

# **BOARD FOR JUDICIAL ADMINISTRATION**



**WASHINGTON  
COURTS**

## **MEETING PACKET**

**FRIDAY, SEPTEMBER 19, 2014  
9:00 A.M.**

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

# Board for Judicial Administration Membership

## VOTING MEMBERS:

**Chief Justice Barbara Madsen**, Chair  
Supreme Court

**Judge Kevin Ringus**, Member Chair  
District and Municipal Court Judges' Association  
Fife Municipal Court

**Judge Veronica Alicea-Galvan**, President  
District and Municipal Court Judges' Association  
Skagit County District Court

**Judge Thomas Bjorgen**  
Court of Appeals, Division II

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

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

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

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

**Judge John Meyer**  
Superior Court Judges' Association  
Skagit County Superior Court

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

**Justice Susan Owens**  
Supreme Court

**Judge Jeffrey Ramsdell**, President  
Superior Court Judges' Association  
King County Superior Court

**Judge Ann Schindler**  
Court of Appeals, Division I

**Judge Laurel Siddoway**  
Court of Appeals, Division III

**Judge Scott Sparks**  
Superior Court Judges' Association  
Kittitas County Superior Court

## NON-VOTING MEMBERS:

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

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

**Ms. Callie Dietz**  
State Court Administrator

**Mr. Anthony Gipe**, President-Elect  
Washington State Bar Association

**Judge Kevin Korsmo**  
Presiding Chief Judge  
Court of Appeals, Division III

**Ms. Paula Littlewood**, Executive Director  
Washington State Bar Association

**Mr. Patrick Palace**, President  
Washington State Bar Association



**Board for Judicial Administration (BJA) Meeting**  
**Friday, September 19, 2014 (9 a.m. – Noon)**  
 AOC SeaTac Office, 18000 International Blvd., Suite 1106, SeaTac

**AGENDA**

<b>1. Call to Order</b>	Chief Justice Barbara Madsen Judge Kevin Ringus	9:00 a.m.
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<b>2. Welcome and Introductions</b>	Chief Justice Barbara Madsen Judge Kevin Ringus	9:00 a.m.
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**Action Items**

<b>3. July 18 Meeting Minutes</b> Action: Motion to approve the minutes of the July 18, 2014 meeting	Chief Justice Barbara Madsen Judge Kevin Ringus	9:05 a.m. Tab 1 Page 6
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<b>4. BJA Standing Committee Member Appointments</b> Action: Motion to approve the BJA standing committee appointments and Chairs	Judge Kevin Ringus Ms. Shannon Hinchcliffe	9:10 a.m. Tab 2 Page 15
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<b>5. BJA Budget Allocations</b> Action: Motion to approve 2014-2015 BJA budget allocations for the Board administration, standing committees and other related committees.	Ms. Shannon Hinchcliffe	9:20 a.m. Tab 3 Page 38
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**Reports and Information**

<b>6. GR 31.1 Forms</b>	Mr. John Bell	9:40 a.m. Tab 4 Page 43
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<b>7. 2013 Trial Court Improvement Account Report</b>	Ms. Mellani McAleenan	9:55 a.m. Tab 5 Page 57
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<b>8. BJA Committee Recommendations</b> Public Trust and Confidence, Best Practices, and Trial Court Funding Operations	Ms. Shannon Hinchcliffe	10:15 a.m. Tab 6 Page 84
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<b>Break</b>		10:30 a.m.
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<b>9. BJA Education Committee Funding Structure</b>	Mr. Dirk Marler	10:45 a.m. Tab 7 Page 105
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<b>10. Responses to Request for External Committee Charters</b>	Ms. Shannon Hinchcliffe	11:15 a.m. Tab 8 Page 118
<b>11. Administrative Manager's Report</b>	Ms. Shannon Hinchcliffe	11:45 a.m. Tab 9 Page 265
<b>12. Other Business</b> Next meeting: October 17 AOC SeaTac Office, SeaTac	Chief Justice Barbara Madsen Judge Kevin Ringus	11:55 a.m.
<b>13. Adjourn</b>		Noon
Persons with a disability, who require accommodation, should notify Beth Flynn at 360-357-2121 or <a href="mailto:beth.flynn@courts.wa.gov">beth.flynn@courts.wa.gov</a> to request or discuss accommodations. While notice five days prior to the event is preferred, every effort will be made to provide accommodations, when requested.		

# Tab 1



## Board for Judicial Administration (BJA) Meeting

Friday, July 18, 2014 (9 a.m. – Noon)

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

### MEETING MINUTES

#### **BJA Members Present:**

Chief Justice Barbara Madsen, Chair  
Judge Kevin Ringus, Member Chair  
Judge Veronica Alicea-Galvan  
Judge Thomas Bjorgen  
Judge Bryan Chushcoff  
Judge Harold Clarke III  
Ms. Callie Dietz  
Judge Janet Garrow  
Judge Judy Rae Jasprica  
Judge Kevin Korsmo (by phone)  
Judge Michael Lambo  
Judge John Meyer  
Judge Sean O'Donnell  
Mr. Patrick Palace  
Judge Jeffrey Ramsdell  
Judge Ann Schindler  
Judge Laurel Siddoway  
Judge Scott Sparks  
Judge David Steiner

#### **Guests Present:**

Mr. Jeff Amram (by phone)  
Mr. Jim Bamberger  
Ms. Ishbel Dickens  
Ms. Suzanne Elsner  
Ms. Ruth Gordon  
Judge Samuel Meyer  
Judge Kitty-Ann van Doorninck (by phone)

#### **Public Present:**

Mr. Tom Goldsmith

#### **AOC Staff Present:**

Mr. John Bell  
Ms. Beth Flynn  
Mr. Steve Henley  
Ms. Shannon Hinchcliffe  
Mr. Dirk Marler  
Ms. Mellani McAleenan  
Mr. Ramsey Radwan

#### June 20 BJA Meeting Minutes

Judge Schindler requested that on page 3 of the minutes, in the Budget and Funding Committee report in the "Interim Standing Committee Charters" section, that it reflect that the Budget and Funding Committee will use not only the mission, core functions and the Principal Policy Goals of the Washington State Judicial Branch but that the charter reflects that the committee will also use the BJA resolutions as criteria for budget requests.

**It was moved by Judge Sparks and seconded by Judge Alicea-Galvan to approve the minutes with the addition of Judge Schindler's revision to include "BJA resolutions" in the Budget and Funding Committee portion of the minutes regarding criteria for budget requests. Motion carried.**

#### GR 31.1 Forms

Mr. Bell stated that the GR 31.1 forms included in the meeting materials were presented to the BJA during their June meeting. Mr. Bell did not receive any questions, concerns or comments regarding the forms within the last month.

**It was moved by Judge O'Donnell and seconded by Judge Ramsdell to approve the GR 31.1 forms as submitted. The motion carried.**

There were some questions regarding the cost for records. There is no cost for viewing records and courts can charge for research over one hour. The first hour is free.

Chief Justice Madsen asked the BJA members to share the forms with their courts so they are ready for them when they are distributed to all courts.

#### BJA Standing Committee Charters

The BJA will be approving the standing committee charters today but not the budget or resources needed for each committee.

*Budget and Funding:* Judge Schindler reported that no additional comments were received regarding the charter since the last meeting. The committee was asked to assume responsibility for a long-range budget plan because BJAR 4 states "The Board shall develop a funding strategy for the judiciary consistent with the long-range plan and RCW 43.135.060."

Mr. Radwan stated that he has concerns with adding that to the charter. He said that when the state had funds available, the judicial branch was successful in obtaining funds. The state is still continuing to lag behind as far as revenue and there are competing demands on the budget and the fiscal reality needs to be considered. He would prefer that the interim standing committee look at something to add to the charter and bring it back to the BJA at a later date but to approve the charter, as is, today. In addition, the Justice in Jeopardy materials can be updated to address this.

Ms. Hinchcliffe explained that the standing committees are creating work horse committees. When she noticed there was a funding plan under BJAR 4, the Interim Policy and Planning Committee discussed it. She was not intending to be directive but she did intend to communicate between meetings and address the duties from BJAR 4. If the BJA prefers to have the duties remain with the full Board, that can be done. The idea is to try to figure out a long-range plan or funding strategy. If the BJA is not prepared, and does not have those plans and ideas when there is an opportunity, the BJA will miss it.

Judge Schindler stated that the BJA Budget and Funding Committee will look at funding proposals and then determine which proposals to move forward to the full BJA for consideration. The committee will use BJA resolutions and policies to determine the funding to seek. They will also share funding information regarding the demands on state funds with the entire Board. That is critical to do any sort of analysis with the budget.

**It was moved by Judge Alicea-Galvan and seconded by Judge Meyer to bundle the charters as written and approve them. The motion failed.**

**Judge Schindler moved and it was seconded to approve the Budget and Funding Committee charter with the commitment that the committee members will review the Court Funding Task Force Report. The motion carried.**

*Court Education Committee:* Judge Jasprica reported that the Interim Court Education Committee met with members of the Board for Court Education (BCE). They created a memorandum of understanding stating the Court Education Committee will honor whatever commitments the BCE had already made.

There was some concern regarding how the BCE will be eliminated since a court rule created it. The Supreme Court could sunset the BCE once the Court Education Committee is functioning. The new committee would take over the essential functions that are now done by the BCE.

**It was moved by Judge Sparks and seconded by Judge Garrow to approve the Court Education Committee charter and memorandum of understanding. The motion carried.**

*Legislative Committee:* Judge Sparks stated that the Legislative Committee charter is ready for approval.

Mr. Bamberger requested that “agencies” be included in the third bullet under section VIII.

Judge Garrow pointed out that the executive committee is made up of non-voting members of the BJA.

Judge Steiner noted that there is a typo in the fifth bullet in section V.

**It was moved by Judge Sparks and seconded by Judge Jasprica to approve the Legislative Committee charter with the addition of “agencies” in the third bullet of section VIII and any other grammatical revisions needed. The motion carried.**

*Policy and Planning Committee:* Judge Ringus stated that the Policy and Planning Committee plans to take over the Best Practices and Public Trust and Confidence committees. The Long-range Planning Committee will become more of a strategic planning group.

It was noted that the review date is three years and there was a question on whether it should be consistent with the other committees. It was suggested that all of the committee charters be reviewed next year to determine how they are working and the charters can be revised, if needed.

**Chief Justice Madsen moved and Judge Ramsdell seconded to approve the Policy and Planning Committee charter and amend it to state the review date would be every two years and the first review would be in 2016. The motion carried.**

**It was moved by Judge Alicea-Galvan and seconded by Judge Jasprica to review the committee charters in a year. The motion carried.**

#### Standing Committee Budget Requests

Ms. Hinchcliffe reported that there is not enough funding to fund all of the standing committee budget requests and to continue to hold monthly Board meetings.

In the past, the BJA has lived within a culture of not having much funding so the Board and committees did not spend much money. That will change based on how the BJA decides to drive its business. The budget will drive the BJA's business in other ways such as task forces and projects, etc.

The BJA budget is \$38,800. If all requests and monthly meetings were funded it would cost between \$36,500 - \$53,000.

The BJA needs to make the business decision of how often to meet. In addition, the BJA needs to decide how to move forward. Does the BJA want to sponsor projects? If so, how will they be funded? Ms. Hinchcliffe needs direction from the BJA on how the BJA will do business and how to move forward. In addition, AOC does not have the resources to assign one staff person per committee and staffing decisions should be informed by the BJA's discussion.

**Judge O'Donnell moved and Judge Sparks seconded to take ten minutes to vet various proposals and then vote on them. This motion was never voted on after the discussion.**

There were various ideas/preferences voiced during the discussion. There was a preference for the committee meetings to occur on the same day as the BJA meetings. There was also a suggestion to meet every other month or possibly two months on and one month off which would result in eight Board meetings a year.

If the August BJA meeting is canceled, that would give Ms. Hinchcliffe time to discuss the various meeting alternatives with other committee members and come back with a proposal at the September BJA meeting. In the meantime, the standing committees could be populated.

**Judge O'Donnell moved that the BJA meet six times a year with the standing committees meeting in the morning and the Board meeting in the afternoon. The motion was withdrawn.**

**It was moved by Judge Garrow and seconded by Judge Schindler to cancel the August meeting. The motion carried.**

#### Other BJA Committee Recommendations

Ms. Hinchcliffe explained that as a body, the BJA never went through the recommendations behind tab 5 on page 73. Some of the committees have been brought up during the charter discussions. Below is information about the BJA committees.

- Ms. Hinchcliffe met with Judge Jean Rietschel regarding the work of the BJA Best Practices Committee. They will make recommendations regarding how to deal with the statutory obligations of the BJA. Instead of a standing committee, this could be an ad hoc workgroup if needed.
- Ms. Hinchcliffe will work with the Trial Court Advocacy Board (TCAB) to discuss whether they would be willing to undertake the duties of the Trial Court Operations Funding Committee.

- The work of the BJA Legislative/Executive Committee is subsumed in the Legislative Committee charter.
- The duties to create a long-range funding plan will most likely be picked up by the Policy and Planning Committee and Budget and Funding Committee.
- The BJA Public Trust and Confidence Committee will find a home in the Policy and Planning Committee.
- The Regional Courts Oversight Committee work is finished and this committee will not move forward.
- The Filing Fee Workgroup can sunset.
- The Problem Solving Courts Work Group and the BJA GR 34 Work Group can sunset.

This idea is to give most of these committees a home.

There will be a discussion item in September and Judge Jean Rietschel and Justice Mary Fairhurst will be invited to the meeting.

#### Public Disclosure Commission Discussion

Judge Sam Meyer discussed his duties as the District and Municipal Court Judges' Association (DMCJA) Legislative Committee Chair. At the end of May he received a letter from the Public Disclosure Commission (PDC) regarding their lobbying activity on behalf of the DMCJA. Judge David Svaren responded and stated the judges mentioned in the PDC letter are not lobbyists and not subject to the registration and reporting requirements. There was a follow-up e-mail request from the PDC and Judge Meyer responded. The DMCJA recently approved hiring an attorney to deal with the PDC on this issue. It appears the PDC considers Judge Meyer a lobbyist. The other thing that makes him think that the PDC considers him covered is the fact that the DMCJA will reimburse local jurisdictions for pro tems while judges testify to the legislature. The PDC views that as a lobbying expense. Judge Meyer wanted to bring this to the BJA because if the PDC finds that judges are covered this will impact judges at all court levels. It might be helpful that the BJA speaks as a whole on this issue.

Judge van Doorninck asked what the difference is between a citizen and judge lobbying. Judge Meyer explained that there is an exemption if lobbying activities are limited to testifying. RCW 3.70.040 states the DMCJA is required to "report annually to the supreme court as well as the governor and the legislature on the condition of business in the courts of limited jurisdiction, including the association's recommendations as to needed changes in the organization, operation, judicial procedure, and laws or statutes implemented or enforced in these courts." He is not sure how that can be done without testifying at legislative hearings.

Ms. McAleenan stated that if a judge is not trying to defeat or pass a bill, is meeting with legislators less than four times a year, or is testifying it is not reportable. The implications of considering judges lobbyists are broad and unknown.

A few BJA members voiced their concern in taking a position on this in the event that the case ends up in their court.

There was a question regarding AOC asking for an informal opinion from the Attorney General's Office and Ms. McAleenan responded that AOC could request an informal opinion. Judge Meyer will ask the DMCJA if they would like to request an informal opinion. It was also suggested that an ethics opinion can be requested.

Administrative Manager's Report

A written BJA Administrative Manager Status Update was included in the meeting materials.

The chartering process is almost complete. The BJA sent 23 requests for charters and received six responses. Follow-up letters will be sent and there will be a discussion during the September BJA meeting regarding what will be done with the charters. The BJA originally wanted everything in one location on the Washington Courts Web site but there are some logistical challenges.

A BJA Business Account summary was also included in the meeting materials.

Other Business

The next meeting is scheduled for Friday, September 19 at 9 a.m.

**It was moved by Judge Sparks and seconded by Judge Lambo to adjourn the meeting.**

**Recap of Motions from the July 18, 2014 meeting**

<b>Motion Summary</b>	<b>Status</b>
Approve the June 20, 2014 BJA meeting minutes with the revision to include "BJA resolutions" in the Budget and Funding Committee portion of the minutes regarding criteria for budget requests	Passed
Approve the GR 31.1 forms as submitted	Passed
Bundle all the charters as written and approve them	Failed
Approve the Budget and Funding Committee charter with the commitment that the Budget and Funding Committee members will review the Court Funding Task Force Report	Passed
Approve the Court Education Committee charter and memorandum of understanding	Passed
Approve the Legislative Committee charter with the addition of "agencies" in section VIII, third bullet, and any grammatical revisions	Passed
Approve the Policy and Planning Committee charter with the amendment to revise the review date to every two years and the first review will be in 2016	Passed
Review all the BJA standing committee charters in a year	Passed
Take ten minutes to vet various proposals and then vote on them	After discussion, this motion was never voted on

<b>Motion Summary</b>	<b>Status</b>
The BJA will meet six times a year with the standing committees meeting in the morning and the Board meeting in the afternoon	Withdrawn
Cancel the August BJA meeting	Passed

**Action Items from the July 18, 2014 meeting**

<b>Action Item</b>	<b>Status</b>
<u>June 20, 2014 BJA Meeting Minutes</u> <ul style="list-style-type: none"> <li>• Make revisions and post the minutes online</li> <li>• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials</li> </ul>	Done Done
<u>GR 31.1 Forms</u> <ul style="list-style-type: none"> <li>• BJA members should share the forms with their court staff so they are ready for them when they are sent to all courts</li> </ul>	
<u>Interim Standing Committee Charters</u> <ul style="list-style-type: none"> <li>• Finalize charters               <ul style="list-style-type: none"> <li>• Add “agencies” in the third bullet under VIII and fix the typo in section V of the Legislative Committee charter</li> <li>• Amend the Policy and Planning Committee charter to have the review date be every two years with the first review in 2016</li> </ul> </li> <li>• Populate committees</li> <li>• Send Budget and Funding Committee members the Court Funding Task Force Report</li> <li>• Update BJA with current court funding information during the September meeting</li> <li>• Report on the education and BCE funding structure at the September meeting</li> <li>• Get signatures on Court Education Committee and BCE memorandum of understanding</li> <li>• Add charter review to the July 2015 agenda</li> </ul>	Added to September agenda Added to September agenda Done
<u>Standing Committee Budget Requests</u> <ul style="list-style-type: none"> <li>• Create a meeting scenario of meeting two months and having one month off</li> <li>• Add BJA meeting scenarios to September agenda</li> </ul>	Done
<u>Other BJA Committee Recommendations</u> <ul style="list-style-type: none"> <li>• Ms. Hinchcliffe will work with TCAB to ensure the duties of the Trial Court Operations Funding Committee continue</li> <li>• Add to September BJA meeting agenda as a discussion item               <ul style="list-style-type: none"> <li>• Invite Judge Rietschel and Justice Fairhurst to the September meeting</li> </ul> </li> </ul>	Done
<u>Public Disclosure Commission Discussion</u> <ul style="list-style-type: none"> <li>• Request informal AG opinion on this issue</li> </ul>	

<b>Action Item</b>	<b>Status</b>
<u>Non-BJA Committee Charters</u> <ul style="list-style-type: none"><li>• Add to September BJA meeting agenda</li></ul>	Done
<u>Other Business</u> <ul style="list-style-type: none"><li>• Cancel the August meeting—send notice to BJA listserv, update online BJA meeting schedule and Master Calendar</li></ul>	Done

# Tab 2

The Court of Appeals  
of the  
State of Washington

KEVIN M. KORSMO, JUDGE  
NORTH 500 CEDAR STREET  
SPOKANE, WASHINGTON 99201



(509) 456-4032

August 13, 2014

Honorable Barbara A. Madsen  
Chief Justice, Washington Supreme Court  
P.O. Box 40929  
Olympia, WA 98504-0929

Honorable Kevin Ringus  
Judge, Fife Municipal Court  
3737 Pacific Highway East  
Fife, WA 98424

Re: Appointment of Court of Appeals Representatives to BJA Committees

Dear Chief Justice Madsen and Judge Ringus:

I write in response to your letter of August 7, 2014, requesting that I nominate the Court of Appeals members of the BJA to three of the newly created BJA committees. After consultation with the three member judges, I am happy to nominate them as follows to their chosen assignments:

Judge Ann Schindler, Division One, to the Budget and Funding Committee

Judge Thomas Bjorgen, Division Two, to the Legislative Committee

Judge Laurel Siddoway, Division Three, to the Court Education Committee

If I can provide any additional information for you, please contact me. I thank you very much for your attention to these matters.

Sincerely yours,

A handwritten signature in black ink, appearing to read "KM Korsmo".

Kevin M. Korsmo  
Presiding Chief Judge

cc: Judge T. Bjorgen  
Judge A. Schindler  
Judge L. Siddoway  
L. Alfaso





WASHINGTON  
COURTS

# District and Municipal Court Judges' Association

**President**

JUDGE VERONICA ALICEA-GALVAN  
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JUDGE JEFFREY J. JAHNS  
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JUDGE SAMUEL MEYER  
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JUDGE KELLEY C. OLWELL  
Yakima Municipal Court  
(509) 575-3050

JUDGE REBECCA C. ROBERTSON  
Federal Way Municipal Court  
(253) 835-3000

JUDGE HEIDI SMITH  
Okanogan County District Court  
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JUDGE TRACY A. STAAB  
Spokane Municipal Court  
(509) 625-4400

August 27, 2014

Honorable Barbara A. Madsen, BJA Co-Chair  
c/o Ms. Shannon Hinchcliffe  
Administrative Office of the Courts  
PO Box 41170  
Olympia, WA 98504-1170

Honorable Kevin G. Ringus, BJA Co-Chair  
c/o Ms. Shannon Hinchcliffe  
Administrative Office of the Courts  
PO Box 41170  
Olympia, WA 98504-1170

Dear Chief Justice Madsen and Judge Ringus:

RE: DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION  
(DMCJA) REPRESENTATIVES TO BOARD FOR JUDICIAL  
ADMINISTRATION (BJA) COMMITTEES

This letter is in response to the request to assign DMCJA Representatives to the newly-formed committees of the Board of Judicial Administration (BJA).

It is my pleasure to appoint the following members to serve on the BJA committees as follows:

<b>Budget and Funding</b>	Judge Michael J. Lambo
<b>Court Education</b>	Judy Rae Jasprica Judge Douglas J. Fair, representing the DMCJA Education Committee's interest
<b>Legislative</b>	Judge Kevin G. Ringus
<b>Policy and Planning</b>	Judge Janet E. Garrow

Chief Justice Madsen and Judge Ringus  
August 25, 2014  
Page 2

Thank you for the opportunity to participate in forming the membership of these new committees, and I look forward to watching their progress over the coming years.

Sincerely,



Judge Veronica Alicea-Galvan  
President, DMCJA

Enclosures: Letter dated August 7, 2014, regarding BJA Standing Committees  
Letter dated August 7, 2014, regarding BJA Court Education Committee

cc: Judge Douglas J. Fair  
Judge Janet E. Garrow  
Judge Judy Rae Jasprica  
Judge Michael J. Lambo  
Judge Kevin G. Ringus  
Ms. Stephanie Apgar, AOC  
Ms. Sharon Harvey, AOC  
Ms. Shannon Hinchcliffe, BJA ✓

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# Association of Washington Superior Court Administrators

August 18, 2014

*President*

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Chief Justice Barbara Madsen, Chair  
Judge Kevin Ringus, Member Chair  
c/o Ms. Shannon Hinchcliffe  
Board for Judicial Administration  
Administrative Office of the Courts  
P.O. Box 41170  
Olympia, WA 98504-1170

Re: Appointment to the BJA Court Education Committee

Dear Chief Justice Madsen, Judge Ringus, and Ms. Hinchcliffe:

On behalf of the Association of Washington Superior Court Administrators (AWSCA), I am pleased to appoint Ms. Andra Motyka, Pierce County Superior Court Administrator, to represent our Association on the developing BJA Court Education Committee (CEC), effective this date for a term to expire June 30, 2015. Ms. Motyka has represented AWSCA's interests on the Board for Continuing Education (BCE) for several years, and I trust her institutional history will be an asset as the BCE transitions to the CEC over the next year.

