities	<p>As Applicable:</p> <ul style="list-style-type: none"> • Manage existing programs • Create and maintain probation policy manual • Create new programs/services • Schedule program events and sessions • Report event / session / program attendance • Manage available services/providers

	<ul style="list-style-type: none"> • Provide service referrals • Caseload distribution and monitoring • Accounting activities • Collections activities • Manage requests for information • Manage program materials • Manage records retention • Process management reports • Manage web-based services/information page
Validation	N/A
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Receipts • Correspondence • Refunds • Monitoring reports • Budget analysis/reports • Staffing/Caseload reports • Retention/Destruction documents • Distribution/Remittance of fees • Program materials • Policy manual • Request for policy changes • Payment plans • Late fee notices/Collections notices

Exit Criteria	None
Notes	<p>These processes coincide with the case-flow processes Pre-Trial Supervision and Supervision/Monitoring, and must be done in order for those processes to be successful.</p> <p>Accounting processes for Probation departments may be outside of 5.0 Accounting documentation.</p>

8.0 Court Administration

Court Administration refers to all processes that may be handled by the Court Administrator and/or Site Coordinator outside of a specific case life cycle process.

Administrative Examples:

- Specialty Court / Program Management
- Reports
- Personnel Management
- Security
- Resource / Asset / Facility Management

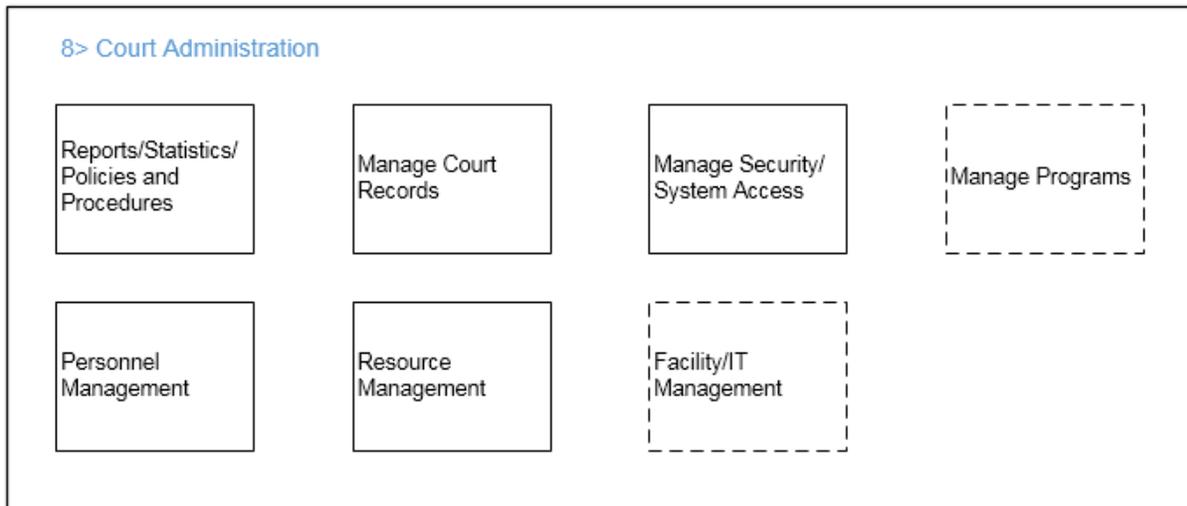


Figure 62 Court Administration - 8.0 High Level Process Diagram

Process ID	8.0
Name	Court Administration
Actors	Judicial Officer, Court Staff, Internal/External Agencies/ LEA, Prosecutor, (Contract) Counsel, Contractors, Service Providers, Probation, Participants/Public, Jurors, Elected Officials, Customers, Criminal Justice Agencies, Advocates, Grant Partners, Interpreters, Professional Associations
Objective	Administer court functions
Description	<p>The administrative processes may include managing:</p> <ul style="list-style-type: none"> • Services • Programs • Personnel • Resources • Assets • Facilities/Information Technology
Trigger / Entry Criteria	N/A
Inputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Correspondence • Requests • Documents from Internal/External agencies • Management Report(s) • Master Court Calendar • Contracts • Budget

	<ul style="list-style-type: none"> • Federal / Statutory / Court Rule / Local Ordinance Requirements • Report(s) • Order(s) • Policies & Procedures • Analysis
<p>Activities</p>	<p>As Applicable:</p> <ul style="list-style-type: none"> • Manage/Create programs/services • Manage web based services/information pages • Manage service providers • Manage vendor contracts • Manage cross-jurisdictional service contracts • Collaborate • Manage requests • Create/Maintain court policy/procedure manual • Manage court statistics (caseload, time for trial, etc.) • Manage court program/procedure materials and forms • Manage records retention/destruction • Manage local laws – FPSU/parking violations • Manage Organization Associations (ORA) • Manage Court Profile (CPFM) • Process management reports • Manage JABS users • Officer/ LEA maintenance • Create/Update bail schedule • Create/Manage court employee records/security – OFO/ATHX

	<ul style="list-style-type: none"> • Manage court information w/AOC • Manage budget • Manage assets / facilities / resources • Manage personnel • Prepare & deliver reports • Analysis • Correspondence
Validation	Each process may have its own validation.
Outputs	<p>As Applicable:</p> <ul style="list-style-type: none"> • Correspondence • Reports • Budget analysis • Retention/Destruction documents • Program materials • Policy/Procedure manual • Request for policy changes • Budget • Meeting documents • Contracts • Evaluations • Bail schedule • Website/Public materials • Analysis • Schedules (resources, staff, etc.)

Exit Criteria	None
Notes	<p><u>Reports:</u></p> <p>Case Load Report (BOXI)</p> <p>DUI Reports DH8001PX</p> <p>HRH – Previous Month Proceedings – BOXI Report</p> <p>Destruction of Records/JIS Issued</p>

9.0 Person

Identifying, creating, and/or managing of person records. A person record may be added during any phase of a case lifecycle.

Examples are:

- Individuals
- Civil participants
- Vehicle Violation participants
- Officials
- Organizations

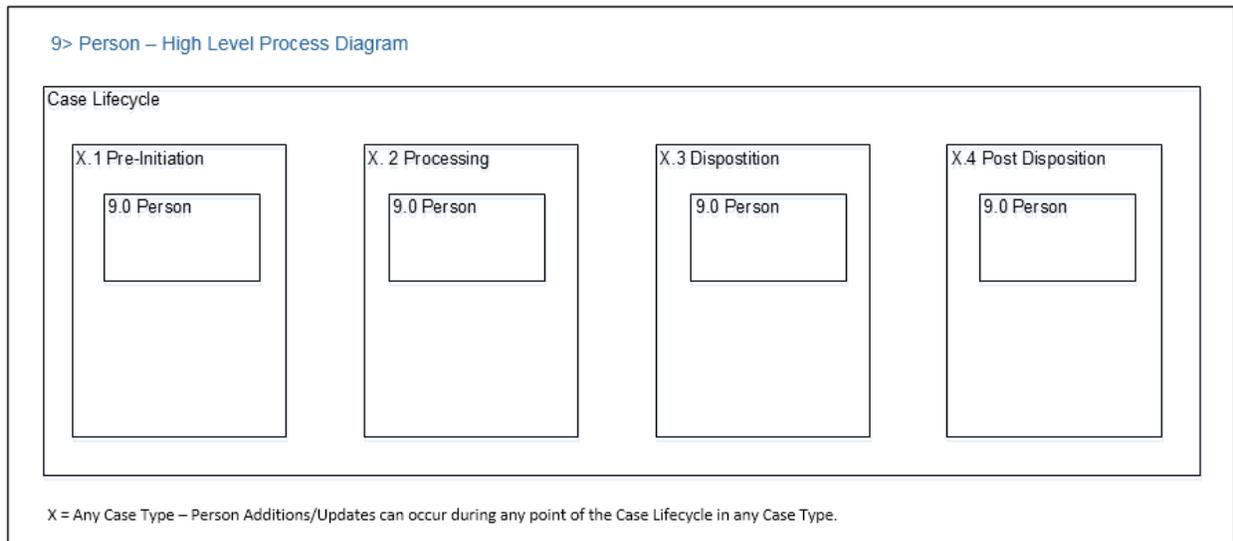


Figure 63 Person - 9.0 High Level Process Diagram

PERSON

A person record must exist in the database before that person can be a litigant or participant in a case or can be administratively associated with a case.

INDIVIDUALS – Persons who directly participate in legal cases, including criminal filings, infraction filings, and some civil filings. *Examples include:* Defendants, petitioners, respondents, victims, interpreters, witnesses, family/household members, minors, payers, restitution recipients, and payees.

Participants on a case should exist in the database as an INDIVIDUAL record only one time. Every court using the system shares that one person database record to create a state-wide history. Incoming documents shall be compared to the existing person database records, following the person business rules, to confirm if an existing record is the one record for use with that document or if a new person record needs to be created for the person on the document.

CIVIL PARTICIPANTS – Persons who directly participate in certain civil legal cases. *Examples include:* Petitioners, plaintiffs, defendants, respondents, payers, family/household members, minors, garnishee defendants, and payees.

Most civil case filings do not include identifying information, except for names of parties and other participants. Therefore, court clerks do not collect or enter identifying information in such cases in the current database. Case participants in these situations may appear in the database stores multiple times.

VEHICLE VIOLATION PARTICIPANTS – Persons who directly participate in parking or other vehicle related violation cases. *Examples include:* Vehicle owner, responsible party/defendant.

Vehicle Related Violations (VRV) are cited against a vehicle, not a person; however, in processing a vehicle related violation two types of participants may be added to the case: the vehicle owner and/or the person claiming to be the responsible party for the violation, otherwise referred to as the defendant on the case.

Vehicle owner records do not include identifying information, except for name, address, and the vehicle it is associated. They should remain connected to the vehicle license in the database, but their names could appear more than one time in the database if they have/had other vehicles that received violations. Defendant name records do not include identifying information, except for name and address, so these participants may appear in the database stores multiple times.

OFFICIALS – Persons who directly participate in or who are administratively associated with legal cases or probation files. *Examples include:* Court Staff, Judicial Officers, Probation Staff, Attorneys, and Law Enforcement Officers.

ORGANIZATIONS – Companies, Agencies, Jurisdictions, and others who are associated with cases, with the court itself, or both. *Examples include:* Courts, Jurisdictions, Law Enforcements Agencies, Collection Agencies, Bonding Companies, Government Agencies, Banks, and Service Providers.

Elements of a Person Record

INDIVIDUALS	CIVIL PARTICIPANTS	VEHICLE VIOLATION PARTICIPANTS	OFFICIALS	ORGANIZATIONS
Last Name	Last Name	Last Name	Last Name	Name
First Name	First Name	First Name	First Name	Address Line 1
Middle Name	Middle Name	Middle Name	Middle Name	Address Line 2
Name Suffix	Name Suffix	Name Suffix	Name Suffix	City
Date of Birth	Address Line 1	Address Line 1	Address Line 1	State
Age	Address Line 2	Address Line 2	Address Line 2	Zip Code
Gender	City	City	City	County Code
Race	State	State	State	Country
Ethnicity	Zip Code	Zip Code	Zip Code	Org. Type Code
Address Line 1	County Code	County Code	County Code	Org. Sub-Type Code
Address Line 2	Country	Country	Country	Org. Number
City	Represented By (link to AT)	Begin Effective Date	Attorney Type Code (AT Only)	Org. ID
State	Doing Business As (link to Party)	End Effective Date	Org. Number (AT Only)	Org. DOL Code (LEA/Court Only)
Zip Code	Garnishee Defendant Is (link to Party)	Unique Name Code	Attorney Status Code (AT Only)	Contact Name
County Code	Unique Name Code		Off. Type Code	Begin Effective Date
Country			Off. Sub-Type Code	End Effective Date
Driver's License			LEA Code (Officers Only)	Unique Name Code
Driver's License State			Officer Number (Officers and Attorneys Only)	
Driver's License Expiration Date			LECS ID (Officers Only)	
Interpreter/ Language Code			Fax Number	
Height			Begin Effective Date	
Weight			End Effective Date	

Hair Color			Unique Name Code	
Eye Color				
Other Physical Characteristics (i.e., tattoos, scars)				
WA State ID (SID) Number				
DOC Number				
FBI Number				
Home Phone				
Work Phone				
Cell Phone				
Email address				
Employer Name				
Date of Death				
Last Updated Date				
Last Update By Official Initials				
Last Updated By Official's Court Initials				
Unique Name Code				
True Name Code				

10.0 Reports Documentation List

Report Name	Report Description	System
Accounts Payable Adjustment Audit Report	The Accounts Payable Adjustments Audit report is used as an audit trail of changes to accounts payable. The changes tracked are payee name, hold reason code, and consolidation name.	JIS
Accounts Payable Report	<p>The Accounts Payable report lists accounts for which payable records exist. AP's are created by JIS as a result of overpayments, restitution receipting, civil payments (not endorsements), suspense funds, and miscellaneous trust.</p> <p>A case is removed from the report when the payable amount has been disbursed. Payable subtotals are given for each accounts payable type and jurisdiction (for courts of limited jurisdiction). A grand total for the court is printed at the end of the report.</p>	JIS
Accounts Receivable Adjustments Audit Report	This report is used by court management to monitor changes to A/Rs made by court staff. The auditor requires a monthly version of this report when the court is audited.	JIS
Accounts Receivable Detail Report	The A/R Detail report lists both summary and detail information for all open A/Rs for the court. It includes cases where the obligations have not been paid in full and can be used to locate cases with open A/Rs that have never had a payment applied.	BOXI
Accounts Receivable Summary Report	The A/R Summary report lists both summary and detail information for all open A/Rs for the court. Open billed A/Rs include all cases, narrowed by the prompts selected when the report is run, where the case obligations have not been paid in full.	BOXI
Accounts Receivable Type Detail Report	The A/R Type Detail report provides a breakdown of cases using the specific A/R Type Codes or Cost Fee Codes listed. It also shows the paid and adjusted amounts on the case.	BOXI
Active User List for Court	<p>This report provides a list of users for a court along with the RACF IDs entered on the Authorization Modify screen (ATH). The report also includes judges with active Official (OFO) records and JIS security (ATH) records.</p> <p>This report can be used as a management tool to verify active employees. In conjunction with the Profile Authorization Report and RACF User List, this report can also be used to manage JIS security in a court.</p>	JIS
Adjusted Receipts Report	This report is used by court management staff and auditors to track adjustments of receipts. It lists receipt adjustments done during a specified reporting period, not to exceed 31 days.	JIS