I have also asked Ms. Fona Sugg of the Chelan County Superior Court and current AWSCA Vice President/Education Chair, to serve as Ms. Motyka's designated "back-up" on the CEC. Ms. Sugg has represented the AWSCA's interests on the Presiding Judges' Education Committee for the last few years, and my hope is that she is permitted to attend and/or participate in as many CEC meetings as possible to provide for smooth succession planning over the next few years.

In closing, thank you for preserving the AWSCA's opportunity to actively participate in the newly-formed Court Education Committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank A. Maiocco, Jr.", written over a white background.

Frank A. Maiocco, Jr.  
President, AWSCA

cc: Ms. Andra Motyka, Pierce County Superior Court  
Ms. Fona Sugg, Chelan County Superior Court  
Commissioner Eric B. Schmidt, Chair, BCE



# THE WASHINGTON ASSOCIATION OF JUVENILE COURT ADMINISTRATORS

[www.wajca.org](http://www.wajca.org)

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Legislative Committee  
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GREG REYNVAAN  
Administrative Committee  
Grays Harbor County Juvenile Court

DAVE REYNOLDS  
Administrative Committee  
Quality Assurance Committee  
Wheaton County Juvenile Court

BROOKE POWELL  
Quality Assurance Committee  
Island County Juvenile Court

ROBYN BERNDI  
Quality Assurance Committee  
Yakima County Juvenile Court

BARBARA CARR  
CJAA Committee  
Jefferson County Juvenile Court

DENNIS RABIDOU  
Finance Committee  
Okanogan County Juvenile Court

BRUCE KNUTSON  
Finance Committee  
King County Juvenile Court

PAULA HOLTER-MEHREN  
Strategic Planning Committee  
Pend Oreille/Stevens/Ferry Counties  
Juvenile Court

BONNIE BUSH  
Strategic Planning Committee  
Spokane County Juvenile Court

2012-2013 WAJCA  
ADMINISTRATOR OF THE YEAR  
Tom Kearney, San Juan Juvenile Court

August 13, 2014

Shannon Hinchcliffe  
Administrative Office of the Courts  
P.O. Box 41170  
Olympia, WA 98504-1170

RE: WAJCA Nomination for BJA Court Education Committee

Dear Chief Justice Madsen and Judge Ringus,

As president of the Washington State Juvenile Court Administrators Association (WAJCA) I'm pleased to nominate Ms. Paula Holter-Mehren to the Board for Judicial Administration's Court Education Committee. Paula holds a unique position in the Association as the Juvenile Court Administrator in Ferry, Stevens and Pend Orielle Counties. She offers a professional and seasoned perspective on court education that reflects statewide needs, as well as the viewpoint of rural jurisdictions where she works.

Paula has held a positions of leadership in the WAJCA for over 10 years, serving as chair of the education and strategic planning committee and served as president of the Association. Paula can be contacted by email at [pholter@co.stevens.wa.us](mailto:pholter@co.stevens.wa.us) or by phone at 509-684-2549.

Please let me know if you need any additional information.

Sincerely,  


Mike Fenton  
WAJCA President and JCA in Thurston County

cc: Paula Holter-Mehren  
Shannon Hinchcliffe  
Judith Anderson

**Board for Judicial Administration  
Nomination Form for BJA Committee Appointment**

**BJA Committee:** BJA CEC  
(i.e. Best Practices, Court Security, Justice in Jeopardy, Long-Range Planning, and Public Trust and Confidence)

**Nominee Name:** Margaret Yetter

**Nominated By:** DMCMA  
(i.e. SCJA, DMCJA, etc.)

**Term Begin Date:** 9-1-14

**Term End Date:** 12/31/2015

**Has the nominee served on this subcommittee in the past?**      Yes       No

**If yes, how many terms have been served and dates of terms:** \_\_\_\_\_

**Additional information you would like the BJA to be aware of regarding the nominee:**

I am submitting my recommendation for Margaret Yetter to serve as the DMCMA Representative to the BJA CEC. Ms. Yetter is the Court Administrator for the Kent Municipal Court and serves at the DMCMA Education Co-chair. We are confident that Margaret will be an asset to this committee. Thank you for allowing the DMCMA to participate.

**Therese Murphy, Manager**  
Yakima County District Court  
128 N 2nd St, Ste 225  
Yakima, WA 98901-2639  
Phone: 509-574-1874  
Email: [therese.murphy@co.yakima.wa.us](mailto:therese.murphy@co.yakima.wa.us)  
Fax: 509-574-2417

Please send completed form to:

Beth Flynn  
Administrative Office of the Courts  
PO Box 41174  
Olympia, WA 98504-1174  
[beth.flynn@courts.wa.gov](mailto:beth.flynn@courts.wa.gov)



## Board for Judicial Administration (BJA)

### BUDGET AND FUNDING STANDING COMMITTEE CHARTER

#### I. Committee Title

Budget and Funding Committee (BFC)

#### II. Authority

Board for Judicial Administrative Rules (BJAR 3)

#### III. Purpose and Policy

The BFC is created by the BJA and is responsible for 1) coordinating efforts to achieve adequate, stable and long-term funding of Washington's courts to provide equal justice throughout the state, and 2) reviewing and making recommendations, including prioritization, regarding proposed budget requests routed through the BJA.

##### Recommendation and Prioritization Criteria

The review and recommendations will be made in accord with the mission, core functions and Principal Policy Goals of the Washington State Judicial Branch and the Board for Judicial Administration.

The BFC will also take into consideration other factors including:

- Impact on constitutional and or state mandates
- Impact on the fair and effective administration of justice in all civil ,criminal , and juvenile cases
- Enhancement of accessibility to court services
- Improved access to necessary representation
- Improvement of court management practices
- appropriate staffing and support

The BFC has the authority to establish guidelines regulating the format and content of budget request information received for the purposes of review, recommendation and prioritization.

**IV. Membership and Terms**

Members of the BFC must be voting members of the BJA. Members will be selected by the representative associations.

<b>Representative</b>		<b>Term/Duration</b>
DMCJA Representative	Judge Michael Lambo	6/16
SCJA Representative	Judge Bryan Chushcoff	6/18
COA Representative	<b>Judge Ann Schindler - Chair</b>	6/15

**V. Committee Interaction**

Groups interested in seeking BJA support for funding initiatives must submit materials in accordance with AOC and BFC guidelines. The BFC will communicate and coordinate with other BJA standing committees when budget requests impact their mission.

**VI. Reporting Requirements**

The BFC will review materials as submitted and forward its recommendation to the BJA.

**VII. Budget for FY 2014-2015**

\$1,150

**VIII. AOC Staff Support Provided Until December 2015**

Mr. Ramsey Radwan, Director, Management Services Division (secondary, Ms. Renee Lewis, AOC Comptroller) (AOC Representative)

Ms. Regina McDougall, Trial Court Services Coordinator, Office of Trial Court Services & Judicial Education (Committee Staff)

**IX. Recommended Review Date**

January 1, 2019

*Adopted: Mo/Day/Year*

*Amended: Mo/Day/Year*



## Board for Judicial Administration (BJA)

### COURT EDUCATION STANDING COMMITTEE CHARTER

#### I. **Committee Title**

Court Education Committee (CEC)

#### II. **Authority**

Board for Judicial Administrative Rules (BJAR 3)

#### III. **Charge or Purpose**

The CEC will improve the quality of justice in Washington by fostering excellence in the courts through effective education. The CEC will promote sound adult education policy, develop education and curriculum standards for judicial officers and court personnel, and promote coordination in education programs for all court levels and associations.

#### IV. **Policy**

The CEC will establish policy and standards regarding curriculum development, instructional design, and adult education processes for state- wide judicial education, using the National Association of State Judicial Educator's *Principles and Standards of Judicial Branch Education* goals:

The goal of judicial branch education is to enhance the performance of the judicial system as a whole by continuously improving the personal and professional competence of all persons performing judicial branch functions.

- 1) Help judicial branch personnel acquire the knowledge and skills required to perform their judicial branch responsibilities fairly, correctly, and efficiently.
- 2) Help judicial branch personnel adhere to the highest standards of personal and official conduct.
- 3) Help judicial branch personnel become leaders in service to their communities.
- 4) Preserve the judicial system's fairness, integrity, and impartiality by eliminating bias and prejudice.
- 5) Promote effective court practices and procedures.
- 6) Improve the administration of justice.
- 7) Ensure access to the justice system.
- 8) Enhance public trust and confidence in the judicial branch.

## **V. Expected Deliverables or Recommendations**

The CEC shall have the following powers and duties:

1. To plan, implement, coordinate, or approve BJA funded education and training for courts throughout the state.
2. Assure adequate funding for education to meet the needs of courts throughout the state and all levels of the court.
3. Collect and preserve curricula, and establish policy and standards for periodic review and update of curricula.
4. Develop and promote instructional standards for education programs.
5. Establish educational priorities.
6. Implement and update Mandatory Continuing Judicial Education policies and standards.
7. Develop working relationships with the other BJA standing committees (Policy and Planning, Legislative, and Budget and Finance).
8. Develop and implement standard curriculum for the Judicial College.
9. Provide education for judges and administrators that focuses on the development of leadership skills and provide tools to be used in the daily management and administration of their courts.

## **VI. Membership**

Voting Members:

- Three BJA members with representation from each court level
- Education committee chair or a designee from the following:
  - Superior Court Judges' Association (SCJA)
  - District and Municipal Court Judges' Association (DMCJA)
  - Appellate courts
- Annual Conference Education Committee Chair or designee
- Education committee chair or a designee from each of the following:
  - Washington State Association of County Clerks (WSACC)
  - District and Municipal Court Management Association (DMCMA)
  - Association of Washington Superior Court Administrators (AWSCA)
  - Washington Association of Juvenile Court Administrators (WAJCA)

Appointments:

- BJA Members: Appointed by the BJA co-chairs
- Judicial Members: Trial court members appointed by their respective associations and appellate member appointed by the Chief Justice
- Annual Conference Chair: Annual Conference member appointed by Chief Justice
- Court Administrators and County Clerk Members: Administrative and County Clerk members appointed by their respective associations

Chair of CEC:

CEC members will elect a chair from among the three BJA representatives. The chair shall serve for a term of two years.

**VII. Term Limits**

Staggered terms recommended (suggestion: staggered three year terms for all members),

<b>Representing</b>		<b>Term/Duration</b>
BJA Member, Appellate Courts	Judge Laurel Siddoway	<b>*First population of members will be staggered. (3 year term)</b>
BJA Member, SCJA	<b>Judge John Meyer - Chair</b>	*
BJA Member, DMCJA	Judge Judy Jasprica	*
Appellate Court Education Chair or Designee (1)		Term determined by Chief Justice
Superior Court Judges' Association Education Committee Chair or Designee (1)		Term determined by their association
District and Municipal Court Judges' Association Education Committee Chair or Designee (1)		Term determined by their association
Annual Conference Chair or Designee (1)		Term determined by Chief Justice
Association of Washington Superior Court Administrators Education Committee Chair or Designee (1)	Ms. Andra Motyka (Ms. Fona Sugg is alternate)	Term determined by their association
District and Municipal Court Management Association Education Committee Chair or Designee (1)	Ms. Margaret Yetter	Term determined by their association
Association of Juvenile Court Administrators Education Committee Chair or Designee (1)	Ms. Paula Holter-Mehren	Term determined by their association
Washington Association of County Clerks Education Committee Chair or Designee (1)		Term determined by their association

**VIII. Other Branch Committees Addressing the Same Topic**

The CEC identified the following organizations involved in education:

- Association education committees
- Annual Conference Committee
- Gender and Justice Commission
- Minority and Justice Commission
- Court Interpreter Commission
- Certified Professional Guardian Board
- Court Improvement Training Academy
- Commission on Children in Foster Care
- AOC's Judicial Information System Education

The CEC will establish or continue relationships with the above named entities.

**IX. Other Branch Committees to Partner With**

Foster continual relationships with BJA Legislative, Budget and Funding and Policy and Planning Committees. CEC will be in close contact with the other BJA standing committees in order to develop long-term strategies for the funding of education and the creation of policies and procedures that are aligned with the BJA strategies and mission statement.

**X. Reporting Requirements**

The CEC will report at each regularly scheduled BJA meeting.

**XI. Budget for FY 2014-2015**

\$4,000

**XII. AOC Staff Support Until December 2015**

- Mr. Dirk Marler, Director, Judicial Services Division (AOC Representative)
- Ms. Judith Anderson, Court Education Coordinator, Office of Trial Court Services and Judicial Education (Committee Staff)
- 

**XIII. Recommended Review Date**

Every two years from adoption of charter.

*Adopted:*

*Attached Memorandum of Understanding with BCE*

*Amended: Mo/Day/Year*



## **Board for Judicial Administration (BJA)**

### **STANDING COMMITTEE CHARTER**

#### **Memorandum of Understanding Between Board for Judicial Administration And Board for Court Education**

#### **Purpose**

The MOU describes how the Board for Judicial Administration (BJA) and the Board for Court Education (BCE) will work together to successfully implement the new BJA Court Education Committee (CEC) created under BJAR 3 and support current education programs and planning during the transition of duties from the BCE to the CEC.

#### **Background**

It is important the CEC and the BCE work together to create a positive and effective transfer of roles and responsibilities from the BCE to the BJA Court Education Committee. The educational knowledge the BCE has accumulated since 1980 should be preserved so that it is available for use by the CEC and is too important to be lost in this transition.

#### **Agreement**

1. The Board for Judicial Administration (BJA) and the BJA Court Education Committee (CEC) will honor the Board for Court Education's (BCE) Fiscal Year 2015 budget allotments for educational programming between July 1, 2014 and June 30, 2015. Facility and faculty contracts have already been executed for education programs. Cancellation would be expensive and disruptive to education planning.
2. BCE policies, procedures and guidelines will remain in effect until the CEC changes them.
3. The CEC and the BCE will work together to plan and implement the complete transition of any necessary BCE functions no later than June 30, 2015.

**Duration**

This MOU may be modified by mutual consent of authorized officials from the BJA and BCE. This MOU shall become effective upon signature by the authorized officials from the BJA and the BCE and will remain in effect until modified or terminated. In the absence of mutual agreement by authorized official from the BJA and the BCE, this MOU shall end on June 30, 2015.

\_\_\_\_\_  
Chief Justice Barbara A. Madsen, BJA Co-Chair  
Date: \_\_\_\_\_

\_\_\_\_\_  
Judge Kevin G. Ringus, BJA Co-Chair  
Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner Eric B. Schmidt, BCE Chair  
Date: \_\_\_\_\_



## Board for Judicial Administration (BJA)

### LEGISLATIVE STANDING COMMITTEE CHARTER

**I. Committee Title**

Legislative Committee

**II. Authority**

Board for Judicial Administrative Rules (BJAR 3)

**III. Charge**

The purpose of the Legislative Committee is to develop proactive legislation on behalf of the Board for Judicial Administration and to advise and recommend positions on legislation of interest to the BJA and/or the BJA Executive Committee when bills affect all levels of court or the judicial branch as a whole.

**IV. Policy Area**

Staff to the Legislative Committee shall refer bills to the committee based on the following criteria:

- The topic is highly visible, controversial or of great interest to the judiciary;
- The bill applies to multiple court levels or the entire branch;
- The bill is referred by another entity;
- There is or could be disagreement between associations or judicial branch partners.

Legislation or ideas for legislation may be referred to the Legislative Committee by other entities at any time. Staff to the Legislative Committee shall confer with staff to the trial court associations for potential referrals when developing agendas. The Legislative Committee cannot reject referrals but may choose not to act on the referred issue or bill after discussion.

**V. Expected Deliverables**

The BJA Legislative Committee shall:

- Review and recommend positions on legislation as described in Section IV;
- Recommend action by associations or individual persons based on positions taken;
- React quickly as issues arise during the legislative session;
- Ensure regular communication and that no other committee's authority is being inappropriately or inadvertently usurped;
- Develop a communications plan regarding the how committee will interact with relevant stakeholders.
- During legislative sessions, conduct telephone conferences for the purpose of reviewing legislation and taking legislative positions. These calls should be

held as soon as practicable in an effort to accommodate the weekly legislative schedule;

- During the interim, meet monthly or as needed, to develop legislative issues and potential “BJA request” legislation. These meetings should be held in conjunction with the standing BJA meetings whenever possible in order to minimize travel-related expenses and time away from court; and
- The BJA Executive Committee shall serve on the Legislative Committee as established under BJA 3(b) (1). A majority vote of the Executive Committee members shall be necessary for positions taken;
- The BJA Executive Committee shall take any emergency action necessary as a result of legislative proposals. All members of the Legislative Committee shall have a vote on the recommendation to the Executive Committee. Legislative Committee members shall be well versed in all bills they act upon and shall be expected to communicate all relevant positions or information to the organizations they represent, as well as other parties, including legislators, as needed.

## **VI. Membership**

The BJA Legislative Committee shall be composed of

- The voting members of the BJA Executive Committee;
- DMCJA and SCJA Legislative Committee Chairs; and
- Three BJA members, one from each court level, as nominated and chosen by the BJA.
- Each member will have one vote per seat on the committee. In the event of co-chairs at an association level, that position will have only one vote.
- The chair of the Legislative Committee shall serve for a one-year term, shall be chosen from the three BJA members that are nominated by the BJA, and shall rotate between the three court levels.

## **VII. Term Limits**

The term of standing committee members shall be two years. Each committee member may be reappointed by the Board for Judicial Administration to one additional two-year term.

Term limits should be consistent with a member's term on BJA or commensurate with the term in the office that compels participation on the Legislative Committee.

<b>Representing</b>		<b>Term/Duration</b>
BJA Member, Appellate Courts	Judge Thomas Bjorgen	9/2016
BJA Member, SCJA	<b>Judge Sean Patrick O'Donnell - Chair</b>	9/2016
BJA Member, DMCJA	*(See Member-Chair)	*
Chief Justice (Exec Com)	Chief Justice Barbara Madsen	1/2017
BJA Member Chair (Exec Com)	Judge Kevin Ringus	8/2015
COA Presiding Chief Judge (Exec Com)	Judge Kevin Korsmo	4/2015
SCJA President (Exec Com)	Judge Jeffrey Ramsdell	6/2015
DMCJA President (Exec Com)	Judge Veronica Alicea-Galvan	6/2015
DMCJA Legislative Committee Chair	Judge Samuel Meyer	6/2015
SCJA Legislative Committee Chair	Judge Steven Warning	6/2015

**VIII. Other Branch Committees to Partner With on Related Issues**

- SCJA Legislative Committee;
- DMCJA Legislative Committee; and
- Other Judicial Branch Boards, Commissions, and Associations.

**IX. Reporting Requirements**

The BJA Legislative Committee shall report monthly, or upon request, to the BJA.

During session, staff to the Legislative Committee will provide an update to the full BJA after the chair of the committee has made opening remarks.

The Legislative Committees shall report in writing to the Board for Judicial Administration as requested.

The Chair of the Legislative Committee shall attend one BJA meeting per year, at a minimum, to report on the committee's work, if so requested.

**X. Budget for FY 2014-2015**

\$3,000

**XI. AOC Staff Support Provided Until December 2015**

- Ms. Mellani McAleenan, Associate Director of Office of Judicial and Legislative Relations (AOC Representative)
- Mr. David Elliott, Senior Court Program Analyst, Office of Trial Court Services and Judicial Education (Committee Staff)

**XII. Recommended Review Date**

The committee will have a review date of every two years.

*Adopted*



## Board for Judicial Administration (BJA)

### POLICY AND PLANNING STANDING COMMITTEE CHARTER

**I. Committee Title**

Policy and Planning Committee

**II. Authority**

Board for Judicial Administrative Rules (BJAR 3)

**III. Charge or Purpose**

The charge and purpose of the Policy and Planning Committee is to create and manage a process of engagement within the judicial branch around policy matters affecting the courts of Washington, to identify and analyze priority issues, and to develop strategies to address those issues. In doing so the standing committee will work to advance the mission, vision and principal policy goals of the BJA.

The Policy and Planning Committee shall:

1. Create and oversee a planning process on a two-year cycle that accomplishes the following:
  - a. Sets out a clear and accessible plan and schedule for outreach to justice system partners and stakeholders that provides multiple opportunities for input and identifies major decision points.
  - b. Provides for preliminary identification of issues advanced for attention by the BJA.
  - c. Produces written analyses of proposed issues that outlines the substance of the issue, its impact on the courts, the scope of potential strategies to address the issue, the potential benefits and risks of undertaking a strategic initiative to address the issue, a statement of desired outcomes and the feasibility of achieving desired outcomes, the major strategies that might be employed to address the issue, the resources necessary, and a timeline.
  - d. Provides analyses of issues to branch stakeholders for their review and additional input.
  - e. Selects one or more issues for recommendation as strategic initiatives to be sponsored by the BJA.

- f. For any strategic initiative approved by the BJA drafts and submits to the BJA a proposed charter for a steering committee or task force to implement the initiative. The charter should provide for the composition of the task force or steering committee, its charge, desired outcomes of the campaign, its deliverables, a timeline for reporting and ending of the body, and a detailed identification of resources necessary to implement the initiative, including staff and fiscal resources.
    - g. Produces recommendations to the BJA for action, referral, or other disposition regarding those issues not recommended for a strategic initiative.
    - h. Provides a critique and recommendations for changes in the planning process for consideration in subsequent cycles.
  2. Serve as the oversight body of any committee or task force created to implement a strategic initiative.
  3. Identify strategic goals of the BJA and propose recommendations to address them in conjunction with the other standing committees.
  4. Propose a process and schedule for the periodic review of the mission statement, vision statement, and principle policy goals of the Board for Judicial Administration, and oversee any process to propose revisions and present proposed changes to the BJA.
  5. Provide analyses and recommendations to the BJA on any matters referred to the standing committee pursuant to the bylaws of the Board.

IV. **Policy Area**

The committee is authorized to research and make recommendations regarding any area of policy affecting the courts of Washington which is within the plenary authority of the BJA.

V. **Expected Deliverables or Recommendations**

The Policy and Planning Committee will produce interim and final reports and recommendations, analyses of issues conducted during its planning cycle, and reports of the status of ongoing strategic initiatives.

VI. **Membership**

All members of the Policy and Planning Committee shall be voting members regardless of voting status on the full body.

<b>Representative</b>		<b>Term/Duration</b>
Chief Justice	Chief Justice Barbara Madsen	1/17
BJA Member, SCJA	Judge Scott Sparks	6/18
BJA Member, DMCJA	<b>Judge Janet Garrow - Chair</b>	6/17
COA Presiding Chief Judge	Judge Kevin Korsmo	4/15
SCJA President-Elect	Judge Harold Clarke III	6/15
DMCJA President-Elect	Judge David Steiner	6/15

**VII. Term Limits**

The terms of members shall coincide with their term and seat on the BJA. The president-elects of the judicial associations shall serve on the committee until becoming president, and shall be then be replaced by the incoming president-elects.

**VIII. Other Branch Committees Addressing the Same Topic**

There are a number of existing committees within the branch created to address policy in specific subject matter areas or functions. The Policy and Planning Committee has a uniquely general assignment concerning any policy matter that affects the judicial branch.

**IX. Other Branch Committees with Which to Partner**

The Policy and Planning Committee will conduct its work in consultation with the other standing committees of the BJA.

The Policy and Planning Committee will initiate and maintain dialog with a number of branch entities and committees both within and outside of the judicial branch.