Report Name	Report Description	System
Bail Schedule - Detailed Law List	This detailed report can be used to compare local laws with laws on the statewide table for duplication.	JIS
Bail Schedule - Summary	The Bail Schedule Report can be used to report to outside agencies or verify RCWs and bail amounts on citations.	JIS
BKR: Bank Reconciliation Statement Report	The Bank Reconciliation Statement report is used to assist in the bank account reconciliation process. It also serves as a record of a successful reconciliation when it is prepared immediately after the reconciliation.	JIS
Calendar Load Report	The Calendar Load Report provides totals for the number of hearings set for a specified date range. This information is useful when making decisions regarding future scheduling.	JIS
Case Filing Label Report	<p>Prints adhesive labels to tag case files within a court. The labels are printed by filing date, as a companion to the cases on a calendar, or are printed individually by case number. There are two sizes of adhesive labels available for printing: the small label that is ½ inch x 3-1/2 inches and can accommodate three lines of text; and the large label, which is one inch x 3-1/2 inches and can accommodate six lines of text.</p> <p>This report can also be used to select the type of information to appear on the labels and on where the information prints on the label.</p>	JIS
Case Financial History Report	The Case Financial History Report lists complete current and historical accounting activity for the specified obligor for each case listed.	JIS
Case Order History Report	<p>The Case Order History Report is used to obtain a printed record of a person's past and current order activity, and is used to ensure that conflicting orders are not created for a case.</p> <p>The Case Order History (COH) Report lists all the statewide protection-type orders attached to a particular case. The orders are listed by filing date, judge's initials, order type, status, granted status, decision date, and expiration/termination date. In addition, case number, case filing date, and case title are listed on the report.</p>	JIS
Case Review Report	The Case Review Report lists non-civil and some civil cases that should be reviewed. For example, a review might involve verifying a defendant has completed alcohol school when processing a DF case. Civil cases will only appear if "On Appeal" is selected on the report.	JIS

Report Name	Report Description	System
Caseload Report	<p>The statistics in the Caseload Report profile the core judicial caseload of Washington's courts of limited jurisdiction. Statistical data is collected and compiled only for courts that enter data into JIS. Some statistical data is also compiled for courts which upload local court data to the JIS (i.e., Seattle Municipal Court uploads criminal case data but not infraction data).</p> <p>The Caseload Report does NOT comprise a complete workload report for a specific court. Administrative activities, non-case activity, and off-bench case activity are not reflected in caseload statistics. In addition, some courts manage certain case activities outside the JIS (i.e., felony preliminary activity, superior court arraignments, jail arraignments for other jurisdictions, in-custody defendant court appearances, bail hearings, investigative holds, fugitive complaints, extradition hearings, and parking).</p> <p>Similarly, caseload revenue statistics do not reflect all monies receipted by the courts. Funds held in trust, certain filing and administrative fees, and non-case receipts are not included in the figures presented in these tables.</p>	JIS
Cases Eligible For Closure Report	<p>The Cases Eligible for Closure Report is used to verify non-civil infraction and criminal cases that are eligible to be closed. Civil and parking cases are excluded from selection. This report is intended to list cases that do not appear on any other JIS management reports. Once submitted, the report prepares overnight and is available for printing the following day.</p>	JIS
Case Setting List	<p>The Case Setting List is designed to be posted in a public place to provide hearing participants and others with information regarding the time and location of a hearing. It is commonly referred to as the Lobby Calendar.</p>	JIS
Cases with Accounts Receivable Paid-In-Full	<p>The Cases with A/Rs Paid-in-Full Report is used to list cases that have had billed A/Rs that have been paid in full. The report can be used to locate cases that are paid in full but not closed.</p>	BOXI
Cases with Disposed Charge in "Potential" Status	<p>The Cases with Disposed Charge in "Potential" status displays cases that have fines or condition-related costs listed on the Plea/Sentence screen but the A/Rs have not been changed from a "potential" status to a "billed" status.</p>	BOXI

Report Name	Report Description	System
Cashier's Report	<p>The Cashier's Report lists transactions for each cashier for a specified time period. For each cashier's batch, the transactions are grouped by money type (cash, checks, credit cards, applied amounts, posted bonds, and credit amounts for waived civil fees) and then sorted by jurisdiction, cashier or journal voucher number.</p> <p>A batch is a term used to group and identify transactions that have been receipted. Each cashier is automatically assigned a separate batch number by the system. A new batch number is assigned to a cashier when receipting for the first time after cutoff.</p> <p>The Cashier's Report can be run in detail or summary format. The detail format lists every transaction and provides a total page. The summary format lists totals for each cashier but does not include transaction detail. The report can be prepared for a day, whether an End of Day cutoff has been completed or not. It can also be prepared for all cutoff batches for a given month; however, system archiving processes prevent accurate reporting for any period beyond 90 days in the past.</p>	JIS
Check Register Report	The Check Register report is used for verification and control totals for account activity on a particular bank account.	JIS
Checks	This report prepares A/P data for check printing using a standard check format.	JIS
Clerk's Dismissal Eligibility Report	<p>The Clerk's Dismissal Eligibility Report is used to identify:</p> <ul style="list-style-type: none"> • Civil cases eligible for dismissal notices. <p>Note:</p> <p>In July of 1997, Domestic Violence cases (DV case type) were converted to a CV case type with a DVP cause and Vehicle Impound cases (VI case type) were converted to a CV case type retaining the original cause.</p> <ul style="list-style-type: none"> • Small Claims cases eligible for closure due to inactivity. 	JIS

Report Name	Report Description	System
Clerk's Dismissal Notices	<p>The Clerk's Dismissal Notices provides notice to the parties in a Civil case that the case may be dismissed for lack of action pursuant to CRLJ 41. When the notices are submitted, a docket entry is created which indicates that a Dismissal Notice was generated.</p> <ul style="list-style-type: none"> • Two printed documents are produced for each selected civil case. • Clerk's Notice For Dismissal For Want of Prosecution And Declaration Of Mailing. • Order of Dismissal For Want of Prosecution. <p>The Notice is sent and the Order is filed pending response. If there is no response within 30 days of mailing, the Judge may sign the Dismissal Order. On the Civil Judgment/Dispo Update screen (CVJ), the clerk should enter a Judgment Disposition of DW (Dismissed Without Prejudice) and a Case Disposition of DP (Dismissed without Prejudice) to close the case.</p>	JIS
Collection Agent Assignment	<p>The Collection Agent Assignment Report is used to:</p> <ul style="list-style-type: none"> • Report case obligations eligible for assignment to a collection agent. • Assign qualifying case obligations to a specific collection agent. 	JIS
Collection Agent Report	<p>The Collection Agent Report is used to:</p> <ul style="list-style-type: none"> • Report case obligations that have been assigned to and/or removed from collections during a specified date range. • Report all case obligations currently assigned or assigned for a specified assignment age range. • Report detailed case obligor and case obligation information to the collection agent. • Report case obligation assignment status, A/R adjustments, interest accruals, and payments for case obligations assigned to a collection agent. <p>The Collection Agent Report is submitted after all collection status update, notification, agent assignment, and transfer processes are completed for the court's current collection processing cycle. It may be prepared in detail, activity, or summary format.</p> <p>The Collection Agent Report may be provided to the collection agent as a printed report, a file that has been downloaded to diskette, or via electronic file transfer from JIS directly to the collection agent's computer system (an FTP process).</p>	JIS
Collection Agent Transfer Report	<p>The Collection Agent Transfer Report is used to:</p> <ul style="list-style-type: none"> • List all case obligations eligible to be transferred from one collection agent to another. • Transfer case obligations from one collection agent to another. 	JIS