Branch committees and entities include:

- Washington Supreme Court
- Court of Appeals
- Superior Court Judges' Association
- District and Municipal Court Judges' Association
- Judicial Information System Committee
- Access to Justice Board
- Gender and Justice Commission
- Minority and Justice Commission
- Office of Public Defense
- Office of Civil Legal Aid

Other entities include:

- Office of the Governor
- Washington State Legislature
- Washington State Bar Association
- Washington Association of Prosecuting Attorneys
- Washington Association of Criminal Defense Attorneys
- Washington State Association for Justice
- Washington State Association of Counties
- Association of Washington Cities
- Washington State Association for Municipal Attorneys

**X. Reporting Requirements**

The Policy and Planning Committee shall provide a final report and recommendations near the conclusion of its two-year planning cycle, and shall provide an interim biennial report of activities and the status of any ongoing strategic initiatives or other projects.

**XI. Budget for FY 2014-2015**

**\$6,300\***

*\*Saved expenses from the Board and other committees will be reviewed quarterly and can be re-allocated to supplement the committee towards its total request of \$13,000.*

**XII. AOC Staff Support Provided Until December 2015**

- Ms. Shannon Hinchcliffe, Administrative Manager, Board for Judicial Administration
- Mr. Steve Henley, Judicial Planning Specialist, Board for Judicial Administration (Committee Staff)

**XIII. Duration/Review Date**

The standing committee should be reviewed every three years to ensure that it is functioning consistent with its charge, producing deliverables and that the mission and goals of the BJA are being advanced. The first review should occur in 2018 and reoccur every three years thereafter.

# Tab 3



September 10, 2014

**TO:** Board for Judicial Administration (BJA) Members and Liaisons  
**FROM:** Shannon Hinchcliffe, BJA Administrative Manager  
**RE:** 2014-2015 BJA BUDGET ALLOCATIONS

**I. ACTION REQUESTED**

*Approve 2014-2015 BJA Budget allocations for Board administration, standing committees and related committees or projects. BJA staff recommendation for budget allocations is displayed in Section IV.*

**II. BOARD MEETING SCENARIOS AND ASSOCIATED EXPENSES**

The following meeting scenarios were built as an attempt to allocate limited resources among the BJA Board, standing committees and other associated costs. They were also constructed in response to specific requests given at the July 18 BJA meeting. This information is intended to inform the decisions on budget allocations.

- A. BJA meets two months on, one month off; committees are given the opportunity to meet on the same day as BJA meetings but can also meet during the off month.**

Meeting Expenses

- Board meetings w/travel, lunch and copies \*7 = \$17,528
- 2015 January special meeting\* + Lodging = \$3,365 (includes per diem meals, meeting lunch, lodging and regular meeting costs with travel).
- Committee meeting space if necessary – (TBD) *if several committees met at the same time, Legislative and Policy and Planning have overlapping members.*

**Board operating expenses for 2 months on 1 off (plus special January meeting) = \$20,893.**

*\*January special meeting would be held every other year when the Chief Justice delivers the State of the Judiciary.*

Other considerations: Committee expenses are variable depending on whether committees take advantage of the optional meeting time and facilities, based on the proposed budget allocation below, committees would individually fund any meetings

outside of the provided days. This schedule provides flexibility for committees to meet and most closely mirrors current practice; BJA often takes off a summer month and sometimes cancels one other meeting during the year. This schedule would treat January as an off month unless there is a State of the Judiciary address.

**B. BJA meets every other month; with standing committee meetings on the same day.**

Meeting Expenses

- Board meetings w/travel, lunch and copies \*6 = \$21,541.
- Additional standing committee meeting space if necessary = \$500 - \$2,000

**Board operating expenses for BJA meeting every other month with standing committee meetings on the same day = \$22,041 - \$23,541.**

Other considerations: Meeting every other month can impact the ability for the Board to move business along timely. There are members that overlap the Legislative and Policy and Planning committees and therefore not all committees could meet on the same day. The benefit is that committees can experience cost savings and will not need to utilize most of their requested allocations. Meeting every other month may not be conducive to the type of business committees need to do.

**C. BJA meets every other month; with standing committee meetings other days and times every other month.**

Meeting Expenses

- Board meetings w/travel and copies \*6 = \$12,001
- Committee expenses (assuming all committees meet every other month) w/travel, copies and standing committee costs (includes travel/meal costs for those who are not BJA members who serve on standing committees plus breakfast and coffee) = *estimate* \$ 16,781 divided by the committees based on their individual expenses.

**Combined expenses for BJA meeting every other month with standing committee meetings every other month= \$28,782.**

Other considerations: Meeting every other month can impact the ability for the Board to move business along timely. Format somewhat drives the function of committee business in that they would be slated to meet every other month. Depending on the committee's work, this may not be a viable model.

**III. STAFF FEEDBACK ON MEETING SCHEDULE PROPOSALS AND RECOMMENDATION**

I spoke informally with different staff about the three options and gathered the following feedback:

- Meeting every other month can result in having to spend a significant time re-capping the previous meeting.

- Having a meeting every other month can be difficult for acting on items in a quick manner, also momentum from discussion can be lost after a long lag.
- Meeting monthly can present challenges to turning around any comprehensive work product although it really depends on the committee's work and the cycle of work if there is one.
- Two months on, one month off accommodates certain committee cycles such as Budget and Funding.
- Two months on, one month off closely mimics what the BJA currently does now (takes 2-3 months off) although it would be easier if the off months were known in advance for project or leave planning.
- Staff expressed willingness to work with whatever option is chosen by the Board.

Recommendation on Board Meeting Schedule: Based on current budget, projected expenses and staff feedback, I recommend the Board move to a two meeting on, one meeting off schedule. I will bring back a proposed meeting schedule for discussion in October based on the Board's decision.

**IV. SUGGESTED BUDGET ALLOCATIONS FOR FY 2014-2015**

<b>Budget Items</b>	<b>Money Requested</b>	<b>Suggested Allocation</b>	<b>Notes</b>
<b>Board/Administration</b>	TBD	\$21,000/Board meeting expenses based on the two months on, one month off model with a special January meeting in 2015	Any meeting savings will be re-allocated to professional services, other administration expenses and Policy and Planning.
<b>Legislative</b>	\$3,000	\$3,000 (meeting and retreat expenses)	If no retreat, some monies may be reallocated to Policy and Planning or administration.
<b>Budget and Funding</b>	\$1,000	\$1,000	
<b>Education</b>	\$4,000	\$4,000	If BCE money is added, monies may be reallocated to Policy and Planning or administration.
<b>Policy and Planning</b>	\$13,000 - \$18,000	\$6,300	Money is earmarked for outreach only, BJA day meeting time mostly utilized, BJA offsite meeting for outreach is recommended to assist in Policy and Planning Committee's work.

<b>Best Practices</b>	\$1,000 (wrap up)	\$1,000	This is no longer a standing committee but will likely have to do future wrap-up work.
<b>Public Trust and Confidence</b>	\$2,500	\$2,500	
<b>Total</b>		<b>\$38,800</b>	

V. **CONCLUSION**

Traditionally, the BJA has not been actively engaged in budget allocations for the Board or its committees. Staff is requesting the Board's agreement to the allocations as they will directly impact the Board's business, by virtue of changing the regular meeting schedule and the new standing committees' ability to carry out their duties.

# Tab 4

September 5, 2014

TO: Board of Judicial Administration  
FROM: John Bell  
RE: GR 31.1 Forms and Policies

Accompanying this memo are three documents that have been developed by the GR 31.1 Core Work Group and subsequently reviewed and edited by the Executive Oversight Committee and the BJA Implementation Oversight Committee. The three documents are:

1. Public Records Officer Job Description
2. Managing Electronic Records and Emails of Employees
3. Public Disclosure: Managing Requests for Court Administrative Records Pursuant to GR 31.1

## **Model Public Records Officer Qualifications and Duties**

### **POSITION OBJECTIVE**

*Assist all Court/Judicial Branch Agency employees in the effective and timely release of public administrative records to the public, media and legal community.*

This includes measuring and evaluating the effectiveness of the current policies and procedures to ensure that records requests are responded to in an accurate and timely manner, providing assistance to verify court/judicial branch agency objectives and court rule requirements are being carefully followed. The PRO may also manage the response to all subpoenas concerning administrative records and work with the media as the court/judicial branch agency 's Public Records Officer on issues related to administrative records.

### **DUTIES AND TASKS**

- The Public Records Officer (PRO) is responsible for strategic and tactical planning, organizing, implementing, auditing, and maintaining the court/judicial branch agency's public disclosure and records retention programs.
- Develop policies and procedures for public disclosure, the PRO is to ensure implementation of all public disclosure program requirements. It is the PRO's responsibility to develop tactical responses to specific/unique/high-risk disclosure requests.
- Work closely with the Court Administrator/Judicial Branch Agency Director on matters of complex implementation to ensure that full and adequate responses are made to all requesting parties.
- Remain current on legal mandates for the court/judicial branch agency relative to public disclosure, and provide overall strategic direction to ensure proper interpretation and implementation of court rules governing public disclosure.
- Plans and provides training to all levels of Court/Judicial Branch Agency staff on procedures, laws and available alternatives related to responding to administrative records requests, records holds, and other public disclosure request information.
- Defines and creates policies that impact the Court/Judicial Branch Agency and consults with and advises those court/judicial branch agency employees on the creation of processes to comply with legal and policy requirements as well as the needs and requirements of the Court/Judicial Branch Agency.
- Fielding public records related questions from the public.

### **ACCOUNTABILITY**

*Daily decision-making authority on determining proper disclosure and redaction of requested materials.*

Decisions are both tactical and strategic in nature, aimed at guiding court/judicial branch agency policy in the future. Precedent many times informs decisions; sometimes precedent is lacking, resulting in unknown impact/effect.

### **Resources and/or policies that are controlled and influenced.**

Court Rules GR 31.1, and also knowledge of GR 31, GR 15, GR 22.

Any internal administrative record policies of the court/judicial branch agency.

Chapter 42.56 RCW for guidance purposes.

### **Scope of accountability.**

The position of Public Records Officer is required under GR 31.1 and is directly accountable for managing public disclosure, retention, tracking and management of requests for and retention of administrative

records. Issues with unusual risk potential are immediately reported to the Court Administrator/Judicial Branch Director.

## **QUALIFICATIONS AND EXPERIENCE (This will vary depending on size of court/judicial branch agency)**

### **Generally**

*Position requires expertise in the rules of public disclosure, record retention and matters of case law pertaining to the same.*

### **Education and Experience**

- Four-year college degree
- Three years public disclosure, paralegal experience, or other relevant experience.

### **Competencies**

Must have the ability to:

- Work with diverse groups, providing customer service and interpretation related to public disclosure laws and court/judicial branch agency requirements.
- Communicate effectively throughout the court/judicial branch agency, with stakeholders and the media.
- Provide leadership, training, and consulting services to court/judicial branch agency employees.
- Track requests to deadlines and provide accurate and timely information to court/judicial branch employees.
- Be highly organized, able to make decisions independently, able to plan his/her own work and the work of others, and able to stay informed of court rules, case law and legislative and regulatory issues impacting public disclosure and records retention.
- Ensure that the court/judicial branch agency is in complete compliance to public disclosure and retention requirements, the PRO must demonstrate sufficient self-motivation in order to be successful.
- Work with public, some who may be angry and/or upset.
- Maintain the highest level of confidentiality
- Express ideas and information verbally and/or in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience/reader.
- Make public presentations before large and small groups
- Effectively manage time and deadlines
- Work with employees and public to identify, evaluate, and resolve complex or sensitive issues, problems, and service needs.
- Persuade others to accept recommendations or advice for the purpose of bringing them into compliance with laws, regulations or policy.
- Organize multiple assignments to produce work products that are accurate, thorough, and on time.
- Document information or update records so that they reflect the most current information
- Identify, collect, organize, and document data and information.

- Use spreadsheet software, such as Microsoft Excel, to create, modify, print, and format spreadsheets, find and replace data, and work with basic formulas and functions. Use templates, styles, AutoFormats, and multiple worksheets.
- Use word processing software, such as Microsoft Word.

### **Special Requirements and Conditions of Employment**

- Successfully pass a background check.
- Standard business hours are Monday – Friday, but the incumbent may be expected to adjust the work schedule to meet court/judicial branch agency needs.
- Attend training as required to update on current laws, best practices, procedures, and policies
- Ability to use specialized tracking software
- Willingness and ability to conduct numerous daily interactions with the public.

# Managing Email and Electronic Records of Employees

It is important to make certain that courts and judicial branch employees handle administrative records appropriately. This includes email and electronic records in personal network drives as well as paper files. Administrative records, regardless of format, can only be destroyed in accordance with approved retention periods. In addition, administrative records created or maintained for or by the courts and judicial branch agencies remain in the custody of the judicial branch after staff who created or maintained the records leaves employment.

It is important for all judicial branch employees to ensure that all records are well organized and documented. Below are suggested steps to follow.

## Step 1. Remove Personal Materials

Periodically review documents saved in your network drive and email messages in your account (mailbox and archive) and remove anything of a purely personal nature. Personal materials are those documents that relate solely to your private affairs and are not used to conduct judicial branch business. (All personal use of public resources should be de minimus and some courts or judicial branch agencies may not allow any personal use of public resources.)

Examples of personal materials include:

- Family and personal correspondence
- Personal banking and finance information
- Materials from your activities as a member of a professional association
- Copies of your personnel records such as performance evaluations, benefit information, payroll/salary information, etc.

## Step 2: Identify, Organize and Transfer Active Records

Active records are those needed to document current projects. Identify projects that are works-in-progress and the records in your custody needed to document them. As with your paper files, make sure your electronic records and email messages are clearly named and filed in the appropriate project folder within your file structure.

If you are leaving or transferring to a different position, discuss the status of active projects and the supporting records with your supervisor and determine if the records should be reassigned to another employee or held for transfer to your successor. Then, with your supervisor and IT contact, determine the best way to transfer control of the records to whomever will be responsible for them. Maintain the records in accordance with your court or judicial branch agency's policies, with permissions for those staff who need access to the records for substantive work or to conduct administrative records searches. Finally, document the files that were transferred and their location and give the information to your supervisor.

### **Step 3: Identify, Organize and Transfer Inactive Records**

Inactive records are those that are no longer needed to carry out the activities they were created for, but cannot be immediately destroyed because they have not yet met the judicial branch retention requirements.

An example would be email messages documenting approval of expenses related to a consultant contract you managed. The contract was closed out and there is no need to refer back to the records.

However, the retention period for consultant contracts stipulates that the judicial branch entity must retain the records for six years after the contract has been closed out. So, even though you don't use the records anymore, the records cannot be legally destroyed until six years has passed since the closing of the file.

Again, make sure your inactive electronic records and email messages are clearly named and filed in the appropriate project folder within your file structure.

Maintain the records in accordance with your court or judicial branch agency's policies, with permissions for those staff who need access to the records to conduct public records searches. However, if you are planning to store inactive records offline on DVDs, CD-ROMs, or magnetic tape, be aware that industry standards recommend migrating the stored records to new media every three years. This type of media should be accompanied by an external label that includes the name of person/office responsible for the records, project names, date range of records contained on the media, type of software used to create the records, and the date the records were transferred to the media.

If you are leaving your position, your supervisor should be made aware of inactive records in your custody and determine who will take responsibility for them for the remainder of their retention period. Your court or judicial branch agency will need to be able to locate these records in the event they are needed for an audit, administrative record request, or litigation action. These records need to be identified and transferred in the same manner as active records.

Document the inactive files that were transferred and their location and give the information to your supervisor.

### **Step 4: Identify Records Eligible for Disposal**

Periodically, review information remaining in your network and computer drives and delete any items that meet the following criteria:

#### Records that are past the retention period

If you're uncertain which schedules apply to your records, contact your Public Records Officer for assistance.

## Transitory records that are no longer needed

Transitory records are records that are required for only a short period of time to facilitate the completion of a routine action or the preparation of a subsequent record. Transitory records are not required to meet legal obligations or to document your decisions or actions.

Examples Include:

- Convenience Copies - electronic copies of records that are kept only for convenience or reference purposes
- External Publications - newsletters, training announcements, articles produced by outside sources for informational purposes
- Routine Requests for Information - requests for information or publications and copies of replies that require no administrative action, no policy decision, and no special compilation or research.
- Transmittal Messages - email messages that do not add additional information to the materials being transmitted

Following these steps will give you the peace of mind that comes from knowing you have complied with all recordkeeping requirements. In addition, it will ensure your records make a smooth transition to their new custodian as you move to a new position or you depart for a new venture.

### ***Email: to save or not to save?***

#### **E-mail: What to read and delete**

Do you ever wonder if you should keep or delete that e-mail message that you've just read? Sometimes the answer is clear and other times it's as clear as mud. The result of this uncertainty is that we often save and file more e-mail than is necessary. This practice takes up valuable server space and makes it difficult to locate important messages when you need them.

What is worse, however, is discovering you've deleted a message that you should have retained. In order to manage your e-mail properly, you need to know the difference between an official judicial branch record that should be filed and retained according to an approved records retention schedule, and a "transitory" record which can be deleted as soon as you no longer need it.

Please note that email must be retained as email. The data associated with the email is an important part of the record.

#### **What is a judicial branch e-mail record?**

Messages that document judicial branch functions, provide evidence of judicial branch business transactions, or are needed to provide information about actions related to judicial branch projects and activities are judicial branch records and must be retained and managed in compliance with approved records retention schedules and judicial recordkeeping requirements.

### **What is a transitory e-mail record?**

Transitory records are records that are required for only a short period of time to facilitate the completion of a routine action or the preparation of a subsequent record. Transitory records are not required to meet legal obligations, or to document the decisions or actions of the judicial branch.

Below are some examples of transitory records that you can discard as soon as you no longer need them:

- **Miscellaneous notices or memoranda**, such as broadcast e-mail notices of holidays or special events, minor information items concerning routine administrative matters or other issues not directly pertaining to the functions of your court or judicial branch agency.
- **Informational copies** of widely distributed materials that either your court or judicial branch agency is not the creator or sponsor of such as meeting minutes, agendas, or newsletters.
- **Preliminary drafts** of letters, memoranda, or reports and other informal notes which do not document substantive changes in the preparation of a final document.
- **Duplicate copies** of documents that are retained only for convenience or future distribution.
- **Personal messages** such as "want to meet for lunch?" or phone messages such as "please return Robert's phone call."
- **Publications** such as informational newsletters, catalogues, and pamphlets received from outside sources.
- **Unsolicited advertising materials**, company brochures, price lists, menus, etc.

# Public Disclosure: Managing Requests for Court Administrative Records Pursuant to GR 31.1

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## ***What law applies?***

Courts and judicial branch agencies are subject to General Court Rule 31.1 (GR 31.1), which provides for public access to court administrative records. Courts and judicial branch agencies are not subject to the Public Records Act, chapter 42.56 RCW. GR 31.1 defines (1) the entities and persons subject to the rule, (2) the records subject to the rule, (3) exemptions that may apply, and (4) the procedures for responding to a request for court administrative records.

## ***What is a public record under GR.31.1?***

GR 31.1 provides that administrative records of the court or judicial branch agency are public records open to public access. “Public record” includes any writing, except “chambers records” and court records, containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any court or judicial agency regardless of physical form or characteristics. “Public record” also includes metadata for electronic administrative records. *GR 31.1 (i)(6)*.

## ***What is a court administrative record?***

“Administrative record” means a public record created by or maintained by a court or judicial branch agency and related to the management, supervision, or administration of the court or judicial branch agency and includes metadata. *GR 31.1 (i)(2)*. It does not include court records governed by GR 31 or “chamber records” as defined in GR 31.1 (m).

## ***A “chambers record” is not a court administrative record and is not subject to disclosure?***

GR 31.1 states that “chambers records” are not administrative records and are not subject to disclosure. GR 31.1(m). “Chambers record” means 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. “Chambers staff” means a

judicial officer's law clerk and any other staff when providing support directly to the judicial officer at chambers.

The definition of chambers records and when it applies to records requests is more thoroughly addressed in GR 31.1(m). Also, for more detailed information on chambers records please refer to *Guidance on Chambers Records* [hyperlink will be inserted].

### ***What are the forms of court administrative records?***

A court administrative record can be any writing regardless of physical form or characteristics and includes, but is not limited to, hard copy files, e-mails, electronic records, notes, audio or visual recordings, and photographs. If a responsive email includes an attachment, the attachment also should be produced, unless it is exempt.

### ***How is a request made for court administrative records?***

GR 31.1 requires requests for records to be made in writing. The rule authorizes the use of email for making the written request for documents. A person seeking public documents must identify or describe the documents with sufficient clarity. [Levy v. Snohomish County, 167 Wn. App. 94, 272 P.3d 874](#) (2012). Records are identifiable when there is a "reasonable description enabling the government employee to locate the requested records." *Bonamy v. Seattle, 91 Wn. App. 403, 960 P. 2d 447* (1998). If a records request does not specify identifiable public records, the responding agency is justified in asking for clarification. [Kleven v. City of Des Moines, 111 Wn. App. 284, 44 P.3d 887](#) (2002).

Requesters may be unfamiliar with GR 31.1, so staff should look for language in any request for records, such as public records/public disclosure request, Public Records Act or its acronym "PRA", the Freedom of Information Act or its acronym "FOIA".

Each court or judicial agency should establish a centralized process for receiving public records requests and publish that process to the public. A requester may be required to direct a request to a particular staff person (such as the Public Records Officer) or office and to provide contact information, such as name, phone number, and mailing address. However, if a request is misdirected, staff should assist by sending it to the designated person or office.

### ***What if a request is unclear or is complicated?***

If a request is submitted and is unclear, the request can often be clarified with a phone call to the requester. This verbal clarification should be subsequently documented in writing by the requester. If necessary, the Public Records Officer (PRO) can assist the requester in writing the clarification in order to ensure that both the requester and the PRO are in agreement.

If a request is overbroad, the PRO may ask the requester to clarify or ask for more time to respond to the request in full. The PRO may also ask for an advance deposit for the requested records. The court or judicial agency should attempt to reach an agreement with the requester to narrow the request to a more manageable scope and/or to a manageable timeframe for the court's or judicial agency's response, which could include a production schedule with installments. If the court or judicial agency and requester are unable to reach agreement, then the court or judicial agency should respond to the extent practicable and inform the requester when the court or judicial branch agency has completed its response. GR 31.1(c)(6).

### ***What are our obligations?***

For most courts and judicial agencies, the initial response to an administrative records request is required in writing within five (5) business days. The court or judicial branch agency may include the requested documents with this response if the request is narrow or not overly complex. If the response does not include all of the records requested, the court or judicial branch agency must provide a *good faith* estimate of when the records will be produced. This estimate may be revised.

With particularly voluminous requests, the court or judicial branch agency may make records available for initial inspection by the requester in order to determine which records are to be copied/provided. Alternatively, the court or judicial branch agency may provide records in installments, and require the requester to pay for that installment before it produces the next installment.

If a specific format is requested, the court or judicial branch agency should attempt to provide the records in the format sought by the requester. However, a court or judicial branch agency has discretion on producing records in the requested format when such production would be: (1) cost prohibitive; (2) unduly burdensome; or (3) not feasible. For example, an electronic record that has to be redacted cannot be provided in native format.

### ***What do I need to do if asked to provide responsive records?***

Provide all requested administrative records to the court or judicial branch agency's PRO even if you believe an exemption applies. A government entity cannot withhold a record or a portion of a record without documenting both the withholding and the reason for withholding in writing. An entire document cannot be withheld when only a portion of the document is not publicly accessible.

Provide all requested records to the court or judicial branch agency's PRO even if you believe the record is duplicative or someone else has a copy.

Track all time associated with researching records. Per GR 31.1 (h) (4), “a fee not to exceed \$30 per hour may be charged for research services required to fulfill a request taking longer than one hour. The fee shall be assessed from the second hour onward.”

Do not redact any information when providing records to the PRO, although you should make note of those documents that you believe are exempt or contain information that should be redacted. The PRO will make the final decisions regarding exemptions and redactions with guidance of GR 31.1. If necessary, the local court’s prosecuting attorney’s office or the judicial branch agency’s counsel may weigh in on any exemptions or proposed redactions. The court or judicial branch agency should prepare an exemption log if any records are withheld, and refer to exempted records (including exemption authority) in the response to the requester.

Any requests for personnel records must be forwarded to the PRO for coordination with the court or judicial branch human resources department. Many staff assume that nothing in a personnel file is subject to public disclosure; however, personnel records *may be* subject to disclosure under limited circumstances.

### ***What are the types of records exempted from disclosure?***

The public has a presumptive right of access to court and judicial agency administrative records unless an exemption applies or access is prohibited under GR 31.1, other court rules, federal statutes, state statutes, court orders, or case law. The Public Records Act, [chapter 42.56 RCW](#), provides guidance as to whether a specific record is subject to disclosure in the event the application of GR 31.1 is ambiguous. Because of similarities, interpretations of the federal Freedom of Information Act ([FOIA, 5 U.S.C. § 552](#)) are also helpful in construing the language in GR 31.1 and the PRA.

Proposed GR 31.1 (j) and (l) provides a description and list of applicable exemptions of administrative records, a summary of which follows:

- Minutes of meetings held by judges within a court and staff products prepared for judicial discussion or decision-making during the meeting;
- Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended, unless if publicly cited by a court in connection with court business;
- Evaluations and recommendations concerning candidates seeking appointment or employment within a court or judicial agency;
- Personal identifying information, including individuals’ home contact information, SSN, Driver’s License numbers and identification/security photographs;
- Documents related to requests for expert, investigator or other services, including any report or findings by same, and invoicing/payment of the expert, investigator, or service provider.

- Those portions of records containing specific and unique vulnerability assessments or specific and unique emergency and escape response plans, the disclosure of which would have a substantial likelihood of threatening the security of a judicial facility or any individual's safety.

***What if a person asks for records contained in the official court file (“case records”)?***

[GR 31](#) (and not GR 31.1) governs access to court records related to judicial proceedings. GR 31.1 defines these records as “case records.” The court or the court administrator should already have procedures for the public to request case records. These types of requests should be referred to the Court Administrator, Judicial Branch Agency Administrator or the Administrative Office of the Courts - Data Dissemination Administrator. For Judicial Information Systems (JIS) records there is a form located at <http://www.courts.wa.gov/datadis/>

***Additional Resources:***

Public Records Officer: [insert name and phone number of PRO]

State of Washington Court Rules: [GR 31](#) (Access to Court Records) and GR 31.1 (Access to Administrative Records)

Public Records Act, [chapter 42.56 RCW](#)

Freedom of Information Act ([FOIA, 5 U.S.C. § 552](#))

Public Records Guidelines and Associated Documents (need to populate page with guidelines):

# Tab 5



**Trial Court  
Improvement Account  
Use Report for 2013**

***Board for Judicial Administration  
Published August 2014***





**2013**  
**Trial Court Improvement Account**  
**Use Report**

Published August 2014  
by the  
Board for Judicial Administration

**For more information, please contact Mellani McAleenan at**  
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# 2013 Trial Court Improvement Account Use Report

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# Introduction

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In 2005, the Washington State Legislature passed 2ESSB 5454 Revising Trial Court Funding Provisions (Chapter 457, Laws of 2005), which, in part, created local Trial Court Improvement Accounts (TCIA). This report is intended to provide the Judiciary, Legislature, and other interested parties with information regarding how the local Trial Court Improvement Accounts have been appropriated to improve the functioning of the judiciary and the provision of justice in Washington State.

The legislation created an Equal Justice Sub-Account, provided for disbursement of funds in the account to local governments for partial reimbursement of district and qualifying municipal court<sup>(1)</sup> judges' salaries, and mandated that the counties and qualifying cities establish Trial Court Improvement Accounts funded by the local governments in amounts equivalent to the salary reimbursements. In 2009, the Legislature amended the original legislation to eliminate the Equal Justice Sub-Account, directing money into the state General Fund instead, and providing for the salary reimbursement from the General Fund.

The first disbursement of funds to local governments for partial reimbursement of district and qualifying municipal court judges' salaries, which triggered creation and funding of the TCIA's, was made in October 2005. Full year's disbursements have been made since 2006. This report covers the use, or intended use, of those funds distributed for 2013. Most jurisdictions also have plans in place for 2014, and a few are continuing to allow a fund balance to accrue until funds sufficient to undertake desired improvement projects have accumulated.

Beginning in the state's 2007-09 biennium 50% of the Equal Justice Sub-Account was available. Calendar year 2008 was the first full year of funding at the 50% level that the legislation provides. The 2013 disbursements to the counties and cities were \$3,175,000 - the anticipated funding level for the program.

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<sup>(1)</sup> A municipality qualifies for TCIA funds if the judge is serving in an elected position and is compensated at a rate equivalent to at least ninety-five percent, but not more than one hundred percent, of a district court judge salary or the same equivalent for a part-time judge on a pro rata basis.

# 2ESSB 5454 (2005) – Revising Trial Court Funding Provisions

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In passing 2ESSB 5454, the Legislature stated the following intent:

“The legislature recognizes the state’s obligation to provide adequate representation to criminal indigent defendants and to parents in dependency and termination cases. The legislature also recognizes that trial courts are critical to maintaining the rule of law in a free society and that they are essential to the protection of the rights and enforcement of obligations for all. Therefore, the legislature intends to create a dedicated revenue source for the purposes of meeting the state’s commitment to improving trial courts in the state, providing adequate representation to criminal indigent defendants, providing for civil legal services for indigent persons, and ensuring equal justice for all citizens of the state.”

The legislation consisted of these major components:

- Increases to various court fees.
- Establishment of the Equal Justice Sub-Account within the Public Safety and Education Account<sup>(2)</sup> funded with the State’s portion of the increased filing fees.
- Funds in the Equal Justice Sub-Account could only be appropriated for:
  - ◇ Criminal indigent defense assistance and enhancement at the trial court level, including a criminal indigent defense pilot program.
  - ◇ Representation of parents in dependency and termination proceedings.
  - ◇ Civil legal representation of indigent persons.
  - ◇ Contribution to district court judges’ salaries and to eligible elected municipal court judges’ salaries.
  - ◇ The creation of local Trial Court Improvement Accounts, to be funded in amounts equal to that received from the state for partial reimbursement of district and qualifying municipal court judges’ salaries.

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<sup>(2)</sup> In 2009 the Legislature passed ESSB 5073 (Chapter 479, Laws of 2009), which eliminated the Public Safety and Education Account and the Equal Justice Sub-Account, directing money going to these accounts into the state General Fund instead, and providing for the salary reimbursement from the General Fund.

In addition to creating a state revenue stream to fund the appropriations identified in 2ESSB 5454, the local share of the increases to the various court fees also resulted in significant revenue to local government general funds, particularly for counties. The initial revenue estimate assumed that local governments would gain approximately \$9.9 million annually.

Prior years' TCIA Use Reports indicate that local general fund revenue gains resulting from 2ESSB 5454 had a positive impact on local appropriations for the courts. Many jurisdictions reported general fund budget increases that could be at least partially tied to these revenue gains.

## **2013 Trial Court Improvement Account Use**

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The Legislature appropriated \$2.4 million for the 2005-07 biennium for contribution to district and qualified elected municipal court judges' salaries. Since the 2007-09 biennium, the biennial appropriation has been \$6.35 million, as the legislation provided for the share of the account allocated for this purpose to grow from 25% in the initial biennium to 50% in the succeeding biennia. These funds are distributed quarterly by the Administrative Office of the Courts on a proportional basis to all qualifying jurisdictions. (See Appendix A on page 13)

Upon receipt of these funds, counties and participating cities are required to create and fund Trial Court Improvement Accounts in an amount equal to the funds received as partial reimbursement for judges' salaries. In essence, the state funds the TCIA's by providing partial reimbursement for judges' salaries, which frees up local general fund dollars to fund the local Trial Court Improvement Accounts in an equal amount.

Funds in the accounts are appropriated by the legislative authority of each county, city, or town and must be used to fund improvements to court staffing, programs, facilities, and services. Funds provided to counties may be used for district or superior courts. Funds may be expended each year, or a fund balance may be allowed to accrue until funds sufficient to undertake desired improvement projects have accumulated.

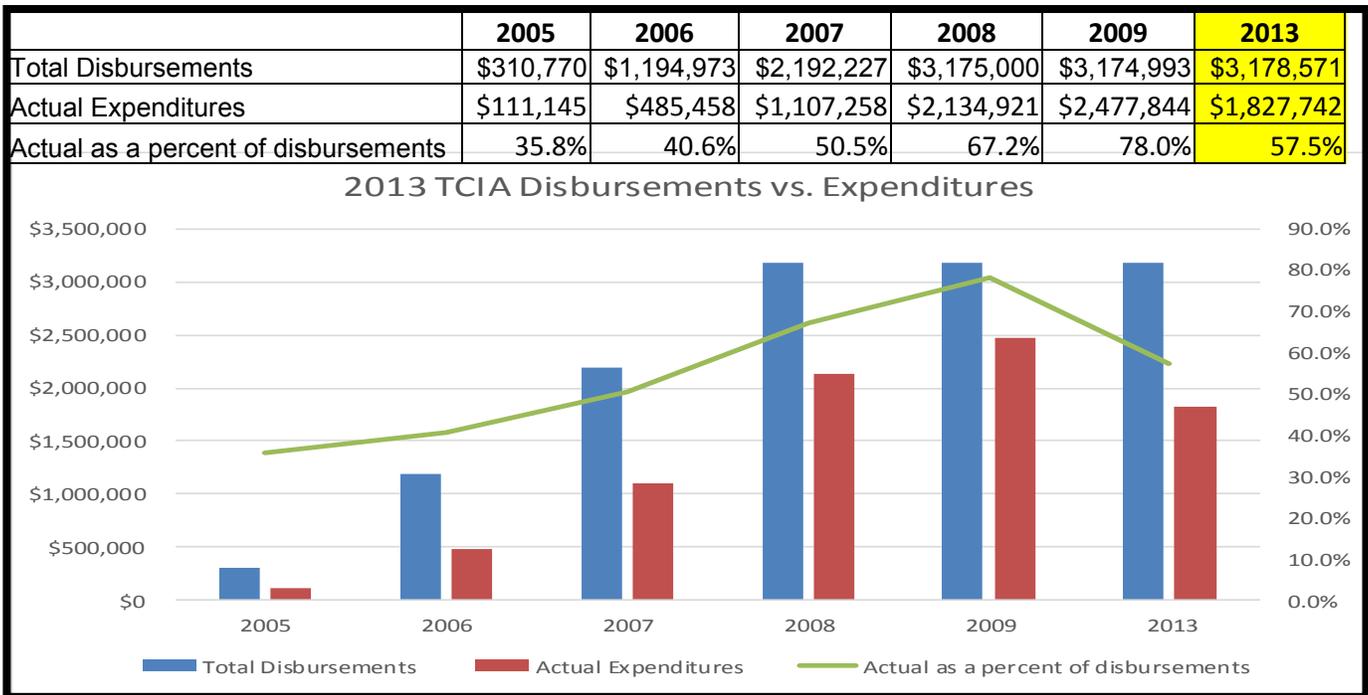
In April 2014, a request was made to the courts by the Board for Judicial Administration for information regarding actual use in 2013 of the Trial Court Improvement Accounts. (See Figure A) All 39 counties and 14 qualifying cities receiving partial reimbursement for district and qualifying municipal court judges' salaries reported on the use or intended use of funds received in 2013.

## **Actual and Planned Expenditures**

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The number of courts using TCIA funds continues to increase, growing from 29 of 54 qualifying jurisdictions in 2007 to 56 of 56 qualifying jurisdictions in 2013.

**Figure A: 2013 TCIA Disbursements vs. Expenditures**

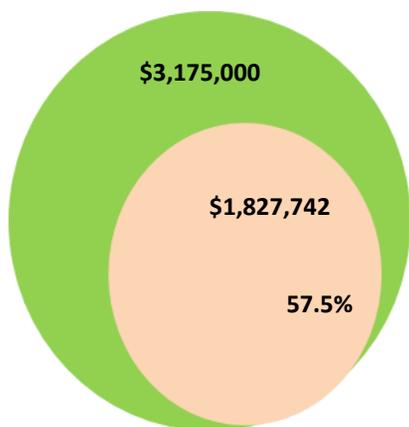


*(Data collected but not analyzed in 2010-2012)*

While many jurisdictions used the funds to start new services or programs or to continue services and programs established with TCIA funds, in the years following the recession the number of jurisdictions using the funds to restore de-funded programs grew substantially. Ideally, there will be a reversal of this trend that will lead to the creation of new services, programs, and improvements to the trial courts as the economy continues to improve.

In 2013, jurisdictions spent over half of the funds disbursed, compared to three-fourths in 2009, one-half in 2007, and two-thirds in 2008. (See Figure A)

**Figure B: 2013 TCIA Funds Disbursed vs. Spent**



A few jurisdictions continue to accrue fund balances until sufficient funds are available to undertake desired projects or have otherwise deferred decisions on how to spend the funds. Although a significant amount of money continues to be “banked” for future use, the rate has declined over the course of the program. (See Figure B)

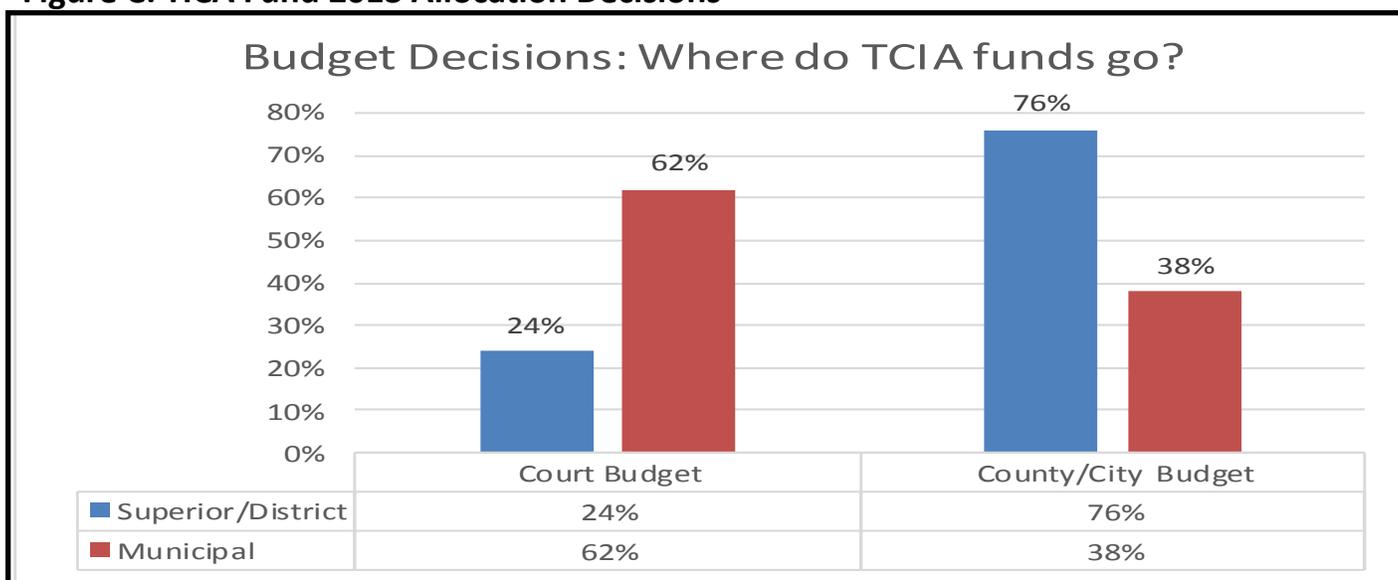
### **Budget Allocation Decision Processes**

Jurisdictions also reported how the TCIA funds are maintained and appropriated within the jurisdiction’s budget structure. In most cases, trial court improvement money is accounted for separately, but in many cases it is moved into the court’s operating budget or some other budget when appropriated. Some jurisdictions indicated that the TCIA

funds were allocated within the court’s general operating budget and many said that the jurisdiction had or would create a separate “Trial Court Improvement Account” expenditure budget from which to appropriate funds. (See Figure C)

The separate “Trial Court Improvement Account” expenditure budget is the preferred model for courts to follow because it allows for a more direct accounting of how TCIA funds are allocated and expended over time. Further, when TCIA funds are comingled with the court’s general operating budget it is more likely that the funds will supplant normal general fund appropriations as general budget reductions occur during regular budgeting cycles.

**Figure C: TICA Fund 2013 Allocation Decisions**



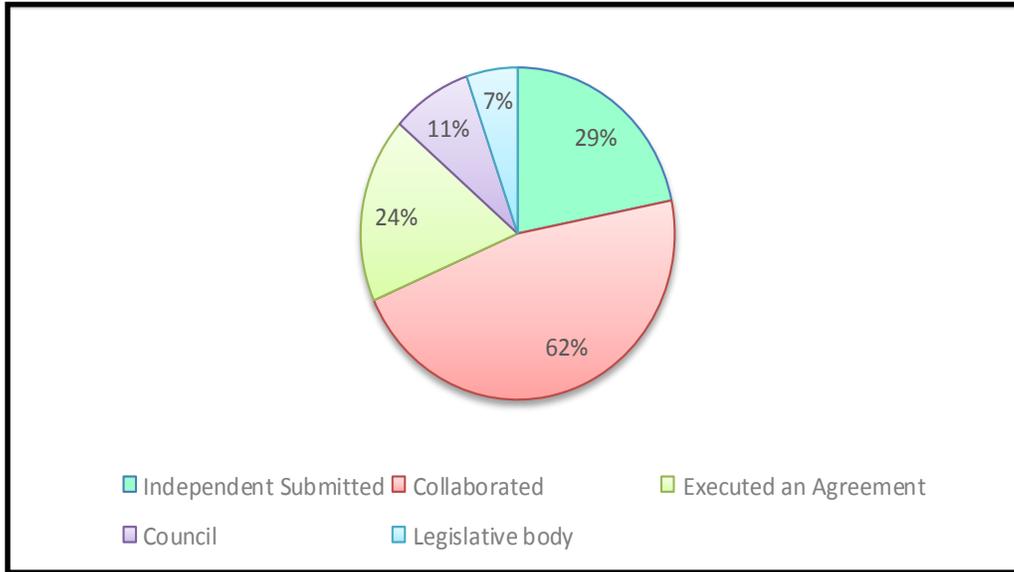
Various approaches to the allocation decision process have been developed and can be summarized as follows:

- In many counties, there is clear communication and collaboration between the superior and district courts in planning for TCIA budget allocation requests for joint presentation to the legislative authority. In some counties, allocation decisions are made jointly, but each court submits its budget separately.
- In some counties, the local Trial Court Coordinating Council, Law and Justice Council, or similar body has been tasked with developing budget allocation recommendations for presentation to the legislative authority.
- As in past years, municipal courts in cities where TCIA funds have been spent submitted independent budget requests without the participation of the local Trial Court Coordinating Council, Law and Justice Council, or similar bodies.

As in prior years, there are indications in many county jurisdictions, as well, that the TCIA funds

were appropriated by the legislative authority without direct consultation with the trial court leadership. While the authority to appropriate the funds clearly falls within the sphere of the legislative authority, a more collaborative approach was envisioned by the proponents of the enacting legislation. (See Figure D)

**Figure D: Superior/District Court Allocation Process**



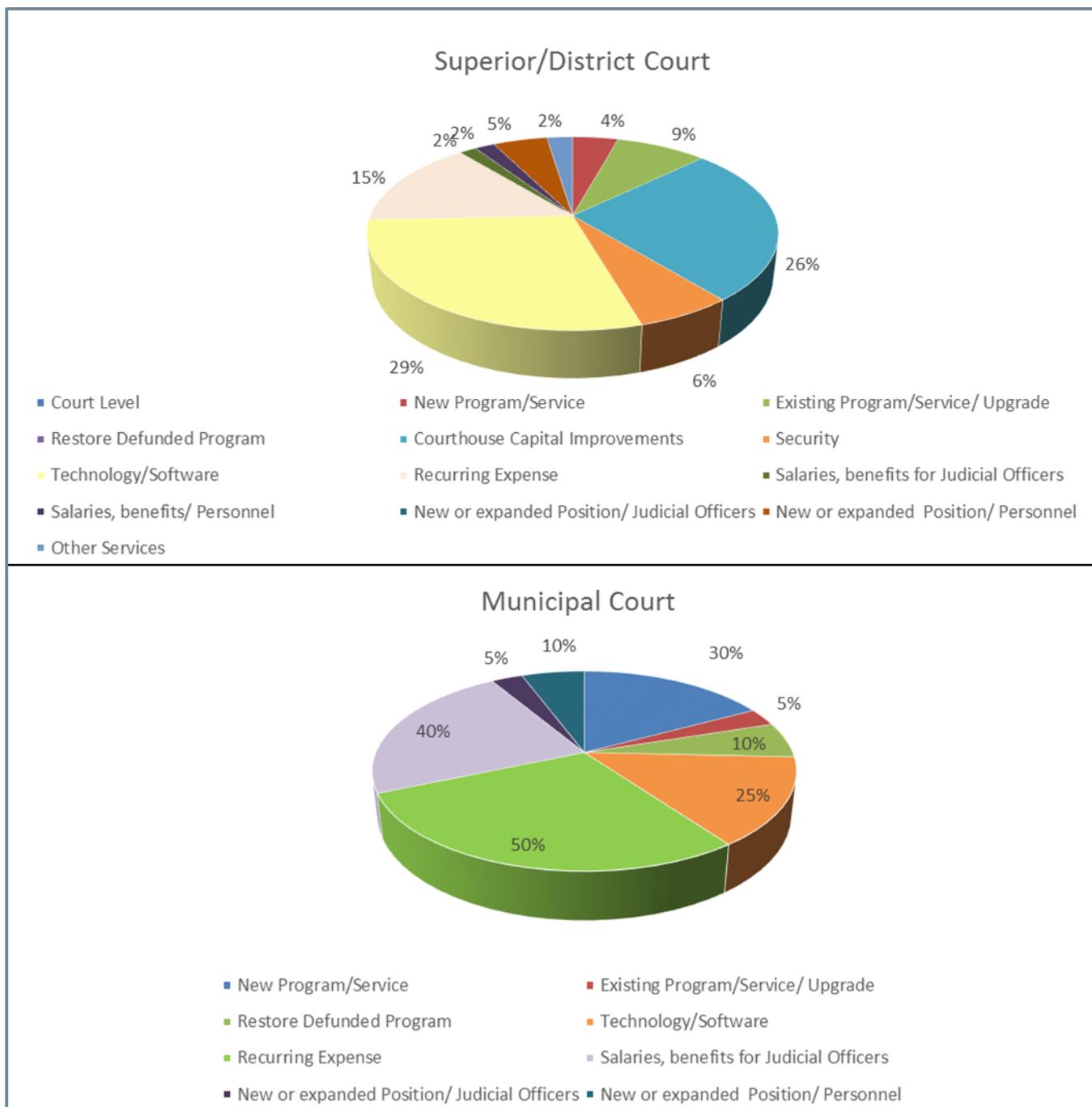
The 2013 expenditures continue to reflect the 2005 TCIA Use Report’s observation that:

“In categorizing how Trial Court Improvement Account funds have been or will be expended it is evident that local jurisdictions must make an initial and critical choice between funding one-time, limited duration expenses and funding on-going permanent personnel costs.”