Report Name	Report Description	System
Collection Auto-Selection Report	The Collection Auto-Selection Report is used to: report case obligations eligible for collection processing and notice preparation and select qualifying case obligations for collection notice preparation by updating the Collection Status Code to S (Selected).	JIS
Collection Notice Report	<p>The Collection Notice Report is used to:</p> <ul style="list-style-type: none"> • Report case obligations eligible for notice preparation. • Prepare collection notices. <p>The Collection Notice Report prepares collection notices for delinquent case financial obligations. The collection notice serves to notify the case obligor of their delinquency, the payment amount required to bring their account current, the time period in which payment must be received, and the consequences for failing to comply. The text of the collection notice is written by the court and is stored on the JIS system to be used each time notices are prepared. The text may be written to apply to all participant types within a case type, or written for specific participants within a case type.</p>	JIS
Consolidated Check Report	The Consolidated Check report shows all amounts consolidated into one check for disbursement, along with their respective cases, payer names, and final payee names. This report is intended to serve as an audit report and as a check advice to be delivered to the consolidation payee along with the check. Each consolidation will begin on a new page and a Final Totals page adds all items and amounts for each consolidated check recipient. The court should print two copies of the report, one to separate and mail with each consolidated check, and another for a court record.	JIS
County Cross Reference List	<p>The County DCXT allows a court to cross reference the BARS account numbers printed on the Remittance Summary Report with local numbers which may be required by a county or city financial office. The County Cross Reference List Report lists all the information that was entered on the DCXT table by the court.</p> <p>For additional information about the DCXT table, see the online Code Manual and the help windows on the County Dept. Code X-Reference screen (DCXT).</p> <p>This report can be used to verify information entered on the County DCXT.</p>	JIS

Report Name	Report Description	System
Court Calendar	<p>Calendars are prepared from the Print Calendar Selection screen (PCS). Any or all of the following reports can also be requested for each case or person on the calendar:</p> <ul style="list-style-type: none"> • Abstract of Driving Record (ADR). • Printed Docket Report. • Case Financial History Report. • Defendant Case History Report. <p>Up to three calendars can be submitted at one time. The date range for any one calendar cannot exceed thirty days.</p> <p>To preserve online response time during the day, calendars and accompanying reports should be submitted to prepare overnight whenever possible. If prepared during the evening, the calendar will be ready for printing the following morning and will include any updates made to cases prior to its preparation.</p>	JIS
Court Local Revenue Report	<p>The Court Local Revenue Report shows the local revenue collection rates for each court/jurisdiction during the last three calendar years as well as an average collection percentage for the three-year period. The data does not include any state receivables, state revenue, or restitution.</p> <p>AOC prepares the report once a year using Data Warehouse (Brio) software and mails the report to county clerks and district/municipal court administrators.</p> <p>Courts can use the report to derive a local revenue collectible amount from current receivables and report that amount in annual financial reports to the county or city. The worksheet in this document is designed to assist courts in calculating their local revenue amount.</p>	BOXI
Daily Disbursements Report	<p>The Daily Disbursements Report is used to verify the disbursement run of checks that were printed and disbursed on a particular bank account.</p>	JIS
Defendant Case History Report	<p>The Defendant Case History Report is used to obtain a printed record of a defendant's past and current court activity.</p> <p>The Defendant Case History (DCH) Report lists all the statewide juvenile offender, criminal and infraction cases in which an individual is a defendant. In addition, alias information about the defendant is included and whether a case is filed against a true name or an alias (AKA). There is also a total count of the defendant's cases statewide.</p> <p>The report includes the following information for each case: case number, LEA (for cases in courts of limited jurisdiction), case type, court ID, violation date, violation title, case status, hearing status, and amount owed. The cases are listed by violation date so that the most</p>	JIS

Report Name	Report Description	System
	current case appears first. If there are any sealed cases included in a defendant's history, those cases appear first and the case notation on the report begins with a "Seal Bgn" and a "Seal End" notation. Only the case number, court ID, and short violation description appear on sealed cases.	
Deleted Cases Audit Report	This report is used by court management staff and auditors to list cases that were deleted using the JIS command Non-Civil Case Delete (NCCD) during a specified period, not to exceed 31 days. Cases deleted prior to January 3, 1994 will be included in the total number of cases deleted on the report, but will not be listed individually on the report.	JIS
Destruction of Records Report	The Destruction of Records Report lists cases that can have the court's paper records destroyed. Destruction of the computer records is an automated Database Management process that provides ongoing management of the JIS Case and Person Databases. See the Database Management Processes section for more information.	JIS
Docket: Printed Docket Report	The Printed Docket is a printed account of all the important events and information regarding a case. It reflects not only docket text entries made on the system, but also information about the defendant, offense, cashiering transactions, collection status, hearing summary, and order summary. The Printed Docket is not an exact duplicate of the Case Docket Update screen (CDK). It is more comprehensive, grouping similar items for easy recognition of events and other information.	JIS
DUI Reports	<p>The DUI Reports consist of a series of four statistical reports which provide data on how an LEA's DUI-related cases are managed by the court and the effectiveness of DF or other court imposed sanctions. The statistics are compiled only for cases with a charge of DUI, physical control, or an equivalent local ordinance from courts which participate in the JIS or upload local court data to the JIS (i.e., Seattle Municipal Court).</p> <p>The AOC publishes a statewide annual summary report each February on the Washington State Courts Home Page (www.courts.wa.gov). Data is published for cases disposed during the preceding year. The statewide summary allows comparison of DUI case management practices between courts.</p> <p>The DUI Reports can be used to:</p> <ul style="list-style-type: none"> • Determine how DUI-related charges are disposed by the court. • Evaluate the effectiveness of DF and other court diversion programs. • Evaluate the effectiveness of specific sentencing techniques. 	JIS

Report Name	Report Description	System
FTA Eligibility Report	<p>The FTA Eligibility Report lists cases that are eligible for an FTA, but does not change the status of the selected cases. The FTA Eligibility Exception Report lists problems encountered by the system when the report is run. A Summary Report indicates the total number of cases ineligible for an FTA because they fail to meet the selection criteria.</p>	JIS
FTA Ordered Report	<p>The FTA Ordered Report lists cases for which FTAs have been either individually ordered or automatically selected by the system and have not been issued.</p> <p>An FTA Ordered Exception Report lists cases in which changes have occurred between the time the FTA was ordered and the time the report appeared in the print domain. The exception report also lists cases which lack adequate case information.</p> <p>The FTA Ordered Report can be used to verify that cases eligible for an FTA have actually had FTAs ordered. If FTAs are ordered individually, the cases on the FTA Ordered Report can be compared to the cases listed on the FTA Eligibility Report.</p>	JIS
FTA Outstanding Report	<p>The FTA Outstanding Report lists cases for which FTAs were issued during the requested date range. The FTA Outstanding Exception Report includes information to assist in troubleshooting FTA issuance problems.</p> <p>Use: The FTA Outstanding Report can be used to:</p> <ul style="list-style-type: none"> • Develop management statistics that identify potential receivables for traffic infraction or criminal traffic cases. • Clean up FTAs on the system when a case has a balance of zero and no disposition. Usually this means that the FTA needs to be adjudicated, a Finding/Judgment needs to be entered on the Plea/Sentencing screen (PLS), or a disposition needs to be entered on the Case Disposition screen (CSD). 	JIS