It used to be that funding salaries and benefits, particularly for judicial officers, consumed the largest share of TCIA dollars. Most of the jurisdictions using the funds for this purpose have committed to this use for the long-term, thus limiting the availability of funds for other purposes. In 2013, there is a break in that trend, with “Technology/Software” rising above “Salaries/Benefits.” This trend toward investing in tangible improvements to trial courts is now aligning more closely with the intent of the legislation. This data shows a variety of other uses. (See Figure E)

Investment in information technology, particularly the acquisition and implementation of local applications, such as jury management and digital records, continues. Courts have also invested funds in implementing security measures and upgrading to modern electronic equipment including courtroom recording systems, sound systems, and presentation equipment. They have implemented new technologies such as video conferencing and electronic calendar displays. Acquisition of additional capacity in the form of new courtrooms and additional court time in existing courtrooms also represents a significant use of TCIA funds.

**Figure E: 2013 TCIA Funds by Use Types**



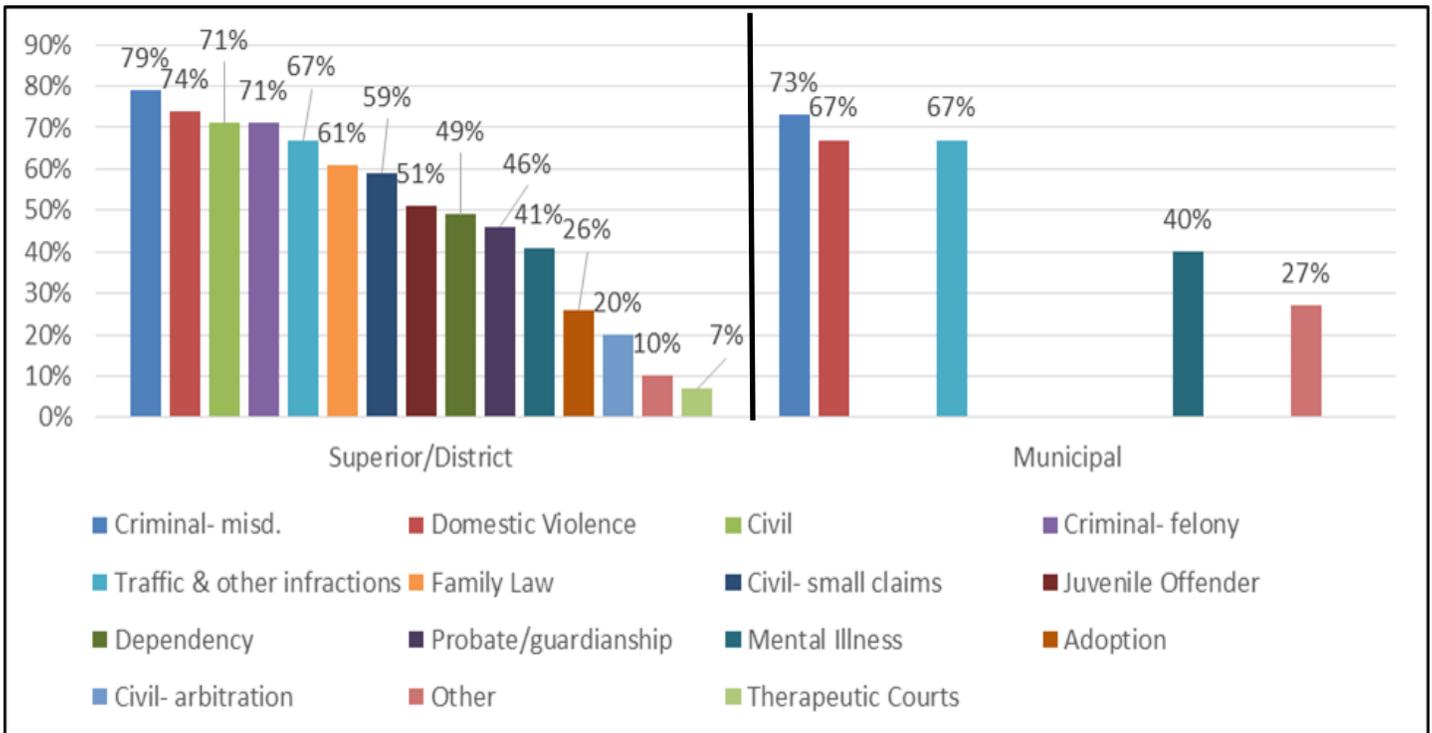
Most of the funds spent for personnel are for basic court operations rather than new innovative programs. For most jurisdictions utilizing TCIA funds for personnel, the funds are being tied to that single improvement (personnel) rather than being used for multiple one-time expenses and projects. As in prior years, in the category of personnel costs, the predominant use is to fund judicial officers. More than one-half of the jurisdictions using TCIA funds for personnel reported this type of use in 2009. Likewise, in 2013, 15 jurisdictions using TCIA funds for personnel reported this type of use. (See Figure F)

**Figure F: Courts Reporting Expenditures for Personnel in 2013**



In addition, courts report using TCIA funds for a variety of other positions including bailiffs and other security staff, clerks, probation officers and support staff, a courthouse facilitator. The data can also be configured to show which types of cases benefit most from the annual TCIA funds. (See Figure G)

**Figure G: TCIA Fund 2013 Allocation by Casetype**

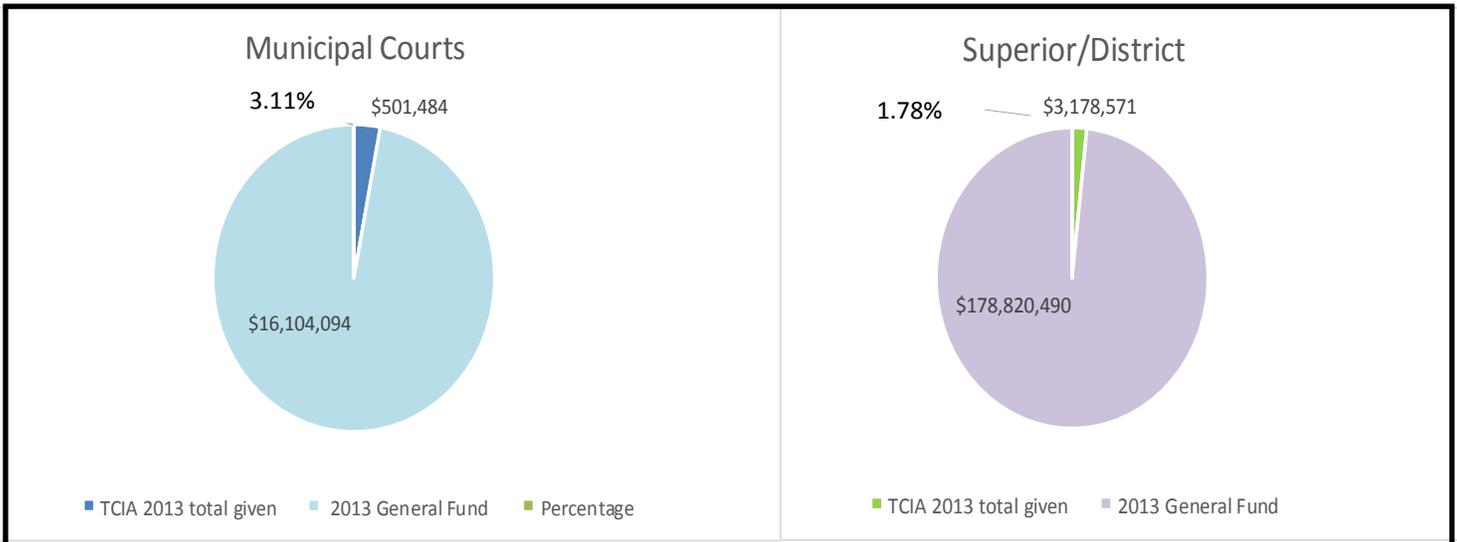


# Conclusion

In the aggregate, TCIA funds account for a very small percentage of a court's total budget. (See Figure H) While the overall amount of funds relative to a court's total operating budget is minimal, it is evident that Trial Court Improvement Account funds are being relied upon by the jurisdictions to develop new innovations, upgrade failing equipment, or even to maintain general operations.

As of the publication of this report, several jurisdictions have budgeted 2014 TCIA funds at a level equal to the amount anticipated to be disbursed in 2014. Additional budget decisions are expected later in the year. Overall, a drawdown of funds accrued in prior years is expected in 2014. A full list of actual 2013 TCIA uses and planned 2014 uses, as reported by the individual jurisdictions, is attached as *Appendix B*.

**Figure H: Percentage of General Fund**



## Questions and Comments?

This is the fifth report on the use of Trial Court Improvement Accounts. From 2006 to 2009, reports were published annually. Due to previous budget cuts and unfilled staff positions, a formal report has not been published since 2009. However, the Board for Judicial Administration, through the Administrative Office of the Courts, continues to collect the data each year for judicial branch decision making and legislative purposes. That data, and the previous reports, are available upon request.

AOC will continue to collect TCIA use data annually, and based on the availability of resources, will publish a report analyzing previous years' data. Data collection methods have previously been revised based on feedback from jurisdictions. Further examination of collection processes will continue, and comments on this report are welcomed and will assist in the continued improvement of the data collection for future years. Please direct questions or comments about this report or the data collection methods to Mara Machusky at [mara.machulsky@courts.wa.gov](mailto:mara.machulsky@courts.wa.gov) or 360-357-2112.

Thank you.



**Appendix A**  
**TRIAL COURT IMPROVEMENT ACCOUNT**  
***2013 Disbursements by Jurisdiction***

<b>CITIES</b>	
Calendar Year 2013 Payments from AOC to Cities	
ANACORTES (included w/Skagit County)	\$3,232
BURLINGTON (included w/Skagit County)	\$5,580
MOUNT VERNON (included w/Skagit County)	\$10,492
BREMERTON	\$22,796
DES MOINES	\$22,796
EDMONDS	\$12,536
EVERETT	\$41,032
FEDERAL WAY	\$45,588
KENT	\$45,588
KIRKLAND	\$22,796
MARYSVILLE	\$45,588
OLYMPIA	\$22,796
PUYALLUP	\$22,796
RENTON	\$22,796
SEATTLE	\$159,564
TACOMA	\$68,384
YAKIMA	\$45,588
ELECTRIC CITY	\$24
EPHRATA	\$120
MOSES LAKE	\$120
ROYAL CITY	\$120

<b>COUNTIES</b>	
Calendar Year 2013 Payments from AOC to Counties	
ADAMS COUNTY	\$23,996
ASOTIN COUNTY	\$21,596
BENTON COUNTY	\$119,972
CHELAN COUNTY	\$47,988
CLALLAM COUNTY	\$38,392
CLARK COUNTY	\$143,968
COLUMBIA COUNTY	\$9,596
COWLITZ COUNTY	\$71,984
DOUGLAS COUNTY	\$23,996
FERRY COUNTY	\$8,636
FRANKLIN COUNTY	\$23,996
GARFIELD COUNTY	\$6,000
GRANT COUNTY	\$47,604
GRAYS HARBOR COUNTY	\$47,988
ISLAND COUNTY	\$23,996
JEFFERSON COUNTY	\$23,996
KING COUNTY	\$599,848
KITSAP COUNTY	\$95,976
KITTITAS COUNTY	\$40,552
KLICKITAT COUNTY	\$29,512
LEWIS COUNTY	\$47,988
LINCOLN COUNTY	\$17,756
MASON COUNTY	\$23,996
OKANOGAN COUNTY	\$38,392
PACIFIC COUNTY	\$25,196
PEND OREILLE COUNTY	\$14,396
PIERCE COUNTY	\$191,956
SAN JUAN COUNTY	\$18,476
SKAGIT COUNTY	\$28,684
SKAMANIA COUNTY	\$11,996
SNOHOMISH COUNTY	\$191,956
SPOKANE COUNTY	\$191,956
STEVENS COUNTY	\$23,996
THURSTON COUNTY	\$71,984
WAHKIAKUM CO	\$9,596
WALLA WALLA COUNTY	\$28,792
WHATCOM COUNTY	\$47,988
WHITMAN COUNTY	\$23,996
YAKIMA COUNTY	\$95,976

**Appendix B**  
**TRIAL COURT IMPROVEMENT ACCOUNT**  
**2013/2014 REPORTED EXPENDITURES**

**Adams County**

- Court accruing funds for security upgrades. *(Actual/Planned)*

**Asotin County**

- Internet service/maintenance/ and signs for research connectivity.
- Upgrades to Superior Court Juror Management Equipment.
- Upgrade hearing impaired system for jurors' box. *(Planned)*
- District Court window updates in courtroom. *(Planned)*

**Benton County**

- Upgrade sound system and enhance with infrared assistive listening devices.
- Purchase interpreter headset devices in two of the six Superior Court courtrooms.
- Sent court managers to conference. *(Actual/Planned)*
- Electrical wiring/hardware for docket call electronic reading boards.
- Courthouse capital improvements.
- iPad for Family Court.
- Ergonomic chairs for superior court administration staff.
- Dragon Voice Recognition software license. *(Planned)*
- Purchase FTR digital recording unit. *(Planned)*
- Infax Docket Call software support *(Planned)*
- Audio visual equipment. *(Planned)*

**Chelan County**

- Improved court reception area and jury assembly room/ law library and added large LCD display system.
- Replace Liberty scanning system with On-Base system.

**Clallam County**

- Courthouse security officer. *(Actual/Planned)*

**Clark County**

- TCIA funds are used to pay a portion of judges' salaries.

**Columbia**

- Conference quality telephone for main courtroom use.
- Salary line amendment putting the support staff person at comparable county level FTE.

**Cowlitz County**

- Fund the overtime pay for security at the Hall of Justice and Juvenile Detention. *(Actual/Planned)*
- Implementation of a new jury management system in both court levels. Establish online jury summons program.
- Research project to improve funding models. *(Actual/Planned)*

### **Douglas County**

- Remodel to provide a superior court hearing room. (*Actual/Planned*)

### **Ferry County**

- File cabinets; desks; polycom TV for courtroom.

### **Franklin County**

- Document scanning service from remote location through web-based program.
- Criminal case management software for prosecutor's office.
- Scanning devices for electronic records retention.
- Training for Clerk and District Court Administrator. (*Actual/Planned*)
- Courtroom signage.
- Upgrade jury management program. (*Planned*)
- Records management storage. (*Planned*)
- Child support software. (*Planned*)

### **Garfield County**

- Copy/fax machine.
- Telephone adapters.
- Desktop PC compatible with new court recording system; and to access JIS/JABS/SCOMIS. (*Planned*)

### **Grant County**

- Court remodel to add third courtroom to Moses Lake Court.

### **Grays Harbor County**

- Mediation for contested small claims in District Court.
- Dispute resolution center for Grays Harbor.
- Software license for digital recording system. (*Actual/Planned*)
- Renewal of software license and support services for digital records system.
- Mediation to resolve small claims cases. (*Planned*)
- Television and video equipment for each courtroom. Two additional scanners for digital records system in court office.
- Parent-teen meditation services. (*Planned*)

### **Island County**

- FTR Gold recording device replacement.
- Replacement of video components and equipment for video hearings with persons incarcerated at the Island County jail.
- Enhancements to the audio system and implementation of video capability in Courtrooms 1 and 2 of Superior Court. (*Planned*)

### **Jefferson County**

- Transfer of \$3,000 is given to each court to cover civilian bailiff expenses. (*Actual/Planned*)
- Superior Court purchase and installation of three courtroom speakers.
- Upgrade obsolete parts in JAVS.
- Upgrade audio/video recording system that replaced the FTR Gold recording system in 2008.

### **King County Superior**

- Maintain one day of Juvenile Justice 101 orientation and allowed to expand to four days for a second year. JJ101 orientation is a short class provided to members of the public attending juvenile court for the first time.
- Added .15 FTE to provide domestic violence related training for judicial officers.
- Established a pilot of the early resolution case management ERCM program for family law.
- Electronic Reader Board for Seattle family law area; Video conferencing; Sit-Stand workstations; Computer monitors.
- Hired consultant to assess the Involuntary Treatment Act- Civil Commitment (ITA) case flow environment, and propose a series of steps for improvements in case flow management for ITA cases.
- Send IT staff to specific technology training classes.
- Multilingual services/ translation.
- RFP advertisement to update strategic agenda.

### **King County District**

- In the process of making substantial technological improvements including purchasing, developing and implementing and expanded, improved case management system.
- District Court staffing study. (*Planned*)

### **Kitsap County**

- Added a fourth FTE judicial position.

### **Kittitas County**

- Kittitas County Superior Court has operated an Adult Drug Court since 2005; TICA funds account for 64% of the Adult Felony Drug Court Budget. (*Actual/ Planned*)
- NEC-Universe SC 8100 Telephone System.
- Installation of bulletproof glass and armor paneling for the Lower Kittitas District Court's services reception area.

### **Klickitat County**

- Changes made to public access counter .
- Security monitor and wiring added to the clerks' office. (*Planned*)

### **Lewis County**

- Replace archaic jury management system.
- Replace worn out judge's chair.
- Purchase and installation of signs throughout the Law & Justice Center informing public that assault in the courthouse is a felony.
- Transitioning from paper files to electronic files.

### **Lincoln County Superior**

- Dedicated fax line in judge's chambers.
- Updated printer in courtroom for clerk and bailiff.
- Updated computer system in court administrator's office for two monitor operating system with new software.
- Notebook computer to allow the judge to access all chambers' documents/filings while on the bench.
- Superior Court JMS Jury system, which is a browser based JMS.
- Superior Court Jury Box update to expand accommodating all jurors, including up to two alternates.
- Liberty Access to provide access to the scanned file documents.
- Current fiber optics updated to comply with faster running times of the AOC information databases.

### **Lincoln County District**

- Payment for copier lease.
- Educational travel.
- Dues paid to DMCJA and DMCMA.

### **Mason County**

- Annual maintenance for FTR digital recording software.
- Consolidated jury management system.
- Furnishings for recently built courtrooms.

### **Okanogan County**

- Architecture plan for a future remodel of courtroom.
- Jury Systems annual maintenance.
- Replaced existing telephonic unit in courtroom.
- Annual maintenance of Probation Case Management System.
- Installed pocket door between judge's chambers and court administrator's office.
- Remodel space for one judge's chambers.
- Electronic docketing and processing of handwritten documents. (*Planned*)
- Laser fiche expansion, document management. (*Planned*)

### **Pacific County**

- Increase court judicial staffing, including wages and benefits. Enabled district court to provide additional court days.

### **Pend Oreille County**

- Cannon copier/fax machine.
- LibertyNet configuration and training.
- New tracking system for District Court Probation. (*Planned*)

- Reupholstered benches, polished frames, and shampooed carpets.
- New fiber connection allows recording in both courts.
- District courtroom microphones.
- Maintenance bill for jury management system. (*Planned*)
- Credit/debit card reader.
- Judge's laptop warranty and docking station.
- The Live Scan System portable fingerprinting machine that sends information to WSP.

### **Pierce County**

- Funds utilized to fund a probation officer position eliminated due to budget cuts in 2009. (*Actual/Planned*)

### **San Juan County**

- Bullet proofing material and install in superior and district courtroom.
- Upgrade security camera system for courthouse. (*Planned*)

### **Skagit County**

- Display monitors at Public Safety Building.
- Pilot project for guardianship facilitator program. This facilitator would meet with *pro se* guardians, review their paperwork and help them schedule appropriate hearings. This person would not provide legal service.

### **Skamania County**

- \$8,296 was held in the TCIA revolving fund for future expenditures of Superior Court.
- \$3,700 was transferred to District Court's 2013 budget.

### **Snohomish County**

- Pilot a tablet for courtroom use.
- Commissioner PC for the bench.
- Public Wi-Fi for courthouse.
- CTC 2013 Conference.
- Juvenile courtroom audio. (*Actual/Planned*)
- Conference room projector and projector screen or Smartboard.
- Juvenile court detention data conversion. (*Planned*)
- Public Wi-Fi for juvenile court. (*Planned*)
- Jury assembly room audio. (*Planned*)
- Remote access license. (*Planned*)
- Mobile phones. (*Planned*)

## **Spokane County**

- Cost Allocation. (*Planned*)
- Folder/Inserter for jury. (*Planned*)
- AOC equipment replacement.
- Replacement for broken Brother Business Class EM 530 Electric Typewriter.
- Electric paper jogger.
- Lexmark M1145 Black & White printer.
- Photo of Judicial Officers.
- Monitors and brackets.
- Cell phones for judges. (*Planned*)
- U.S. Micro PC's to be used in Jail Video Room and District Court Cashier (Window 9) area.
- Ricoh 301 Multifunction Black & White copier/printer/scanner.
- District court chose to take the 2013 TCIA funds and use them for maintenance and operations backfill.
- Deadbolts for courthouse doors.
- Superior Court hosted a training session for all regional criminal justice stakeholders in the use of the adult static risk assessment tool.
- Mentoring program for parents going through the dependency process.
- Remote probable cause review. (*Planned*)
- Incentives training.
- Mental Health Court training.
- Chairs for witness stand and counsel tables.
- Furnishings for Guardianship Monitoring Program. (*Actual/Planned*)
- Sound system upgrade. (*Planned*)
- Improvements to courtrooms 304 and 306, which are most heavily used. (*Planned*)
- Fingerprinting equipment. (*Planned*)
- Accounting Technician. (*Planned*)
- Court Facilitator self-help board. (*Planned*)
- Security enhancement remodel for courtroom 307.
- Relocating district court accounting office. (*Planned*)

## **Stevens County**

- New 65" LED display and flat panel mount.
- Repair FTR software.
- New audio visual equipment i.e. an Elmo and laptop were purchased for use at trials.
- Purchase data collection system, scanner and software to enable the CASA program to use electronic records.
- Monarch Pro Software (data mining software) used exclusively by Collection Clerk to assist in collection of unpaid Legal Financial Obligations.
- Courtroom Clerk's chair for District Court.

- The Audio9 system in the courtroom is being updated with new speakers, new microphones, new mixer, new cordless microphones, new sidebar microphone. *(Planned)*
- Upgrade PC in the courtroom to integrate the audio and more channels with the FTR. *(Planned)*
- Fingerprinting equipment. *(Planned)*
- Courtroom lift: the center of the courtroom needs lifted to be even with the audience and allow handicap/wheelchair accessibility. *(Planned)*
- Courtroom chair. *(Planned)*
- Probation software. *(Planned)*

### **Thurston County District**

- Fujitsu scanners.
- Change management training for staff.
- Reengineering assistance to become a paperless court.
- Expanded use of electronic key card access to all county buildings on the courthouse campus.

### **Thurston County Superior**

- Replacement of audio equipment in courtroom.
- Replacement of worn and dangerous carpeting.
- Expanded use of electronic key card access to all county buildings on the courthouse campus.

### **Wahkiakum County**

- Court security: Bailiff.

### **Walla Walla County**

- Salary for a probation assistant to ensure compliance with conditions of probation. *(Actual/Planned)*

### **Whatcom County**

- Jury system software maintenance.
- Upgraded court recording system in recent years. Ongoing maintenance contact for the new equipment. *(Planned)*

### **Whitman County**

- Office expansion.
- Replace worn carpeting tear/tripping hazard in clerk's office of Pullman Branch.

### **Yakima County**

- Continue to assist with operating expenses of Yakima District Court satellite office in Grandview which was reestablished in 2006. *(Actual/Planned)*
- TCIA funds used to pay portion of Superior Court Commissioner position. *(Actual/Planned)*

**City of Bremerton**

- Purchase Sharepoint equipment to begin paperless process.
- 24/7 Alcohol Monitoring system.
- FTR Gold Recording System. *(Planned)*
- Sharepoint technology. Have purchased the equipment, now need technology. *(Planned)*

**City of Edmonds**

- Paperless court system

**City of Everett**

- Restore funding previously reduced for the part-time judicial salary.
- Purchase computer equipment for new court facility. The equipment will allow judges to access JABS on the bench and the security officers to monitor courtrooms from their station while court is in session. *(Planned)*

**City of Federal Way**

- Judicial Officer Salary.