Report Name	Report Description	System
FTA Adjudicated Report	<p>Each weeknight, information on cases which have been adjudicated in the system is electronically transmitted to the Department of Licensing (DOL). An Adjudicated and Issued FTA Report is automatically prepared and routed to the court's print domain as part of this process.</p> <p>The court can also prepare an FTA Adjudicated Report which lists all cases for which FTAs have been adjudicated on the system within a specified date range.</p> <p>In addition, an FTA Adjudicated Exception Report is prepared to identify error messages.</p> <p>The FTA Adjudicated Report can be used by the court to track what FTAs were adjudicated on the JIS system.</p>	JIS
FTA Automatic Selection Report	<p>The FTA Automatic Selection process selects and orders FTAs on eligible Traffic Infraction cases. The FTA Automatic Selection Report which is automatically generated by this process provides a summary of the number of cases, defendants and charges rejected and the reasons for rejection. See the FTA Processes topic for more information.</p> <p>The FTA Automatic Selection process is used to automatically select and order FTAs for all eligible traffic infraction cases.</p>	JIS
Hearing Type Code List	<p>The Hearing Types Code List provides a list of the information entered by the court on the Hearing Type Update Screen (HRT). Each court must add their own hearing type codes for their court. Each hearing type code is made up of two parts: the type code and the sub-type code. The type code is used to classify hearings for statistical research purposes while the sub-type code enables the court to modify the hearing information. See the Hearing Types section for complete instructions on establishing/revising hearing type codes.</p> <p>This report can be used to verify data entry of the hearing type information entered on the Hearing Type Update screen (HRT).</p>	JIS
Hearings Not Held Report	<p>A Hearings Not Held Report compiles a list of hearings that remain in scheduled status for the previous month. The report shows the date of the hearing, case number, case type, defendant, and hearing type.</p> <p>The list may be set up to automatically generate for the court.</p>	BOXI

Report Name	Report Description	System
Individual Case History Report	<p>The Individual Case History Report is used to obtain a printed record of a person's past and current court activity.</p> <p>The Individual Case History (ICH) Report lists all the statewide cases in which an individual is a participant. In addition, alias information about the participant is included and whether a case is filed against a true name or an alias (AKA). There is also a total count of the participant's cases statewide.</p> <p>The report includes the following information for each case: case number, LEA (for cases in courts of limited jurisdiction), case type, court ID, violation date, violation title, case status, hearing status, and amount owed. The cases are listed by violation date so that the most current case appears first. If there are any sealed cases included in a participant's history, those cases appear first and the case notation on the report begins with a "Seal Bgn" and a "Seal End" notation. Only the case number, court ID, and short violation description appear on sealed cases.</p> <p>Note: The Individual Case History Report can be submitted to a court's print domain from either the Individual Case History (ICH) screen or from the Individual Case History Batch (ICHB) screen. When ordered in batch using the ICHB screen, the printed reports will be in alphabetic order, by defs' name.</p>	JIS
Individual Order History (IOH) Report	<p>The IOH Report is used to obtain a printed record of a person's past and current order activity, and to ensure that conflicting orders are not created for a person.</p> <p>The IOH Report lists all the statewide protection-type orders in which a person is named. The orders are listed by expiration date, order type, status, decision, party type, case number, LEA, case type, and court ID. In addition, alias information about the person is included. The report lists the person's alias names and the total number of alias names linked to the true name.</p> <p>Note: The IOH Report can be submitted to a court's print domain either from the IOH screen or the Individual Order History Batch screen (IOHB). When ordered in batch using the IOHB screen, the printed reports will be in alphabetic order, based on the defendants' names.</p>	JIS
Interpreter Cases Report	<p>The Interpreter Cases Report lists all active cases requiring an interpreter.</p> <p>The report lists the language, case number, participant type, and person name.</p>	

Report Name	Report Description	System
Jurisdiction Billing Report	<p>This report lists filings for all jurisdictions. It can be run for a specific period of time and can be prepared in two different formats--detail and summary.</p> <p>The Jurisdiction Billing Report is used to bill a jurisdiction that is contracting for the court's services. It may also be used by LEA officials in comparing citations written versus citations filed. The Jurisdiction Billing Report prepared in detail format displays all criminal, infraction, probable cause and parking cases filed during the report period specified in addition to summary information. The Jurisdiction Billing Report prepared in summary format displays totals by case type for each LEA and jurisdiction.</p>	JIS
Jurisdiction Credit Report	<p>The Jurisdiction Credit Report lists cases filed in JIS and paid during a specified date range.</p> <p>The Jurisdiction Credit Report can be used to determine the filing date for cases paid in full during the month. If the contract with a jurisdiction requires different payment amounts for forfeitures and for cases that require a court appearance, this report will help determine which cases were paid in full during the month without a court appearance.</p>	JIS
Jurisdiction Credit Exception Report	<p>The Jurisdiction Credit Exception Report lists cases filed in JIS and paid during a specified date range that were excluded from the Jurisdiction Credit Report (i.e., cases with a Finding/Judgment other than BF or P). It may be used as a companion to the Jurisdiction Billing Report.</p> <p>The Jurisdiction Credit Exception Report can be used to determine the filing date for cases paid in full during the month. A review of the Jurisdiction Credit Exception Report may uncover cases that were paid in full without a court appearance but the payment was taken as a fine payment (e.g., an FTA is paid without a court appearance). A court may use this report to hand count the cases, adding them to their Jurisdiction Credit Report figures.</p>	JIS
Jurisdiction/ LEA Association Report	<p>The Jurisdiction/ LEA Association Report lists all the jurisdictions and the LEAs associated with these jurisdictions. The Organization Association screen (ORA) is used to associate LEAs to a jurisdiction and jurisdictions to a court. See the Official/Organization section for information about associating LEAs and Jurisdictions.</p> <p>This report can be used to verify jurisdictions and LEAs linked to a court.</p>	JIS

Report Name	Report Description	System
JV Posting Report	<p>The JV Posting Control Report is used to alert court staff to possible system problems with accounting data. The report is prepared automatically by the system when the Accounting Period Control screen (APC) is updated.</p> <p>The report provides information about the daily posting and must be consulted before completing Start of Day or Start of Month processes. It provides one of two types of messages at the end of the report:</p> <ul style="list-style-type: none"> • End of Posting Report - Successful Execution! <p>Or</p> <ul style="list-style-type: none"> • Posting is out of balance and not completed. Please contact AOC immediately! <p>If your posting is out of balance, it is critical that you contact AOC. An out-of-balance posting can mean that a system error occurred during the posting process and will need special attention by the AOC technical staff to resolve. A call to AOC Customer Services will initiate this process.</p>	JIS
Ledger Detail Reports	<p>The Ledger Detail Report provides the details of all the individual accounting and receipting transactions for each Ledger (BARS) account for a specified day or month. Because double entry bookkeeping practices are used in JIS accounting, for every entry in one Ledger account, there will be a corresponding entry in another account.</p> <p>The Ledger Detail Report can be used to trace an individual transaction's progress through various Ledger accounts.</p> <p>In addition, it can be used to see which transactions make up the amount remitted to the Treasurer under a particular BARS account (as reported on the Remittance Summary Report). To see this transaction detail, run the Ledger Detail Report for the BARS in question for the same day or month that the Remittance check was written.</p>	JIS

Report Name	Report Description	System
Ledger Summary Report	<p>The Ledger Summary report shows the activity in the various ledger accounts including the beginning balances, debits and credits, and ending balances (which are often zero) for a day, month, or year-to-date. The debits and credits listed on the report for the liability and revenue accounts do not equate to totals collected in those accounts and should not be used for budget revenue projections.</p> <p>When the Ledger Summary report is prepared and run during the Start-of-Month checklist, at that time (and at that time only), the Cash in Bank amount on the Ledger Summary report should equal the Cash in Trust amount on the Trust Account Summary report.</p> <p>The Ledger Summary report also shows (in the Assets section) the outstanding A/R (Ending Balance column) and total Cash Invested (Ending Balance column). The Ending Balance in the Accounts Receivable ledger account (shown as ACCTS RECEIVAB in the Assets section of the Ledger Summary report) should reconcile to the Current Ending Balance in the Grand Totals section of the Accounts Receivable Summary report or the Accounts Receivable Detail report.</p>	JIS
List Cases for Participant Report	<p>This report lists the following types of non-civil case information for a case participant:</p> <ul style="list-style-type: none"> • Issue Date (Date of Violation) • Case Num (Case Numbers) • LEA • Type (Case type for case) • Total cases processed (Total number of cases reported for participant) 	JIS
Name Index Report	<p>The Name Index Report is a list of persons involved in cases filed in JIS for a single court (i.e. the court that requested the report) during a time period specified by the court. Case types, specific LEAs, specific party codes, charges, cause codes and calendar dates to be included in the report can be selected on the Miscellaneous Reports Selection (MRS) screen at the time the report is submitted.</p> <p>Only one line is displayed per participant on a case, so if a defendant has multiple charges, only the most current charge will be displayed. For multiple scheduled proceedings, only the next proceeding that occurs on or after the current date will be displayed. For more than one major participant on a case, the case will be listed multiple times, once for each different participant type, and displayed alphabetically by participant name and then sequentially by case number.</p>	JIS

Report Name	Report Description	System
Non Cash Credit Report	<p>This report that is used by court management staff and auditors to list:</p> <ul style="list-style-type: none"> • Civil fees receipted as waived for a current time period. • Non-cash credits issued on the Parking Adjustments (PADJ) screen prior to March 7, 1994. • Non-cash credits issued on the Receipt Payment (RCP) screen prior to January 3, 1994. <p>NOTE: The ability to issue credits was removed from the Receipt Payment (RCP) screen January 3, 1994 and from the Parking Adjustments (PADJ) screen March 7, 1994. Credits for non-civil and parking cases are currently done as an adjustment on the Create A/R (CAR) screen and reported on the Accounts Receivable Adjustments Audit Report.</p>	JIS
Non-Time Pay Aged Report	<p>The Non-Time Pay Aged Report lists non-civil infraction and criminal cases with billed A/R. Parking and civil cases, and any cases scheduled on time pay agreements are excluded from this report. If a case with an FTA and a warrant is selected for this report, the warrant information will appear and the FTA information will not be included.</p> <p>This report will not consider a case to be delinquent if it is due on the same day the report is run.</p> <p>The Non-Time Pay Aged Report can be used to identify:</p> <ul style="list-style-type: none"> • Delinquent accounts for manual collection processing. • Account receivable balances for cases not scheduled on time pay accounts for a court. 	JIS
Non-Time Pay Summary Report	<p>The Non Time Pay Summary Report provides summary account receivable totals for non-civil infraction and criminal cases with billed accounts for all jurisdictions. The information on this report is subtotaled by case type within aging groups. Aging groups define the delinquent time period for an account receivable.</p> <p>The Non-Time Pay Summary Report can be used:</p> <ul style="list-style-type: none"> • As an overview of the status of the court's A/R's in conjunction with the Time Pay reports. • To report A/R status to jurisdictions contracting with the court. • For budgetary or audit reporting. 	JIS
Obligation Detail Report	<p>The Obligation Detail report provides a breakdown of cost fee codes used to create the A/R on a specific case. It also shows the paid and adjusted amounts on the case.</p>	BOXI
Obligor Detail Report	<p>The Obligor Detail report provides case numbers and amounts imposed on a specific individual. It includes the last payment date for all billed A/Rs in all courts for the specific individual.</p>	BOXI

Report Name	Report Description	System
Officers List Report	<p>Two types of officer reports are available. They are:</p> <ul style="list-style-type: none"> • Officers for a Court - Lists all officers for a court by LEA and Name. • Officers for an LEA - Lists all officers in badge number order for the LEA. <p>These reports can be used as a reference when filing citations in the court.</p>	JIS
Open Stagnant Cases	<p>The Open Stagnant Cases Report lists all cases not updated for more than 30-days without a disposition. This will assist the courts in completing viable steps for accurate data and closing cases in a timely manner.</p> <p>Report lists the case number, violation date, case filing date and last updated date.</p>	BOXI
Order Delete Report	<p>The Order Delete Report is used to create an audit trail that records responsibility for deleting protective orders. Due to the sensitive nature of protective orders, the Order Delete Report assists the court in monitoring and reviewing order deletion. This report does not need to be saved for the auditor; however, the court may wish to develop an internal retention schedule.</p>	JIS
Overpayments Activity Audit Report	<p>This report is used by court management and auditors to determine all overpayments receipted during a specified period of time. It lists the case number, the receipt number of the overpayment, the amount of the overpayment, and the cashier who receipted the overpayment.</p>	JIS
Parking Collection Report	<p>The Parking Collections Report lists delinquent parking tickets with a balance due greater than zero whose parking collection status is N (notice sent). The court can use this report to provide data (owners and balances) to a collection agency. Cases already reported to the collection agency will NOT appear on subsequent reports.</p>	JIS
Parking DOL Hold/Release Report	<p>The DOL Hold and Release Reports are generated on a daily schedule by AOC and routed to the court's default print domain the next morning. The reports identify cases for which a hold on vehicle license renewal has been placed or released during the previous week. Once the initial hold is requested from DOL, a hold request is sent to DOL for each additional delinquent ticket for that vehicle license. A hold is released automatically if all of the delinquent parking tickets in a jurisdiction are paid in full or if the user requests a hold release from the Parking Special Request (PSR) screen).</p>	JIS