**City of Kent**

- Judicial Officer Salary.

**City of Kirkland**

- Judicial Officer Salary.

**City of Marysville**

- Judicial Officer Salary.

**City of Olympia**

- Judicial Officer Salary.

**City of Puyallup**

- Part-time temporary positions to assist busy summer season and added support from heavier caseload during Puyallup Fair. Puyallup took over court services for City of Milton with no additional staffing in 2013.
- Jury Summons Project is being developed by local IT department. *(Planned)*

**City of Renton**

- Judicial salary increase.

**City of Seattle**

- Implementation and maintenance of Electronic Court Files project in criminal proceedings. Completed the first two phases of the project in 2011-12 with automation of parking and traffic development of the electronic file infrastructure for converting criminal case documents into electronic format. Formally begin using new system in June 2014.

**City of Tacoma**

- New clerk position to avoid staff reductions.

**City of Yakima**

- Judicial officer salary increase.

Use data not collected from Electric City, Ephrata, Moses Lake, and Royal City due to their small disbursement amounts.

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# Tab 6

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration  
October 18, 2013**

**Charge**

The Board for Judicial Administration (BJA) formed the Committee Unification Workgroup under a charter in November 2012 (see Attachment 1). The purpose of the workgroup was to make recommendations to reduce the confusion and duplication of effort associated with the myriad of committees, boards and commissions undertaking work within the judicial branch of the State of Washington. The charge states that the expected product of the workgroup was a proposal for the “consolidation of like-minded committees, task forces, work groups and other entities.” The charge also states that the proposal developed should seek to “retain meaningful input from interested stakeholders” while reducing confusion and “undue burden on judges, clerks, court administrators, court personnel and/or AOC staff.”

**History and Context**

The BJA has ongoing concerns about the committee structure in the Judicial Branch and how to ensure coordination and effective use of limited resources to address key priorities. The pressures and increasing competition for resources from state and local budgets since the onset of the Great Recession of 2008 gave additional impetus to addressing the committee structure in 2013. Members of the Washington State Legislature became aware of the workgroup’s charge during the 2013 legislative session and were appreciative of its efforts to increase efficiencies and reduce costs.

The issue of bringing focus to committee work was raised most recently at the BJA retreat held September 21-22, 2012 as one key to improving the effectiveness of the BJA. At the same time, a team of consultants from the National Center for State Courts (NCSC) arrived at the same conclusion after conducting interviews with key judicial branch leaders. As a result, the BJA created the Committee Unification Workgroup in November 2012. At the same time, the BJA chartered the BJA Restructure Work group to look at the governance and committee structure of the BJA itself. The BJA Restructure Workgroup was expected to propose a new set of standing committees for the BJA, so the Committee Unification Workgroup started with the intention of including in its findings and suggestions recommendations to organize some of the work of existing committees under the proposed standing committees. When the BJA Restructure Workgroup’s recommendations were not accepted by the BJA in August 2013, the Committee Unification Workgroup continued its work to meet its charge within the current BJA structure.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration  
October 18, 2013  
Page 2**

**Membership:**

Judge Scott Sparks, Chair  
Judge Deborah Fleck (term ended 6/30/2013)  
Judge Janet Garrow  
Judge Jill Johanson  
Judge Linda Krese  
Judge Michael Lambo  
Justice Susan Owens  
Judge James Riehl (term ended 6/30/2013)  
Judge Ann Schindler  
Judge Kevin Korsmo  
Judge Kevin Ringus  
Judge Vickie Churchill (term began 7/1/2013)  
Judge Judy Jasprica (term began 7/1/2013)  
Judge Kim Prochnau (term began 7/1/2013)

**Staff:**

Jennifer Creighton, AOC Office of Trial Court Services and Judicial Education  
Mary Beth Brown, AOC Judicial Planning Specialist

**Timeline:**

The workgroup convened on December 14, 2013 and met seven times through September 20, 2013. Some members ended their terms on the committee as of July 1, 2013 and were replaced by new members of the BJA as indicated above.

**Process and Approach**

In the first meeting, the chair, Judge Sparks, led a discussion about how to approach the charge given to the workgroup. The direction set was to group the committees by topic and to arrange meetings around groups of committees that appeared to be aligned by subject matter. Judge Johanson sought a means to sort the committees according to the "best and highest use of resources" and requested that the workgroup use the guidance of the 2010 customer service survey of AOC activities as well as "Maintaining Justice: A Profile of the Administrative Office of the Courts" (2012) that describes the activity of the agency. The workgroup requested that AOC staff contact each chair of the committees and the AOC staff participating in or staffing committees to assess the committee's status, current activities and plans for the near future.

The following were the categories used to group the committees and the number of committees associated with each. Several committees fell into more than one category.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration  
October 18, 2013  
Page 3**

The total number of associations, boards, and commission committees reviewed by the workgroup was 205.

*Education*

*Technology: Standing Committees  
(non-project)*

*Traffic and Vehicle*

*Problem Solving Courts*

*Regional courts*

*Rural Courts*

*Miscellaneous (Water workgroup, Byrne  
JAG)*

*Best Practices*

*Research*

*Court Management Council*

*Court Records*

*Public Trust and Confidence*

*Technology*

*JISC Committees*

*Other Technology Committees*

*BJA Committees*

*Planning*

*Budget/HR*

*Legislation*

*Jury Management*

*Sentencing and Supervision*

*Court Security*

*Court Rules*

*Ethics*

*Guardians/Elder Abuse*

*Juvenile Justice*

*Child Welfare*

*Court Access*

*ATJ*

*Court Facilitators*

*Interpreter Commission*

*Diversity*

*Minority and Justice Commission*

*Gender and Justice Commission*

The list of committees was generated in 2012 when AOC requested that any staff person with responsibilities for a committee provide information on that committee, the purpose, activities, staffing commitment, and membership. Part of the process involved making corrections to the list based on current information, as the committee structure for some of the commissions, boards and associations have been changed to adapt to current priorities. The original list was organized alphabetically by the parent association, board, or commission.

### **Recommendations regarding individual committees**

At each meeting, AOC staff presented AOC's review and recommendations regarding groups of committees, boards and commissions addressing related issues. The approach presumed that the committees addressing like subject matter might be candidates for consolidation or collaboration. The workgroup reviewed recommendations related to each individual committee. The workgroup's decisions can be found in Attachment 2 of this report.

The organization of the list of recommendations in Attachment 2 reflects the sensitivity the workgroup had to seek consultation from the governing bodies that had created any of the groups reviewed during this process. Each recommendation is only that; a recommendation based on the information available to the workgroup. The majority of the committees reviewed were created by the BJA, the Supreme Court, one of the associations, an organization outside the Judicial Branch or by AOC and the recommendations are listed according to these categories. Those with the authority to create or terminate the committees are encouraged to review their own committees and take into account how their work aligns with others addressing similar issues within the branch. Active and voluntary networking throughout the branch among those working on similar issues will be necessary to support continued focus of committee work on the judicial branch's highest priorities.

### ***Board for Judicial Administration Committees***

The individual recommendations for the BJA and its committees and workgroups are listed beginning on page 1 of Attachment 2 – Recommendation on Committees. In addition to the individual committee recommendations, the workgroup recommends that the BJA reconsider the portion of the restructure proposal related to the establishment of four standing committees.

In addition to the Policy, Legislative and Budget Committees, the workgroup recommends the BJA institute a standing Education Committee. The workgroup further recommends that other subcommittees and workgroups addressing related issues are organized under the major standing committees to facilitate information sharing, coordination and effective decision making. Committees and workgroups that can be organized under a standing committee are noted in the "Recommendation" column of

Attachment 2. This would ensure that programs are coordinated with and available to all committees active within the judicial branch.

### ***Supreme Court Boards, Commissions and Committees***

The Supreme Court, either by court rule or court order, has created the boards and commissions listed in section 2 of Attachment 2 – Recommendation on Committees. The workgroup asks that the BJA submit these recommendations to the Supreme Court so that the Supreme Court might consider them and provide appropriate direction to the boards and commissions under its auspices.

### ***Association Committees, Subcommittees and Workgroups***

Similarly, the workgroup acknowledges the independence of the various associations active in the judicial branch and their power to create, maintain, and terminate committees, subcommittees, and workgroups. The workgroup asks that the BJA submit the recommendations for consideration to each appropriate association so that they might consider them and how best to coordinate their work with others within the Judicial Branch. In most cases, the workgroup has chosen to make “no recommendation,” deferring instead to the relevant association to consider the need to sunset, reconstitute, or refocus a given committee.

### ***External associations with recommendations for AOC participation***

The fourth set of committees is governed by organizations outside of the judicial branch. They may be convened by executive branch agencies, such as the Department of Licensing, the Office of the Chief Information Officer, or the Department of Social and Health Services. Some workgroups are convened by the Legislature or by private non-profits or a federal agency. What they have in common is that they require support or participation by AOC staff. The workgroup’s recommendations are meant to support the State Court Administrator in allocating staff resources as wisely as possible, with full recognition that participation in many is obligatory and cannot be withdrawn.

### ***AOC Committees***

The last set of committees in Attachment 2 – Recommendation on Committees lists those created by AOC itself to meet its obligations and to advance its work. The workgroup asks that the BJA communicate these recommendations to the State Court Administrator and communicate its willingness to offer assistance where needed to address needs to balance demands on AOC staff in supporting the extensive committee structure.

### **Recommendations regarding judicial branch committee structure and management**

In addition to considering each committee on a case by case basis, the workgroup has examined the general state of committees in the judicial branch and arrived at additional recommendations to the BJA to better manage committees, resources allocated to them and the communication between the BJA and other boards, commissions and associations regarding the work and activities of the committees created under their authority.

Throughout the process of reviewing the judicial branch committees, as well as others external to the branch, the workgroup grappled with recurring issues that constrained the scope of their authority and ability to streamline the judicial branch's committee structure. The workgroup deferred to the associations, commissions and other boards to largely manage their own committee structure. The workgroup also hesitated to direct AOC resources while at the same time understanding the strain on AOC to adequately and effectively support all committee work. The question of how the various boards, commissions, and associations would align with one another and keep one another informed of policy initiatives led to thoughtful yet inconclusive conversations. The learning process yielded the following operating assumptions that guided the workgroup's decisions and led to the general recommendations beginning on page 6.

***Operating Assumption #1: BJA and its role with other boards, associations, and commissions***

The Board for Judicial Administration is only one of many authorizing entities that may create, maintain and terminate committees in the judicial branch. The authority to create boards, committees, and commissions is derived from statute (e.g., the associations) or from Supreme Court order or rule (e.g., the boards and commissions). With the exception of BJA's own committees, the BJA Committee Unification Workgroup is putting forward recommendations rather than directives for the consideration by other boards, associations, and commissions within the judicial branch.

***Operating Assumption #2: AOC staff resources***

While the BJA currently does not direct the activities of AOC or the duties assigned to its staff, AOC allocates staff resources to committees on a case by case basis, whether the requests come from associations, commissions, boards, collaborating state agencies or other judicial partners and stakeholders. The workgroup acknowledges the strain on AOC staff to balance competing needs for committee support with limited resources.

***Operating Assumption #3: Communications across committees***

Policy issues and decisions are being considered throughout the various committees in the judicial branch on a regular basis. The communication channels and reporting

relationships between the various boards, commissions, and associations are largely ad hoc and informal.

The BJA has a role to guide policy in the judicial branch of the State of Washington and as such has a concern with the global picture of policy related work being conducted throughout the complex and dynamic committee structure. The BJA's role in a decentralized system is to act as a coordinating body that facilitates communication and interaction across and between all levels of court, commissions, boards, and other entities addressing matters of policy concern to the Washington courts.

### **Recommendation #1**

The workgroup recommends that every BJA authorized entity review and assess their current committee structure and align their committees with the proposed standard for creating, managing, and reviewing committees. The intent is to separate ongoing committees, focused on internal issues, from those that are policy focused, project oriented or of a defined scope that would be candidates for alignment with others throughout the judicial branch.

All committees would adopt a charter containing the following information:

- Committee title
- Authorization (court rule, court order, by-law, statute or other)
- Charge or purpose
- AOC staff support required
- Policy area
- Other branch committees addressing the same topic
- Other branch committees to partner with
- Committee type: standing, subcommittee, workgroup
- Membership
- Term limit
- Duration/review date
- Budget
- Reporting requirements (i.e., quarterly to the BJA, the authorizing organization and/or other entities addressing same topic)
- Expected deliverables or recommendations

Create and adopt a standard for committees that would include an agreement on the following items:

- Committee types
- Committee duration limit to two years unless specifically extended after review
- Commitment to periodic review, including a reporting requirement on activities, decisions, and initiatives
- Formal request for AOC staff support and resources

### **Recommendation #2**

The workgroup recommends BJA send a letter containing the Committee Unification Workgroup's recommendations to the following courts and associations that have the authority to create, maintain, and terminate committees:

- Supreme Court
- Court of Appeals
- Superior Court Judges Association
- District and Municipal Judges Association
- Washington Association of Juvenile Court Administrators
- Washington Association of Superior Court Administrators
- District and Municipal Court Managers Association
- Washington State Association of County Clerks
- The State Court Administrator

The letter would include Recommendation #1 above to standardize committee management as well as the relevant recommendations for each recipient from Attachment 2.

The Supreme Court, the Court of Appeals and the associations would be asked to communicate with the boards, commissions, and committees under their jurisdiction to consider the workgroup's recommendations and to voluntarily commit to implementing the proposed chartering and committee standard in their own committee structure.

### **Recommendation #3**

BJA ask AOC to develop a proposal to support tracking ongoing committee work within the judicial branch that supports collaboration and interaction through web based tools.

An interactive tracking database of all judicial branch committees could be designed to support reporting requirements to the BJA, track AOC staffing requests, and facilitate information sharing across the judicial branch. A web based tool could be a repository of all the active committees requiring AOC staffing or support.

Should such a tool be built by AOC, the workgroup recommends that BJA endorse the reporting and data entry requirements for all committees throughout the judicial branch. Each committee could be asked to keep its own contact information, membership and ongoing activities current in this tracking system. The information could be accessible to the members of other committees to facilitate coordination and networking among those engaged in similar or related topics and to support voluntary coordination in a vibrant and active decentralized committee structure.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 2 – Recommendations on Committees  
Page 1**

<b>BJA COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
14	Board for Judicial Administration (BJA)	Supreme Court Rule BJAR 1	The Board for Judicial Administration (BJA) is charged with providing effective leadership to the state courts & to develop policy to enhance the administration of the court system in Washington State. Judges serving on the BJA shall pursue the best interests of the judiciary at large.	Retain with changes. Institute four standing committees: 1. Legislative 2. Policy and planning 3. Budget 4. Education
14a	BJA Best Practices Committee	Supreme Court	2001: To define the core mission of the courts & recommend ways for courts to improve the administration of justice for the citizens of Washington. 2003: Focus turned to framework for performance audits. 2004: Propose General rule (GR32) & performance audit policy adopted by Supreme Court. Development of performance audits began with ACS project.	BJA review the committee as to the name of the committee, the charter the deliverables created, and what to do with those deliverables. Expedite the work and then sunset.
14b	BJA Trial Court Operations Funding Committee	Supreme Court	To develop specific funding proposals & implementation plans for trial court operations, in accordance with the Supreme Court budget development process, for recommendation to the BJA. Also to collect statistical & other data & make reports relating to the expenditure of public moneys, state & local for the maintenance & operation of the judicial system & the offices connected therewith.	BJA acknowledge the ad hoc nature of this group and examine how the work can be accomplished under a standing BJA budget committee. Recommend that group work more closely with association budget committees.
14c	BJA Legislative/ Executive Committee	Supreme Court	The role of the Leg/Exec Committee is to discuss & decide upon legislative issues that affect the judiciary, including developing legislation to be submitted to the legislature as BJA request legislation. Legislation may be referred to the Leg/Exec Committee for review by the trial court associations or others.	This committee will be subsumed by the new BJA standing legislative committee. As well as reviewing and proposing legislation that affects the judiciary, it should also play a role in coordinating the efforts of all leg committees.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 2 – Recommendations on Committees  
Page 2**

<b>BJA COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
14d	BJA Long Range Planning and Funding Committee	Supreme Court	To sponsor a long range planning process for the funding of the courts, taking into account unfunded state mandates, initiatives and changes to the way federal, state and local funds are distributed.	BJA rules require establishment of a long range plan and a funding strategy consistent with that plan (BJAR 4). BJA to discuss if this committee will add policy to its charter.
14e	BJA Public Trust and Confidence Committee	Supreme Court	To achieve the highest level of public trust in the judicial system by assessing & re-assessing public opinion, concern & level of trust in the judicial system while developing strategies to address them. Making recommendations to the BJA regarding the need for legislative changes, or changes to court rules & procedures including those that reduce court complexity, cost, & delay while ensuring that the courts demographically reflect the communities they serve. Identifying existing activities throughout the state aimed at achieving trust & confidence in the courts, while coordinating with the Council on Public Legal Education, Access to Justice Board, & other entities working to improve the system.	Retain with no changes. The Chair is supportive of aligning this committee with an Education Standing Committee, should that be approved.
14f	Regional Courts Oversight Committee	BJA	To provide oversight to NCSC study of Washington municipal courts.	Work completed. Sunset
14g	BJA Filing Fee Workgroup	BJA	The Filing Fee Workgroup is created as an ad hoc workgroup of the Board for Judicial Administration (BJA) to review the existing fee structure for civil cases in Washington State courts & other jurisdictions & to make recommendations to the BJA regarding whether changes should be made to the current structure.	Sunset and allow restructured BJA to reconvene if need still exists.

**Report from the Committee Unification Workgroup  
to the Board for Judicial Administration**

**Attachment 2 – Recommendations on Committees  
Page 3**

<b>BJA COMMITTEES</b>				
	<b>NAME</b>	<b>Authorizing Entity</b>	<b>Mission/ Purpose</b>	<b>Committee Unification Workgroup Recommendation</b>
14h	Problem Solving Courts Work Group	BJA	Determine whether the establishment of problem solving courts in statute is necessary & advisable. If it is advisable to establish problem solving courts in statute, determine whether it is preferable to have a separate statute for each type of problem solving court or to have a single statutory frame work under which courts may establish different types of problem solving courts.	Work completed. Sunset.
14i	BJA - GR34 work group (see 14b)	BJA	Determine judicial education opportunities around the implementation of GR 34.	Work suspended. Sunset.



June 25, 2014

**TO:** BJA Interim Policy and Planning Committee Members

**FROM:** Shannon Hinchcliffe, Board for Judicial Administration Manager (with assistance from David Elliott, Senior Court Program Analyst)

**RE:** BEST PRACTICES COMMITTEE HISTORY AND CURRENT STATUS

## BACKGROUND

The Best Practices Committee (BPC) has existed for many years as part of the Board for Judicial Administration (BJA) subcommittee structure. Cited in Project 2001 as newly created, the report recommended that the Best Practices Committee should act as a clearinghouse to promote best practices and innovative ideas among all trial courts. The passage of Initiative 900 on performance audits and the passage of ESHB 1064 (c 385 laws of 2005) caused the branch to explore the concept of performance auditing. This also resulted in the GR 32 Court Performance Audits rule.

RCW 2.56.200 Performance audits.

The office of the administrator for the courts is encouraged to conduct performance audits of courts under the authority of the supreme court, in conformity with criteria and methods developed by the board for judicial administration that have been approved by the supreme court. In developing criteria and methods for conducting performance audits, the board for judicial administration is encouraged to consider quality improvement programs, audits, and scoring. The judicial branch is encouraged to submit the results of these efforts to the chief justice of the Supreme Court or his or her designee, and with any other applicable boards or committees established under the authority of the Supreme Court to oversee government accountability. [2005 c 385 § 10.]

Pursuant to the provision of RCW Chapter 2.56 and to ensure that minimum service levels for the administration of justice are in place, the Administrative Office of the Courts (AOC) is directed to conduct performance audits of courts under the authority of the Supreme Court, in conformity with criteria and methods developed by the Board for Judicial Administration which have been approved by the Supreme Court. (GR 32)

### TEMPLE OF JUSTICE

The BPC was the logical location for the branch's work on these audits and soon the process came to dominate the agenda for the committee. The BPC conducted an elaborate process examining over 70 potential measures, ultimately selecting 16 measures for further testing and examination. The committee has been engaged in the testing process ever since. (Attachment 1)

## **CURRENT STATUS OF THE COMMITTEE**

The committee has not met since 2013. Many members' terms have expired and several of them are out of eligibility to serve. The committee slowed their progress during the first attempted re-structure in 2012-2013 to await the outcome of that effort. Also, AOC staff to the committee has significant duties during each legislative session, therefore the committee was often on hiatus for three to four months of the year due to limited resources. (Attachment 2)

## **MEASURES**

GR 32 requires that the BJA set criteria and methods for performance audits and the Supreme Court approve them. The attachment shows a snapshot of the status of measures, below is a brief description of the measures to date (Attachment 3)

### Rejected

The only rejected measure involved attorney surveys. The BPC determined that this measure would not work and rejected it after testing.

### Adopted by BJA

Measures tested and adopted by the BPC include caseflow management, effective use of jurors, evaluation of a court's response to financial audits, access measures (for persons with disabilities), access for self-represented and/or the financially disadvantaged, and access for court users with limited English proficiency.

### In Process

The committee is currently evaluating trial date certainty for superior court civil cases.

### Not Yet Begun

The remaining measures are "Integrity of Trial Court Outcomes," collection of monetary penalties, accuracy, consistency, and timeliness of case file information and docket entries, court and public access to court records, "structure interviews of presiding judges and court administrators," compliance with reporting and distribution of no contact orders, and "perceptions of the court's independence and comity."

### National Center for State Courts – CourTools

The National Center for State Courts (NCSC) has a nationally developed set of standards known as CourTools. Those tools were not available when the BPC began its work. Many of the CourTools standards are similar to those adopted by the BPC. CourTools offers supporting

“how-to” documents and training and many courts in Washington have used various measures to examine themselves. Additionally, the larger courts have adopted case clearance measures published monthly. A table is attached which compares the BPC measures with CourtTools. (Attachment 4)

It should be noted that there are some topics/measures where the agency has developed reports which are better tailored to our individual courts. Where that is true, the tailored measures should supersede where there are equivalent CourTools measures. (Examples in Attachment 5.) This also includes the Court of Appeals measures which were submitted in 2013. (Attachment 6)

### **OPTIONS TO PROCEED**

The BJA is still responsible to develop criteria and methods for performance audits pursuant to RCW 2.56.200 regardless of the existence of the Best Practices Committee. Effective September 1, 2014, BJAR 3 will reflect the elimination of the Best Practices Committee as a *standing* committee but does not terminate the responsibilities under the RCW and General Rule.

After a review of the Best Practices Committee meeting minutes, a discussion with the current Chair of the committee and discussions with current and former members of the committee, it is clear that the long-standing list of measures given to the committee has been daunting and staff resources given to assist with committee work has been limited.

The interim committee should considering recommending replacing the standing Best Practices Committee with a responsive ad hoc committee which is charged with developing criteria and methods for performance audits on specific issues or measures. The ad hoc committee could function as a disappearing task force, charged with an issue and upon completion of the finite charge, they are disbanded. Measurements should also be contemplated as a part of any campaign initiative if possible. It is important to be able to retain the institutional history and knowledge of the committee’s members for future projects.

The committee should also consider recommending working on a transition plan with the existing Best Practices Committee Chair and/or members to wrap up their current work and publish the results of that work so that courts can use the tools to evaluate their performance. The Best Practices Committee and corresponding staff should be consulted on their opinions of wrapping up the work on the measures that are in process and are not yet begun as a part of the transition plan. Also, the committee should consider whether to recommend to the full BJA whether to adopt a policy statement encouraging courts to use whatever practices, methods or tools that are approved and adopted.