Report Name	Report Description	System
Parking DOL Name and Address Load Exception Report	<p>The DOL Name and Address Load Exception Report is produced each day as part of the parking data exchange between JIS and DOL. A separate report is generated for each of the court's parking jurisdictions listed on the PRKUSRCD table. The reports are routed to the court's default print domain each morning.</p> <p>Cases listed on the DOL Name/Address Load Exception Report either did NOT have owner information retrieved or there is a conflicting Owner Record entry on the Parking Vehicle Owner (PVM) screen, so those cases will NOT be included in the day's set of Parking Delinquent Notices.</p>	JIS
Parking Due Report	The Parking Due report is used to show summary and detail information for all Parking cases with A/Rs showing "due" for the court requesting the report.	BOXI
Parking Maintenance Log Report	This report can be used to audit changes to parking tickets. The report is automatically generated each month by AOC and routed to the court's default print domain.	JIS
Parking Removed from Collections Report	<p>The Removed From Collections Report lists cases that have been removed from collections within a specified date range. The report can be used to inform the collection agency which parking cases have been removed by the court from the collections process.</p> <p>When full payment is receipted for a parking case that is in collections, the collection status is automatically changed from I to R. A case can also be manually removed from collections.</p>	JIS
Parking Report - Delinquent Ticket By State	<p>This report lists delinquent parking tickets by state. The report can be requested for a single license number or for all tickets issued after a specified date for a specific state. When the report prepares, a control report listing exceptions is also generated.</p> <p>If the report is requested for a specified issue date and state other than Washington, it can be used to help identify cases that must be manually selected for delinquent ticket notices (Parking Delinquent Notice).</p>	JIS
Parking Report - Delinquent by Ticket Number	This report lists delinquent tickets by ticket number and includes amount due totals for tickets with and without DOL holds. Detailed case listings or totals only can be requested.	JIS

Report Name	Report Description	System
Payable Name/Address Change Report	<p>Changes to a name and/or a mailing address may mean that checks are prepared and sent to an incorrect person. Therefore, it is recommended that courts print the Payable Name/Address Change Tracking Report on a daily basis and review it BEFORE any disbursements are done that day (i.e., before initiating a check run on ASD or recording a manual check on CKD).</p> <p>If a change is identified that would adversely affect the issuance of a check, it is recommended that the payable be put on hold until the "owning" court can verify that the change was justified. Refer to the Preparing Payables For Disbursal topic for detailed instructions on placing a payable on hold.</p> <p>The report provides information necessary for finding changes to a payable name or address that could cause misrouting of a check. Changes related to persons with open payables or restitution A/Rs are reported to the court "owning" each case linked to that JIS person. The court that makes the change may not receive a report unless that same court also a case (not a juvenile referral) linked to the person. The report shows the OLD name/address and the CHANGED TO name/address as well as the court and user who made the change. If the mailing address was changed, the report shows the change reason.</p>	JIS
Printed Docket Report	<p>The Printed Docket is a printed account of all the important events and information regarding a case. It reflects not only docket text entries made on the system, but also information about the defendant, offense, cashing transactions, collection status, hearing summary, and order summary. The Printed Docket is not an exact duplicate of the Case Docket Update screen (CDK). It is more comprehensive, grouping similar items for easy recognition of events and other information.</p>	JIS
Printed Receipt Report (Receipts themselves)	<p>With the exception of receipts on the Parking Batch Payment screen (PBP), the system sends a receipt to a specified receipt print domain, whether a receipt is requested or not.</p> <p>The receipt is routed to the cashier's default receipt printer domain. This default domain is established by the local court administrator or designee on each cashier's Authorization Modify screen (ATH) and can be changed whenever deemed necessary.</p>	JIS

Report Name	Report Description	System
Profile Authorization Report	<p>The Profile Authorization Report shows the security authorizations for a single user or for a profile group. JIS security is managed by local courts. Users are assigned to a security profile group. Each user has a local profile security assignment and a cross-court profile security assignment. The local profile security assignment can be customized for an individual user on the Authorization Overrides screen (ATHX). See the Security section for complete instructions.</p> <p>The Profile Authorization Report will list security authorizations that determine the:</p> <ul style="list-style-type: none"> • Screens users can display or update. • Tables users can display or update. • Case Types users can display or update. • Utility functions users are authorized to perform. • Profiles users can display or update. 	JIS
Prostitution Prevention and Intervention Account Report	The Prostitution Prevention and Intervention Account Report is a report the courts can use to report quarterly to the local treasurer the total assessments and revenue activity related to the Prostitution Prevention and Intervention Account.	BOXI
Remittance Summary Payable Report	The Remittance Summary Payable report lists the distribution categories and the dollar amounts that have not yet been posted. The report indicates the total amount payable for each type of distribution category and the total local and state remittance for the category.	BOXI
Remittance Summary Report	<p>The Remittance Summary Report lists the distribution categories and the dollar amounts collected under each of the distribution categories. Amounts that have not been posted will not appear on this report.</p> <p>This report indicates the total amount collected for each type of distribution category and the total local and state remittances for that category. It lists the total for each type of revenue or fee and subtotals for each BARS subaccount. Local/county codes (if desired) and BARS/ARMS codes are listed for the state portion and for each of the local revenue breakdowns. See the JIS Code Manuals for information about BARS codes and subaccounts. The Journal Voucher section also lists BARS accounts affected by each journal voucher type and subtype.</p> <p>The totals summary can be sent with the remittance checks to the local treasurer so that the treasurer knows how to distribute the funds.</p>	JIS

Report Name	Report Description	System
Restitution Adjustments Audit Report	<p>This report should be prepared frequently by court management staff to review adjustments made to restitution A/Rs on the Restitution Update (RST) screen.</p> <p>The Restitution Adjustments Audit Report provides information about adjustments made to restitution A/Rs on the Restitution Update (RST) screen. The ARs adjusted are the Ordered Amount or the Balance Remaining fields.</p> <p>For each restitution A/R amount adjusted, the report prints three lines. The first line contains the case number, adjustment date, cashier ID, adjustment reason, and the recipient name. The second line contains the previous A/R balances for both ordered amount and balance remaining prior to the adjustment. For superior courts, the second line also contains interest remaining after adjustment. The third line contains the new ordered and balance remaining A/R amounts after the adjustment (and also the superior court interest remaining).</p>	JIS
Restitution Out-of-Balance Audit Report	<p>The Restitution Out-of-Balance Audit Report is a clean-up tool used to identify cases with restitution A/Rs but no established recipients. For superior courts, this report also identifies cases that do not have enough restitution recipients (amounts for established recipients do not match amounts for restitution A/Rs).</p> <p>Once those cases are identified, the restitution processing can be finished by establishing recipients for all restitution A/Rs on the Restitution Update (RST) screen. See the help windows available on the Restitution Update (RST) screen for more information. Also see the About Accounts Receivable Processing section for courts of limited jurisdiction or for superior courts.</p> <p>Note: JIS does not calculate monthly interest on out of balance restitution A/Rs. Once a restitution A/R is brought into balance, the A/R is included in the next monthly interest calculation program. Use the Restitution Out of Balance Report to catch and fix these out-of-balance A/Rs as soon as possible, so that the proper amount of interest is posted. See Interest Calculation on Criminal A/Rs for discussion of calculating and adding manual interest amounts for the time period during which the restitution A/R was out of balance.</p>	JIS
Scheduling and Retention of Reports	<p>This section of the manual lists the definition of an audit trail and provides guidelines for scheduling and retention of accounting reports.</p> <p>The audit trail information in this section was approved by the DISCIS/JASS Work Group on April 8, 1994. A subcommittee of the District and Municipal Court Management Association and the State Archivist's Office reviewed and approved the reports for courts of</p>	JIS