It is also important to remember that specialized AOC staff resources are critical to completing this work and fulfilling BJA duties. Work related to performance measures require a specialized skill set with a research and data background. It is imperative to make a request to keep this resource dedicated to these functions even if the standing committee is eliminated.

Attachments

**BOARD FOR JUDICIAL ADMINISTRATION  
BEST PRACTICES COMMITTEE**

[BJABESTPRACTICES@listserv.courts.wa.gov](mailto:BJABESTPRACTICES@listserv.courts.wa.gov)

Updated August 28, 2012

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>E-Mail</b>
<b>Co-Chairs</b>			
Judge Christine Quinn-Brintnall Term Expires: 6/13	Court of Appeals, Div II 950 Broadway Ste 300, MS TB-06 Tacoma, WA 98402-4454	253-593-5447	<a href="mailto:J_c.quinn-brintnall@courts.wa.gov">J_c.quinn-brintnall@courts.wa.gov</a>
Judge Jean Rietschel Term Expires: 6/13	King County Superior Court 516 3rd Ave, Rm C-203 Seattle, WA 98104-2361	206-296-9100	<a href="mailto:jean.rietschel@kingcounty.gov">jean.rietschel@kingcounty.gov</a>
<b>Supreme Court (1)</b>			
Ms. Susan Carlson Term Expires: 6/13 (third term)	WA State Supreme Court Clerk's Office-Temple of Justice P.O. Box 40929 Olympia, WA 98504-0929	360-357-2081	<a href="mailto:susan.carlson@courts.wa.gov">susan.carlson@courts.wa.gov</a>
<b>Court of Appeals (1)</b>			
<i>Filled by Judge Christine Quinn-Brintnall, co-chair</i>			
<b>Superior Court (3)</b>			
Judge Linda Krese Term Expires: 6/13 (second term)	Snohomish Cty Superior Court 3000 Rockefeller Ave, MS 502 Everett, WA 98201-4046	425-388-3421	<a href="mailto:Linda.Krese@co.snohomish.wa.us">Linda.Krese@co.snohomish.wa.us</a>
Judge Stephanie Arend Term Expires: 6/13 <i>Filled by Judge Jean Rietschel, co-chair</i>	Pierce County Superior Court 930 Tacoma Ave S, Rm 334 Tacoma, WA 98402-2108	253-798-3654	<a href="mailto:sarend@co.pierce.wa.us">sarend@co.pierce.wa.us</a>
<b>Limited Jurisdiction Ct (3)</b>			
Judge Steven Buzzard Term Expires: 6/13 (second term)	Lewis County Centralia PO Box 609 Centralia, WA 98531-0609	360-330-7667	<a href="mailto:Steven.buzzard@mail.courts.wa.gov">Steven.buzzard@mail.courts.wa.gov</a> <a href="mailto:buzzardlaw@comcast.net">buzzardlaw@comcast.net</a>
Judge Gregory Tripp <b>Nomination to BJA 9.21.12</b> Term Expires: 6/14	Spokane County District Court PO Box 2352 Spokane, WA 99260-0150	509-477-2965	<a href="mailto:gtripp@spokanecounty.org">gtripp@spokanecounty.org</a>
Judge Jerry Roach Term Expires: 6/13 (second term)	Franklin County District Court 1016 N 4th Ave Pasco, WA 99301-3706	509-545-3593	<a href="mailto:jroach@co.franklin.wa.us">jroach@co.franklin.wa.us</a>
<b>Court of Appeals Clerk (1)</b>			
Mr. David Ponzoha Term Expires: 6/13 (fourth term)	Court of Appeals, Division II 950 Broadway, Suite 300 MS TB-06 Tacoma, WA 98402-4454	253-593-2970	<a href="mailto:dave.ponzoha@courts.wa.gov">dave.ponzoha@courts.wa.gov</a>
<b>Superior Ct Admin (2)</b>			
Ms. Pat Austin Term Expires: 6/13 (second term)	Benton/Franklin Superior Courts 7122 W Okanogan Pl, Bldg A Kennewick, WA 99336-2359	509-736-3071	<a href="mailto:pat.austin@co.benton.wa.us">pat.austin@co.benton.wa.us</a>
Mr. Ron Miles Term Expires: 6/13	Spokane County Superior Court 1116 W Broadway Ave Spokane, WA 99260-0350	509-477-5790	<a href="mailto:rmiles@spokanecounty.org">rmiles@spokanecounty.org</a>

<b>County Clerk (2)</b>			
Honorable Barbara Christensen Term Expires: 6/13	Clallam County County Clerk 223 E 4th St, Ste 9 Port Angeles, WA 98362-3015	360-417-2231	<a href="mailto:bchristensen@co.clallam.wa.us">bchristensen@co.clallam.wa.us</a> <b>Only serving one year, left committee June 2012; waiting for new appointment.</b>
Honorable Ruth Gordon Term Expires: 6/13	Jefferson County County Clerk PO Box 1220 Port Townsend, WA 98368-0920	360-385-9125	<a href="mailto:rgordon@co.jefferson.wa.us">rgordon@co.jefferson.wa.us</a>
Honorable Virginia Leach (Alternate) Term Expires: 6/13	Pacific County County Clerk Location: 300 Memorial Dr South Bend, WA 98586	360-875-9320 ext 2222	<a href="mailto:vleach@co.pacific.wa.us">vleach@co.pacific.wa.us</a>
<b>CLJ Administrator (3)</b>			
Ms. Cynthia Marr Term Expires: 6/13	Pierce County District Court 930 Tacoma Ave South Tacoma, WA 98402-2115	253-798-7419	<a href="mailto:cmarr@co.pierce.wa.us">cmarr@co.pierce.wa.us</a>
Ms. Terri K. Cooper <b>Nomination to BJA 9.21.12</b> Term Expires: 6/14	Cheney Municipal Court 611 2 <sup>nd</sup> Street Cheney, WA 99004-1697	509-498-9232	<a href="mailto:tcooper@cityofcheney.org">tcooper@cityofcheney.org</a>
Ms. Sandy Ervin Term Expires: 6/14	Okanogan County District Court PO Box 980 Okanogan, WA 98840	509-422-7173	<a href="mailto:servin@co.okanogan.wa.us">servin@co.okanogan.wa.us</a>
<b>Juvenile Ct Admin (1)</b>			
Ms. Lisa Rumsey Term Expires: 6/14	Skagit County Juvenile Court 611 S 2 <sup>nd</sup> Street Mount Vernon, WA 98273	360-419-7725	<a href="mailto:lisag@co.skagit.wa.us">lisag@co.skagit.wa.us</a>
<b>WSBA Representative (1)</b>			
Mr. Michael J. Shinn Term Expires: 6/13	Office of the Attorney General 1220 Main St Ste 510 Vancouver, WA 98660-2964	360-759-2122	<a href="mailto:michaels@atg.wa.gov">michaels@atg.wa.gov</a>
<b>Staff</b>			
Mr. David Elliott Program Staff	Administrative Office of the Cts P. O. Box 41170 Olympia, WA 98504-1170	360-705-5229	<a href="mailto:David.elliott@courts.wa.gov">David.elliott@courts.wa.gov</a>
Ms. Caroline Tawes Administrative Staff	Administrative Office of the Cts P. O. Box 41170 Olympia, WA 98504-1170	360-70-5307	<a href="mailto:caroline.tawes@courts.wa.gov">caroline.tawes@courts.wa.gov</a>

Geana Van Dessel  
WSBA Representative

**PROPOSED  
PERFORMANCE AUDIT BASE MEASURES**

<b>Measure</b>	<b>Title</b>	<b>Status</b>
<b>In Process</b>		
2a, 2b, 14	Caseflow Management Measures:	On hold COA***. On hold CLJ**.
2a	Time to Disposition*	Ditto
2b	Age of Active Pending Caseload*	Ditto
14	Clearance Rates*	Ditto
3	Trial Date Certainty*	In Process SC civil cases
<b>Not Yet Begun</b>		
5	Integrity of Trial Court Outcomes	
6	Collection of Monetary Penalties*	
7	Accuracy, Consistency, and Timeliness of Case File Information and Docket Entries	
9	Court and Public Access to Court Records	
10	Structured Interviews of Presiding Judge and Court Administrator	
11	Compliance with Reporting and Distribution of No Contact Orders	
13	Perceptions of the Court's Independence and Comity	
<b>Complete</b>		
4	Effective Use of Jurors	Adopted by the BJA.
2a, 2b, 14	Caseflow Management Measures	Adopted by the BJA —superior court.
8	Evaluation of the Court's Response to Financial Audits	Adopted by the BJA.
	Access Measures (added to original list by BPC):	Adopted by the BJA.
12	Access for the Self-Represented and/or Financially Disadvantaged	Adopted by the BJA.
15	Access for Court Users with Disabilities	Adopted by the BJA.
16	Access for Court Users with Limited English Proficiency	Adopted by the BJA.
<b>Rejected</b>		
1	Attorney Survey	Rejected by BPC after testing.

\*These measures are similar to the National Center for State Courts' established CourTools measures.

\*\*Data deficiencies need to be resolved before CLJ measure can proceed.

\*\*\* COA association unable to reach consensus on measures.



**Board for Judicial Administration  
Trial Court Operations Funding Committee Charter**

**Charge:**

The Trial Court Operations Funding Committee (TCOFC) was reactivated as a standing committee under the auspices of the Board for Judicial Administration (BJA) in March 2011. Consistent with the role and responsibilities of the BJA under BJAR 4, the TCOFC is charged with developing specific funding proposals and implementation plans for trial court operations, in accordance with the Supreme Court's budget development process, for recommendation to the BJA. The TCOFC shall also assist the Administrative Office of the Courts (AOC) in identifying data to collect pursuant to RCW 2.56.030(6), which requires AOC to "collect statistical and other data and make reports relating to the expenditure of public moneys, state and local, for the maintenance and operation of the judicial system and the offices connected therewith."

**Approach:**

The TCOFC shall submit preliminary recommendations to the BJA for initial review prior to full development of a budget proposal. The BJA shall provide feedback and recommendations to the TCOFC. The TCOFC shall then develop a more detailed proposal, incorporating BJA feedback when appropriate. AOC staff shall work with the TCOFC chair to develop a meeting schedule that allows the BJA schedule to comport with the Supreme Court's budget development process.

The TCOFC may make recommendations to the BJA regarding whether a proposal should be submitted to the Supreme Court as either a request to be included in the budget submission or to be worked through the legislative process without inclusion in the budget submission.

Meetings shall be scheduled in such a manner as to minimize travel and other meeting-related expenses while maintaining the integrity of the committee process.

**Membership:**

Upon reconstitution of the committee in March 2011, the membership composition reflected that of the 2008 committee. With the creation of the committee charter, the composition has been changed to achieve better representative balance while maintaining a manageable committee size.

Membership shall consist of the following:

- Two members from the Superior Court Judges' Association
- Two members from the District & Municipal Court Judges' Association
- One member from the Association for Washington Superior Court Administrators
- One member from the Washington Association of Juvenile Court Administrators
- Two members from the District & Municipal Court Management Association

The above associations shall nominate members for approval by the BJA. In nominating and approving members, consideration shall be given to maintaining geographic and court-size diversity of membership. In accordance with BJA by-laws, members are eligible for one two-year term and reappointment for one additional two-year term. Initial terms will be staggered, with half lasting one year.

**Membership:**

Name	Court	Representing	Term Expires
		SCJA	2 years
		SCJA	1 year
		DMCJA	2 years
		DMCJA	1 year
		AWSCA	2 years
		WAJCA	1 year
		DMCMA	2 years
		DMCMA	1 year

**AOC Staff:**

Court Services Manager  
Administrative Secretary



## Public Trust and Confidence (PTC) Committee

### Vision

To achieve the highest possible level of public trust and confidence in the Washington judicial system.

### Mission

To assess the public's level of trust and confidence in the Washington judicial system and to develop strategies to increase that trust and confidence.

### Goals:

1. To catalog potential and current activities promoting public trust and confidence in the judicial system.
2. To identify areas where public trust and confidence is lacking and to prioritize these needs for consideration by the committee.
3. To develop and disseminate tools and resources to address those needs.
4. To encourage and monitor use of tools and resources developed by the committee.
5. To collaborate with other individuals and groups working to improve public trust and confidence.

- > [Welcome](#)
- > [Committee Members](#)
- > [Public opinion poll](#)

### Overview of Washington Courts

- > [Report of the Courts of Washington](#)
- > [Juror Website](#)

### Statewide Resources

- > [Administrative Office of the Courts](#)
- > [Gender & Justice Commission](#)
- > [Minority & Justice Commission](#)
- > [Law for Washington \(lawforWA\)](#)
- > [State Bar Association](#)
- > [State Law Library](#)
- > [Washington LawHelp](#)
- > [Washington State Media Guide](#)

### Brochures

- > [A Guide to Washington State Courts](#)
- > [A Guide to Terms used in WA Courts](#)
- > [Small Claims Court](#)
- > [A Juror's Guide](#)
- > [Criminal History and Criminal Records](#)

# Tab 7



WASHINGTON  
COURTS

# **Board for Court Education (BCE) Budget Overview**

**Dirk Marler  
Judicial Services Division Director**

**September 19, 2014**

# Purpose

Provide a high level overview of BCE budget to aid with BJA decisions regarding a budget for the newly-created Court Education Committee (CEC)

# Board for Court Education -- Authority

## **Order #25700-B-330 (2002)**

...to identify the educational needs of appellate and trial court judges and court personnel, to coordinate in-state as well as out-of-state education programs and services, and to recommend to the Supreme Court through the Administrative Office of the Courts programs and budget to meet the educational needs of Washington's judiciary.

# Board for Court Education -- Membership

## **BCE (16)**

- Supreme Court (1)
- Court of Appeals (2)
- SCJA (3)
- DMCJA (3), including one municipal or non-attorney
- AWSCA (1)
- WSACC (1)
- WAJCA (1)
- DMCMA (1)
- AOC (1)
- WSBA (1)
- Law School Deans (1)

## **CEC (11)**

- 3 BJA members
- Appellate Court Ed Chair\*
- SCJA Ed Chair\*
- DMCJA Ed Chair\*
- Fall Conference Chair\*
- WSACC Ed Chair\*
- AWSCA Ed Chair\*
- DMCMA Ed Chair\*
- WAJCA Ed Chair\*

\* (or designee)

# Historical BCE Budget Process

- **AOC maintenance level budget for JSD**
  - Allotment set early in each biennium
  - Fall conference budget is similar, but separate
- **BCE Budget Committee analyzes trends and needs**
  - Expenditures
  - Attendance
  - Cost per attendee

# Historical BCE Budget Process

- Budget Committee recommends allotments
- BCE reviews, may revise, and approves a two-year budget cycle (September)



# Current BCE Funding Limitations

- **\$60 lodging reimbursement**
  - Washington State 2007 lodging rate
- **\$39 meal reimbursement**
  - Washington State 2007 per diem rate
- **No reimbursement for transportation**
  - In effect since 1994
- ***Contrast: Annual Conference* (RCW 2.56.060)**
  - “each judge...shall be entitled to be reimbursed for travel expenses” per RCW 43.03.050, .060

# FY 2015 BCE Budget

<b>Program</b>	<b>Allotment</b>
Superior Court Judges	\$64,000.00
District/Municipal Court Judges	\$64,000.00
Appellate Judges	\$15,000.00
Judicial College + S & S online	\$60,000.00
Superior Court Administrators	\$4,000.00
County Clerks Program	\$9,500.00
Juvenile Court Administrators	\$7,000.00
District/Municipal Court Admin	\$30,000.00
Institute for New Court Employees	\$11,000.00
Institute for Court Management	\$27,000.00
Faculty Development	\$7,500.00
Program Acct/Scholarships	\$3,500.00
<b>BCE Meetings and Committees</b>	<b>\$4,000.00</b>
PJ Planning Committee	\$6,000.00
	<b>\$312,500.00</b>

# BCE Administrative Budget -- \$4000

- **BCE meeting expenses:**

- September
- December
- March
- June

- **Three advisory committees:**

- Mandatory Continuing Judicial Education Committee
- Judicial College Trustees
- Presiding Judges' Education Committee



# Transition Activities

- **Orient new CEC committee members**
  - Actors & relationships
  - Programs
  - Funding
  - Policies
- **Define the new committee's role**
- **Establish bylaws, policies, procedures, guidelines**
- **Develop budget process/expectations**

# Staff Recommendation

- **Leave \$4000 BCE administrative fund intact**
- **Allocate \$4,000 FY15 to the CEC for administrative costs**
  - Committee composition will drive costs
  - Monthly meetings
    - Face-to-face
    - Transition to some online
  - Gauge future needs
    - Frequency, duration & mode
    - Ad hoc or advisory committees?



WASHINGTON  
COURTS

# Questions?

# Tab 8

## Database for Committee Letters

Name	Salutation	cc #1	To E-mail	cc E-mail(s)	Status as of September 10, 2014
Bench-Bar-Pres Committee	Chief Justice Madsen	Ms. Wendy Ferrell	Barbara.Madsen@courts.wa.gov	<a href="mailto:wendy.ferrell@courts.wa.gov">wendy.ferrell@courts.wa.gov</a>	Received <a href="#">detailed purpose statement</a> ; <a href="#">statement of principles</a>
Board for Court Education (BCE)	Judge Ross	Ms. Judith Anderson	<a href="mailto:MROSS@co.pierce.wa.us">MROSS@co.pierce.wa.us</a>	<a href="mailto:judith.anderson@courts.wa.gov">judith.anderson@courts.wa.gov</a>	Received
Certified Professional Guardian Board (CPGB)	Judge Lawler	Ms. Shirley Bondon	<a href="mailto:james.lawler@lewiscountywa.gov">james.lawler@lewiscountywa.gov</a>	<a href="mailto:shirley.bondon@courts.wa.gov">shirley.bondon@courts.wa.gov</a>	Received
Commission on Children in Foster Care (CCFC)	Justice Bridge	Ms. Paula Odegaard	<a href="mailto:bjbridge@ccvj.org">bjbridge@ccvj.org</a>	<a href="mailto:paula.odegaard@courts.wa.gov">paula.odegaard@courts.wa.gov</a>	No response
Court Management Council (CMC)	Ms. Dietz and Mr. Escamilla	Mr. Dirk Marler	<a href="mailto:callie.dietz@courts.wa.gov">callie.dietz@courts.wa.gov</a> ; <a href="mailto:pat.escamilla@clark.wa.gov">pat.escamilla@clark.wa.gov</a>	<a href="mailto:dirk.marler@courts.wa.gov">dirk.marler@courts.wa.gov</a> ; <a href="mailto:caroline.tawes@courts.wa.gov">caroline.tawes@courts.wa.gov</a>	Received
Ethics Advisory Committee	Judge Hancock	Ms. Nan Sullins	<a href="mailto:alanh@co.island.wa.us">alanh@co.island.wa.us</a>	<a href="mailto:nan.sullins@courts.wa.gov">nan.sullins@courts.wa.gov</a>	Received
Gender and Justice Commission (GJCOM)	Chief Justice Madsen	Ms. Danielle Pugh-Markie	<a href="mailto:Barbara.Madsen@courts.wa.gov">Barbara.Madsen@courts.wa.gov</a>	<a href="mailto:danielle.pugh-markie@courts.wa.gov">danielle.pugh-markie@courts.wa.gov</a>	Received
Interpreter Commission	Justice González	Mr. Robert Lichtenberg	<a href="mailto:J.S.Gonzalez@courts.wa.gov">J.S.Gonzalez@courts.wa.gov</a>	<a href="mailto:robert.lichtenberg@courts.wa.gov">robert.lichtenberg@courts.wa.gov</a> ; <a href="mailto:danielle.pugh-markie@courts.wa.gov">danielle.pugh-markie@courts.wa.gov</a>	Received
Judicial Information System Committee	Justice Fairhurst	Ms. Vonnie Diseth	mary.fairhurst@courts.wa.gov	<a href="mailto:vonniediseth@courts.wa.gov">vonniediseth@courts.wa.gov</a>	Received
Minority and Justice Commission (MJCOM)	Justice Johnson	Ms. Cynthia Delostrinos	<a href="mailto:J.C.Johnson@courts.wa.gov">J.C.Johnson@courts.wa.gov</a>	<a href="mailto:cynthia.delostrinos@courts.wa.gov">cynthia.delostrinos@courts.wa.gov</a> ; <a href="mailto:danielle.pugh-markie@courts.wa.gov">danielle.pugh-markie@courts.wa.gov</a>	Received
Supreme Court Budget Committee	Chief Justice Madsen	Mr. Ramsey Radwan	<a href="mailto:Barbara.Madsen@courts.wa.gov">Barbara.Madsen@courts.wa.gov</a>	<a href="mailto:ramsey.radwan@courts.wa.gov">ramsey.radwan@courts.wa.gov</a>	Received
Pattern Jury Instructions Committee	Judge Downing and Judge Halpert	Ms. Lynne Alfasso	<a href="mailto:william.downing@kingcounty.gov">william.downing@kingcounty.gov</a> ; <a href="mailto:helen.halpert@kingcounty.gov">helen.halpert@kingcounty.gov</a>	<a href="mailto:lynne.alfasso@courts.wa.gov">lynne.alfasso@courts.wa.gov</a>	The Chairs discussed the letter and felt that the Supreme Court Orders that created WPI is sufficient to describe their function without a creating an additional charter.
Supreme Court Rules Committee	Justice Johnson	Ms. Nan Sullins	<a href="mailto:J.C.Johnson@courts.wa.gov">J.C.Johnson@courts.wa.gov</a>	<a href="mailto:nan.sullins@courts.wa.gov">nan.sullins@courts.wa.gov</a>	Received
Temple of Justice Security Workgroup	Justice González		<a href="mailto:J.S.Gonzalez@courts.wa.gov">J.S.Gonzalez@courts.wa.gov</a>		<i>Have not followed up with Justice Gonzales; committee is not staffed by AOC and is explicitly for the Temple of Justice Building</i>
Washington Pattern Forms Committee	Judge Middaugh	Ms. Merrie Gough	<a href="mailto:Laura.middaugh@kingcounty.gov">Laura.middaugh@kingcounty.gov</a>	<a href="mailto:merrie.gough@courts.wa.gov">merrie.gough@courts.wa.gov</a>	Not received
Washington State Center for Court Research Advisory Board	Judge Schindler	Dr. Carl McCurley	<a href="mailto:ann.schindler@courts.wa.gov">ann.schindler@courts.wa.gov</a>	<a href="mailto:carl.mccurley@courts.wa.gov">carl.mccurley@courts.wa.gov</a>	Received
Court of Appeals	Judge Dwyer	Ms. Lynne Alfasso	<a href="mailto:stephen.dwyer@courts.wa.gov">stephen.dwyer@courts.wa.gov</a>	<a href="mailto:lynne.alfasso@courts.wa.gov">lynne.alfasso@courts.wa.gov</a>	Not received

<b>Name</b>	<b>Salutation</b>	<b>cc #1</b>	<b>To E-mail</b>	<b>cc E-mail(s)</b>	<b>Status as of September 10, 2014</b>
Association for Washington Superior Court Administrators	Mr. Amram	Ms. Sondra Hahn	<a href="mailto:jeff.amram@clark.wa.gov">jeff.amram@clark.wa.gov</a>	<a href="mailto:sondra.hahn@courts.wa.gov">sondra.hahn@courts.wa.gov</a>	Received
District and Municipal Court Judges' Association	Judge Svaren	Ms. Michelle Pardee	<a href="mailto:dsvaren@co.skagit.wa.us">dsvaren@co.skagit.wa.us</a>	<a href="mailto:michelle.pardee@courts.wa.gov">michelle.pardee@courts.wa.gov</a>	Received committee rosters which includes additional information such as charges, budget, assigned staff
Superior Court Judges' Association	Judge Snyder	Ms. Janet Skreen	<a href="mailto:csnyder@co.whatcom.wa.us">csnyder@co.whatcom.wa.us</a>	<a href="mailto:janet.skreen@courts.wa.gov">janet.skreen@courts.wa.gov</a>	Not received
Washington Association of Juvenile Court Administrators	Mr. Fenton	Ms. Regina McDougall	<a href="mailto:fentonm@co.thurston.wa.us">fentonm@co.thurston.wa.us</a>	<a href="mailto:regina.mcdougall@courts.wa.gov">regina.mcdougall@courts.wa.gov</a>	Received
Washington State Association of County Clerks	Ms. Kraski		<a href="mailto:sonya.kraski@snoco.org">sonya.kraski@snoco.org</a>		Not directly staffed by AOC; followed up and asked them to provide any information at their option.
Administrative Office of the Courts	Ms. Dietz		<a href="mailto:callie.dietz@courts.wa.gov">callie.dietz@courts.wa.gov</a>		Received

Last Updated September 10, 2014  
Updated July 1, 2014

## Bench Bar Press Committee

The Bench-Bar-Press Committee of Washington (BBP) was formed in 1963 to foster better understanding and working relationships between judges, lawyers and journalists who cover legal issues and courtroom stories. The mission of the Committee is to seek to accommodate, as much as possible, the tensions between the constitutional values of "free press" and "fair trial" through educational events and relationship building.