Report Name	Report Description	System
	limited jurisdiction in the spring of 2008. Accounting reports for the courts of limited jurisdiction are listed first, followed by superior court JIS accounting reports and Judicial Receipting System (JRS) reports.	
Statewide Case/Person Change Audit Report	The Statewide Case/Person Change Audit Report is automatically prepared and routed to the "owning" court's print domain when NPC activity by one court results in participant links being changed on cases, juvenile referrals or detention episodes filed by another court. A separate control report listing affected cases is also produced.	JIS
Ten Year Write-off Report	<p>A Ten Year Write-off Report generates cases (CT, CN, IT, IN, PR) with a Disposition Date more than ten years old. Most judgments are only collectable for ten years, some exceptions noted in RCW 6.17.020 and 9.94A.753, and are eligible to be written-off. The JIS Accounting Advisory Committee established a Writing Of Accounts Receivable policy so that the courts general ledgers and outstanding balances stay within realistic amounts.</p> <p>The report lists the case number, defendant, charge, disposition and disposition date. The report may be set up to automatically generate for the court.</p>	BOXI
Time Pay Aged Report	<p>A Time Pay Extract Control Report at the beginning of the Time Pay Aged Report provides:</p> <ul style="list-style-type: none"> • A case summary for cases on time pay agreements. • Selected time pay agreement totals. • A time pay agreements delinquent aging summary. <p>The Time Pay Aged Report lists all time pay agreements within a specified aging range and provides the following information:</p> <ul style="list-style-type: none"> • First and final scheduled payment dates. • Scheduled payment amounts. • Number of scheduled payments. • Number of delinquent payments (if Applicable). • Amount due on the agreement. • Delinquent amount and aging (if Applicable). • Time pay agreement number. • Payment frequency. • Aging category. <p>The Time Pay Aged Report can be used to select a delinquent agreement on which action needs to be taken. It can also be used as a management tool to report potential or uncollectible revenue. This report does not consider a time pay agreement to be delinquent if it is due on the same day the report is run.</p>	JIS

Report Name	Report Description	System
Time Pay Summary	<p>The Time Pay Summary Report provides summary totals of time pay agreements by jurisdiction, age range, and case type. It can be used as a management tool to monitor/improve collections, develop statistics for account receivables, and report to other jurisdictions.</p> <p>It provides the following information for each case type and aging category:</p> <ul style="list-style-type: none"> • Total of original amount due (the amount originally scheduled on a time pay agreement). • Total amount paid on the time pay agreements. • Total amount of credits applied toward time pay agreements. 	JIS
Time Pay Agreement Removal Report - Eligibility List	<p>The Eligibility List identifies cases eligible for collections, which can be removed automatically from time pay. No update to case data is performed. The Eligibility List should be prepared and reviewed BEFORE initiating the Automatic Time Pay Removal process. Corrections should be made, if appropriate, before initiating the Automatic Time Pay Removal process. Cases appearing on the Eligibility List with Warning messages only, will be removed from time pay when the Automatic Time Pay Removal process is initiated using the same selection criteria. Cases with Fatal error messages will NOT be removed during the Automatic Time Pay Removal process.</p>	JIS
Time Pay Agreement Removal Report - Cases Removed from Time Pay	<p>The Cases Removed from Time Pay Report lists cases eligible for collections, which were removed from time pay as a result of the Initiate Automatic Time Pay Removal process. Cases with Warning messages only, are removed from time pay during the removal process. Cases with Fatal error messages are NOT removed during the removal process. Cases with Warning and/or Fatal error messages print on the Time Pay Agreement Removal Control Report.</p>	JIS
Trust Account Summary	<p>The Trust Account Summary report lists all cases that have money in trust. It is used as an audit tool to track all funds in trust. This report should be reconciled monthly with the Check Register report and with the court's bank statement. (See Bank Account Reconciliation in the Auditor's Recommendations section.</p> <p>The Unestablished Trust listings in the Trust Account Summary report can be used to establish trust as necessary.</p>	JIS

Report Name	Report Description	System
Unclaimed Property - Detailed Report	<p>The purpose of the Detailed Report for Unclaimed Property is to itemize unclaimed property amounts that are being escheated and remitted.</p> <p>Run the Detailed Report for Unclaimed Property once a year after July 1 and before November 1. The report lists all trust items that are still eligible to be escheated and remitted to the county (restitution) or to the State Department of Revenue (all non-restitution amounts). The report has two sections: Detailed Report for Unclaimed Restitution and Detailed Report for Unclaimed Property (for all non-restitution amounts).</p>	JIS
Unclaimed Property - Eligibility Report	<p>The purpose of the Eligible Unclaimed Property Report is to identify unclaimed property amounts that are available for escheat and remittance.</p> <p>Run the Eligible Unclaimed Property Report once a year after July 1. This report selects all trust items that are eligible to be escheated and remitted to the county (restitution) or to the State Department of Revenue (non-restitution amounts).</p> <p>Use the report to attempt to trace the owners of these trust amounts and disburse the amounts as appropriate. Also use the report to identify items that should be excluded from escheat although those items are eligible (see About Unclaimed Property Processing for CLJs and for superior courts, and also the Full Screen Help windows on the Unclaimed Property Update screen [UCP]). Any amounts that are not disbursed, excluded, or otherwise eliminated by November will be available for escheat when the final Escheat Eligible Money process is run.</p>	JIS
Warrant Eligibility Report	The Warrant Eligibility Report is used to identify criminal cases eligible for issuance of warrants.	JIS
Warrants Ordered Report	<p>The Warrants Ordered Report lists non-civil cases for which warrants have been ordered but not printed. Warrants ordered with incomplete defendant data are flagged on the report and the details of the exception are listed on the Warrant Ordered Exception Report.</p> <p>The Warrants Ordered and Exception Report is used to determine which cases have incomplete information so corrections can be made before warrants are prepared for printing.</p>	JIS

Report Name	Report Description	System
Warrants - Outstanding Warrants Report	<p>The Outstanding Warrants Report lists cases with issued warrants and cases with warrants that have been served, recalled, quashed, cancelled, or expired but not returned.</p> <p>The Warrants Outstanding Report is used to identify JIS active warrants for comparison with an LEA active warrant list or for internal file management purposes.</p>	JIS
Warrants - Outstanding Warrants Not Returned Report	<p>The Outstanding Warrants - Not Returned Report lists cases with warrants where the warrant has been marked served, recalled, quashed, or cancelled but has not been marked with a return date.</p> <p>This report is used to identify cases with unreturned warrants. Cases with warrants not marked as returned cannot be closed.</p>	JIS
Warrant Issue Exception Report	<p>The Warrant Issue Exception Report lists the exceptions found for each case included in the prepare warrants print job. The exception report lists each exception case and the reason(s) a warrant was not issued. It also shows the total number of warrants issued and total bail amount. The exception report prepares as a separate print job and can be printed on plain paper.</p>	JIS