The BBP Committee is chaired by the Chief Justice of the Washington State Supreme Court and includes representatives from the legal profession, judiciary, law enforcement and the news media. The committee meets as a whole once or twice each year to review the state of relations between the various interested groups and to plan educational and other activities. Subcommittees of volunteers are organized on an ad hoc basis to plan and execute the educational and other events.

Since its creation in 1963, the BBP Committee has undertaken several important projects. It was the catalyst in opening up courtrooms to broadcast and still camera coverage in 1976. The Committee conducted a lengthy study and camera coverage of an actual criminal trial that was produced as though it were a television news story. The Washington State Supreme Court was so impressed with the result that it unanimously adopted a rule allowing cameras in all Washington state courtrooms on a permanent basis. At the time, Washington was only the second state in the nation to allow cameras in the courtroom.

The Committee has developed a "Bench-Bar-Press Statement of Principles" which are not binding, but provide practical guidance on the relationships between judges, lawyers and the press, and are intended to promote a better working relationship between the bench, bar and news media.

A special subcommittee of the Bench-Bar-Press Committee, the Liaison Committee ("Fire Brigade"), has been created to help sort out conflicts of courtroom coverage. The Fire Brigade can speak with, or mediate on behalf of, any lawyer, judge or journalist facing a "free press/fair trial" issue. The Fire Brigade has a strong record of successfully suggesting ways that fair trial concerns can be resolved while preserving free press rights and public access to the judicial process.

The Committee also has presented educational seminars and open discussion sessions from time to time, focusing on court coverage issues, which give judges, lawyers and journalists the opportunity to share views and develop open communication with each other.

✦ "New rule means courtroom cameras will get their day in court",

guest editorial by Judge William Downing, Seattle Times.

✦ Revised General Rule 16 – Cameras in the Courtroom

› Fire Brigade Report of Activities

› Bylaws

› Press and courts working together benefits all

- › High Profile Cases - Free Press and Fair Trial
- › Statement of Principles
- › Washington's 'Fire Brigade'
- › Search Warrants -- A Sensitive Bench, Bar, Press Issue
- › Bench-Bar-Press Liaison Committee

## Bench Bar Press Committee

### Statement of Principles

#### Preamble

The Bench, Bar and Press (comprising all media of mass communication) of Washington: (a) Recognize that reporting by the news media of governmental action, including the administration of justice, is vital to our form of government and protected by the Constitutions of the United States and the State of Washington. (b) Seek to preserve the constitutionally protected presumption of innocence for those accused of a crime until there has been a finding of guilt in the appropriate court of justice. (c) Believe both constitutional rights can be accommodated without conflict by careful judicial craftsmanship and careful exercise of discretion by the bench, the bar, and the news media.

#### Principles

To promote a better working relationship between the bench, bar and news media of Washington, particularly in their efforts to protect both the constitutional guarantees of freedom of the press and of the right to a fair and impartial trial, the following statement of principles is suggested for voluntary consideration to all members of these professions in Washington. Any attempt to impose these Principles and Considerations as mandatory is contrary to the intent of the Bench-Bar-Press Committee and contrary to the stated goals of these Principles and Considerations.

1. Accurate and responsible reporting of the news media about crime, law enforcement, and the criminal justice system enhances the administration of justice. Members of the bench and bar should make available information concerning that process to the fullest extent possible under their codes of conduct and professional responsibility.
2. Parties to litigation have the right to have their causes tried by an impartial tribunal. Defendants in criminal cases are guaranteed this right by the Constitutions of the United States and the State of Washington.
3. Lawyers and journalists should fulfill their functions in such a manner that cases are tried on the merits, free from undue influence by the pressures of news media reports. To that end, the timing and nature of media news reports should be carefully considered. It is recognized that the existence of news coverage cannot be equated with prejudice to a fair trial.
4. The news media recognize the responsibility of the judge to preserve courtroom decorum and to seek to ensure both the open administration of justice and a fair trial through careful management.

5. A free press requires that journalists decide the content of news. Journalists in the exercise of their discretion should remember that readers, listeners, and viewers are potential jurors.
6. The public is entitled to know how justice is being administered. However, lawyers should be aware that the timing and nature of publicity they create may affect the right to a fair trial. The public prosecutor should avoid taking unfair advantage of his that position as an important source of news, even though the prosecutor should release information about the administration of justice at the earliest appropriate times.
7. Proper judicial, journalistic and legal training should include instruction in the meaning of constitutional rights to a fair trial, open justice and freedom of the press, and the role of judge, journalist and lawyer in guarding these rights. The bench, the bar and the press will endeavor to provide for continuing education to members of each respective profession concerning these rights.
8. Open and timely communications can help avoid confrontations. Toward that end all parties are urged to employ the Bench-Bar-Press Committee's Liaison Subcommittee when conflicts or potential conflicts arise.

### **CONSIDERATIONS IN THE REPORTING OF CRIMINAL PROCEEDINGS**

The Bench-Bar-Press Committee offers the following recommendations for voluntary consideration of all parties. They may be of assistance in educating law enforcement, the press, bar and bench concerning the exercise of rights, duties and obligations outlined in the Statement of Principles.

The bench, bar, press, and law enforcement officials share in the responsibility for the administration of an open and fair system of justice. Each has a special role which the others should respect and none should try to regulate the judgment of the others. Public interest in the administration of justice may be particularly great at times prior to trial. Pretrial proceedings often are as important to the open administration of justice as the actual trial. The bench should help ensure both openness and fairness through commonly accepted judicial procedures consistent with these principles. The bar should carefully consider the timing and nature of the publicity it creates. The media should contribute to openness and fairness by careful evaluation of information that may be kept from the jury at trial and by exercise of restraint in reporting that information.

All parties should be aware that the jury system has the capacity to provide unprejudiced panels even in cases of great public interest and substantial media coverage.

1. It is appropriate to make public the following information concerning the defendant:
  - a. The defendant's name, age, residence, employment, marital status, and similar background information. There should be no restraint on biographical facts other than accuracy, good taste, and judgment.
  - b. The substance or text of the charge, such as complaint, indictment, information and where appropriate, the identity of the complaining party.
  - c. The identity of the investigating and arresting agency and the length of the investigation.

- d. The circumstances immediately surrounding an arrest, including the time and place of arrest, resistance, pursuit, possession and use of weapons, and a description of items seized at the time of arrest.
2. The release of certain types of information by law enforcement personnel, the bench and the bar and the publication thereof by news media generally tends to create dangers of prejudice without serving a significant law enforcement or public interest function. Therefore, all concerned should be aware of the dangers of prejudice in making pretrial public disclosures of the following:
  - a. Opinions about a defendant's character, his guilt or innocence.
  - b. Admissions, confessions or the contents of a statement or alibis attributable to a defendant.
  - c. Opinions about the results of investigative procedures, such as fingerprints, polygraph examinations, ballistic tests or laboratory tests.
  - d. Statements concerning the credibility or anticipated testimony of prospective witnesses.
  - e. Opinions concerning evidence or argument in the case, whether or not it is anticipated that such evidence or argument will be used at trial.

Exceptions may be in order if information to the public is essential to the apprehension of a suspect or where other public interests will be served.

3. Prior criminal convictions are matters of public record and are available to the news media through police agencies or court clerks; law enforcement agencies should, if requested, make such information available to the news media. The public disclosure of this information by the news media may be highly prejudicial without any significant addition to the public's need to be informed. The publication of such information should be carefully considered.
4. Law enforcement and court personnel should not prevent the photographing of defendants when they are in public places outside the courtroom. They should not encourage pictures or televising nor should they pose the defendant. The media should recognize that broadcasting, televising, recording and taking photographs in the courtroom is governed by GR 16 Artist's renditions sketched in the courtroom are not governed by GR 16 and should not be curtailed unless such actions unduly distract participants or impair the dignity of the proceedings.
5. Photographs of a suspect may be released by law enforcement personnel provided a valid law enforcement function is served thereby. It is proper to disclose such information as may be necessary to enlist public assistance in apprehending fugitives from justice.
6. The media are free to report what occurs in the course of judicial proceedings. All participants in the administration of justice should work to keep the entire course of judicial proceedings, including pretrial hearings, open to public scrutiny. The bench should consider using all the means available to ensure protection of a defendant's constitutional rights without interfering with the public's scrutiny of the criminal justice system. The closure of a judicial proceeding should be used only as a last resort.

The bar and law enforcement officials should expect that their statements about a case will be reported in the media. Such statements should be made in a time and manner contributing to public understanding of law enforcement and the criminal justice system, rather than influencing the outcome of a criminal trial.



# Board for Court Education Guidelines

<b>Purpose:</b>	The purpose of the Board for Court Education is to improve the quality of justice in Washington by fostering excellence in the courts through effective education.
<b>Date created:</b>	1984 Supreme Court Order No. 25700-B-
<b>Duration:</b>	Ongoing
<b>Controlling authority:</b>	Board for Court Education (BCE)
<b>Composition:</b>	<p>The Board consists of sixteen members, who shall be selected by the Chief Justice of the Supreme Court, from names submitted, when appropriate, by the group or association they represent. The membership shall be constituted from the following groups and individuals:</p> <ul style="list-style-type: none"> <li>• Association of Washington Superior Court Administrators (1)</li> <li>• Court of Appeals (2)</li> <li>• District and Municipal Court Management Association (1)</li> <li>• District and Municipal Court Judges' Association (3) - - (one municipal or non-attorney judge)</li> <li>• Juvenile Court Administrators (1)</li> <li>• Law School Representative (1)</li> <li>• Superior Court Judges' Association (3)</li> <li>• The Administrator for the Courts (1)</li> <li>• Washington State Bar Association (1)</li> <li>• Washington State Association of County Clerks (1)</li> <li>• Washington State Supreme Court (1)</li> </ul>
<b>Chair chosen by:</b>	Committee members and appointed by the Chief Justice

**Chair's term length:**

One year

**Nominating process:**

Association Presidents asked to nominate representative. Letter sent to the Chief Justice (cc'd to education staffing BCE) asking for their appointment. Chief Justice appoints the members.

**Member term length:**

All members, except for the Administrator for the Courts, shall be appointed for terms of three years. The terms shall commence on July 1 and expire on June 30, provided that members, once appointed, shall serve until a successor is appointed.

**Members appointed by:**

Chief Justice

**Members:**

Position (representing)	Member (name, address, phone, e-mail)	Service began	Term began	Term ends
Superior Court Administrator	(1) Andra Motyka Pierce County Superior	2003	07/01/09	6/30/15
Court of Appeals	(1) Judge Stephen Dwyer COA, Division I (2) Commissioner Eric Schmidt COA, Division III	2011	07/01/11	6/30/14
District Court Administrators	(1) Theresa Ewing Thurston District	2013	07/01/13	6/30/16
District Court Judges	(1) Judge James Docter Bremerton Municipal	2005	07/01/13	6/30/16
	(2) Judge Douglas Fair Edmonds Municipal	2008	07/01/11	6/30/14
	(3) Judge Maggie Ross Pierce District	2006	07/01/09	6/30/15
Juvenile Court Administrator	(1) Paula Holter-Mehren Stevens County	2001	07/01/13	6/30/16

	Juvenile				
Law School Representative	(1) Dean Annette Clark Seattle University School of Law	2014	07/01/13	6/30/16	
Superior Court Judges	(1) Judge Dean Lum Kitsap Superior (2) Judge Chip Small Chelan Superior (3) Judge Brian Tollefson Pierce Superior (4) Ms. Callie Dietz	2012 2010 2002	07/01/12 07/01/10 07/01/11	6/30/15 6/30/13 6/30/14	Continuous Continuous
The Administrator for the Courts	(5) Ms. Alexandra Carrillo Genentech Inc.	2013	07/01/13	6/30/16	
Washington State Bar Association	(6) Ms. Kimberly Allen	2013	07/01/13	6/30/16	
County Clerks	(7) Justice Charles Wiggins	2011	07/01/11	6/30/14	
Supreme Court					

Quarterly and as called by the Chair

Meeting frequency:

Budget:

Provided by Supreme Court/AOC. Currently at \$312,500 per fiscal year. Also some education funded by grants.

Staffed by:

Judith M. Anderson

Charter Review:

Related links:

## **Board for Court Education Organization Guidelines**

### **A. Purpose**

The purpose of the Board for Court Education is to improve the quality of justice in Washington by fostering excellence in the courts through effective education.

### **B. Membership**

The Board shall consist of sixteen members, who shall be selected by the Chief Justice of the Supreme Court, from names submitted, when appropriate, by the group or association they represent.

### **C. Meetings**

1. Four face-to-face meeting a quarter. Held at the SeaTac facility.
2. Chair can call a meeting (via conference call or eCCL) of the Executive Committee to discuss issues and make a decision between the face-to-face meetings.

### **D. Responsibilities**

1. The committee chair has overall responsibility for the decisions of the Board
2. The Board shall plan, implement, coordinate, or approve Board financed education and training of court personnel throughout the state. The Board will promote desirable minimum educational and curriculum standards for court judicial and non-judicial personnel. The Board will develop and promote instructional standards for education program. The Board will establish educational priorities. The Board will promote interjurisdictional education.

## **E. Committees**

### **Standing Committees**

1. **Executive Committee.** The Executive Committee will meet at the call of the Chair. It is the purpose of this committee to consider and take action on matters and emergencies arising between meetings of the Board, and, if necessary, to call special meetings of the Board.
2. **Nominating Committee.** Nominates new officers for election.
3. **Budget Committee.** Prepares budget submissions on a biennial basis, and adjustments in interim years.

### **Advisor Committees**

1. **Mandatory Continuing Judicial Education Committee.** Administers General Rule (GR) 26. Establishes and maintains operating procedures consistent with this rule. Reports annually to the Supreme Court and publicly releases the names of judicial officers who have not complied with the rule.
2. **Judicial College Trustees.** Creates governing policy for the College, establishes standards for programs and faculty, selects Deans who will have primary responsibility for the operation of the College, serves as liaison between the College and other interested parties, to develop the Judicial College curriculum and to plan for the expansion of the College.
3. **Presiding Judges' Education Committee.** Develops programs that provide education for Presiding Judges and Court Managers and focus on the developments of leadership skills; provide tools for use in the daily management and administration of their courts.

### **Ad Hoc Committees**

1. **Board-Sponsored Education Programs.** Responsible for programs that the Board sponsors but which do not have an association assigned to prepare and execute them. The Board should periodically review the need to activate this committee. Currently there is a committee for the Institute for New Court Employees and the Institute for Court Management programs.
2. **Bylaws Committee –** Responsible for periodically reviewing and updating the Board for Court Education's Bylaws.
3. **Curriculum Committee –** Serves to collect and preserve curricula submitted by associations, to establish policy and standards for periodic review and update of curriculum, to establish policy for and facilitate the use of curricula in educational program planning.
4. **Research and Development –** Focus on new technologies that can be utilized as new education delivery mechanisms. The Board should periodically review the need to activate this committee



# Mandatory Continuing Judicial Education Committee Organization Guidelines

<b>Purpose:</b>	The purpose of the committee is to a) administer General Rule (GR26); b) Establish operating procedures consistent with this rule; c) report annually to the Supreme Court and publicly release names of judicial officers who have not complied with the rule.
<b>Date created:</b>	December 4, 2003
<b>Duration:</b>	Ongoing
<b>Controlling authority:</b>	Board for Court Education (BCE)
<b>Composition:</b>	<ul style="list-style-type: none"> <li>1. Seven members               <ul style="list-style-type: none"> <li>o 2 Superior Court Judges</li> <li>o 2 District/Municipal Court Judges (one from each level)</li> <li>o 2 Court of Appeals Judges</li> <li>o 1 Commissioner or Magistrate from any of the above jurisdictions.</li> </ul> </li> </ul>
<b>Chair chosen by:</b>	Committee members and appointed by BCE Chair
<b>Chair's term length:</b>	No limit
<b>Nominating process:</b>	Members are nominated by represented association or nominating committee, appointed by BCE chair
<b>Member term length:</b>	No limit. Limit can be designated by represented association.
<b>Members appointed by:</b>	BCE

Members:	Position (representing)	Member (name, address, phone, e-mail)	Service began	Term began	Term ends
	Appellate Court	(1) Eric B. Schmidt, COA II (2) Debra Stephens Supreme Court	NA 2010	NA NA	NA NA
	Superior Court	(1) Ellen Fair, Snohomish (2) Carol Schapira, King	NA	NA	9/2015 9/2015
	District/Municipal Court	(1) Janet Garrow, KCDC (2) Sandra Allen, Ruston	NA	NA	6/2015 6/2014
	Commissioner Position	(1) Jacalyn Brudvik, Snohomish	NA	NA	6/2016
<b>Meeting frequency:</b>	As called by the Chair. Usually quarterly				
<b>Budget:</b>	Provided by BCE				
<b>Staffed by:</b>	Judith M. Anderson				
<b>Charter Review:</b>	1/1/14				
<b>Related links:</b>					

## Mandatory Continuing Judicial Education Organization Guidelines

### **A. Purpose**

The BCE shall appoint a seven-member advisory committee, the Mandatory Continuing Judicial Education Committee, consisting of two members from the appellate courts; two members from the general jurisdiction courts, two members from the courts of limited jurisdiction; and one judicial officer such as a commissioner or magistrate from any of those jurisdictions. The responsibilities of this committee will be to a) administer GR26; b) establish operating procedures consistent with this rule; c) report annually to the Supreme Court and publicly release names of judicial officers who have not complied with the rule.

### **B. Membership**

1. Two members from the appellate court, nominated by their Presiding Chief judge and appointed by the BCE chair.
2. Two members from the general jurisdiction court, nominated by their association and appointed by the BCE chair.
3. Two members from the courts of limited jurisdiction, nominated by their association and appointed by the BCE chair.
4. Commissioner or magistrate position from any level of court, nominated by the MCJE committee and appointed by the BCE chair.
5. There are no term limits. Terms limitation to be determined by the associations.
6. Chair nominated by the membership and appointed by the BCE Chair.

### **C. Meetings**

1. Most meeting conducted by electronic communication, collaboration, and Learning (eCCL) online, teleconference and e-mail; however, the committee as a whole may have in-person meetings as needed and as funding permits
2. Chair establishes number of meetings. Currently there is a meeting quarterly.

**D. Responsibilities**

1. The committee chair has overall responsibility for the decisions of the committee. The Chair reports directly to the BCE and recommends any changes to GR26 or the standards.
2. Committee members will assist the chair and educator with maintenance of GR26 and the standards.
3. Committee members will participate in committee meetings and conference calls as often as possible.

**E. Committee Reimbursement for Meetings**

- a. If it determined there is a need for the committee to meet face-to-face, committee members will be reimbursed for expenses. Those traveling long distances may spend the night previous (or following) in a hotel near the meeting site at budget expense. Committee members are encouraged to travel by the most economical means practicable.



# Presiding Judges' Education Committee Organization Guidelines

<b>Purpose:</b>	The purpose of the Presiding Judges' Education Committee is to foster excellence among presiding judges (PJs) and their administrative team by organizing and providing education necessary to the peculiar functions of PJs, as outlined in GR 29. The National Association of Court Management (NACM) Core Competencies will provide the curricular basis for this educational effort. ( <a href="http://www.nacmnet.org/CCCG/cccg_homepage.htm">http://www.nacmnet.org/CCCG/cccg_homepage.htm</a> )
<b>Date created:</b>	Approved 2/26/09 – reviewed and approved 04/01/11
<b>Duration:</b>	Ongoing
<b>Controlling authority:</b>	Board for Court Education (BCE)
<b>Composition:</b>	<ol style="list-style-type: none"> <li>1. A committee made up of a balance of experienced and less experienced PJ and court managers appointed by the BCE.</li> <li>2. The committee is a composite of representatives from urban, mid-size, and small courts from both East and West of the mountains.</li> <li>3. Representatives from both the general and limited jurisdiction courts sit on the committee.</li> </ol>
<b>Chair chosen by:</b>	Committee members and appointed by the BCE
<b>Chair's term length:</b>	Two years
<b>Nominating process:</b>	Association Presidents will be asked by the chair to nominate committee members in September of each year. The Chair of the PJ committee sends letter to the BCE asking for approval of nominations

**Member term length:**

Three years. Members may be reappointed for one consecutive 3 year term. Education committee members may serve more than one term at the discretion of the committee chair, and if their presence helps maintain the balance described above.

**Members appointed by:**

BCE

**Members:**

Position (representing)	Member (name, address, phone, e-mail)	Service began	Term began	Term ends
Superior Court Judge	(1) Tom Larkin, Pierce County - <b>Chair</b> (2) T.W. "Chip" Small, Chelan County (3) Maryann Moreno Spokane County	2012	01/01/12	12/31/14
District Court Judge	(1) Judge Gregory Tripp (2) David Svaren, Skagit	2014 2011	01/01/14 01/01/14	12/31/15 12/31/16
Municipal Court Judge	(1) C. Kimi Kondo, Seattle (2) Richard Kayne, Medical Lake	2013	01/01/14	12/31/16
Superior Court Administrators	(1) Fona Sugg, Chelan	2009 2013	01/01/12 01/01/13	12/31/14 12/31/15
District Court Administrator	(1) Therese Murphy, Yakima	2013	01/01/13	12/31/15
Municipal Court Administrator	(1) Margaret Yetter, Kent	2012	01/01/12	12/31/14
Juvenile Court Administrator	(1) Paula Holter-Mehren, Stevens	2010	01/01/13	12/31/15

**Meeting frequency:**

As called by the Chair

**Budget:**

Historically provided by Administrative Office of the Courts (AOC) Judicial Services Division and the Board for Judicial Administration (BJA) for a 2 ½ day conference. Funding ended in FY 2009. BCE

providing minimal funding for committee to continue planning process. 2010 State Justice Institute (SJI) grant awarded to AOC which provided funding to create "blended learning model" No current funding

**Staffed by:** Judith M. Anderson, (lead) Jesse Walker, Court Education (webinars); Dirk Marler (AOC representative)

**Charter Review:** 1/1/14

**Related links:**

### Presiding Judges' Education Committee Organization Guidelines

#### A. Purpose

The purpose of the Presiding Judges' Education Committee is to foster excellence among presiding judges (PJs) and their administrative team by organizing and providing education necessary to the peculiar functions of PJs, as outlined in GR 29. The National Association of Court Management (NACM) Core Competencies will provide the curricular basis for this educational effort. ([http://www.nacmnet.org/CCCG/cccg\\_homepage.htm](http://www.nacmnet.org/CCCG/cccg_homepage.htm))

#### B. Membership

1. A committee made up of a balance of experienced and less experienced PJ and court managers should be appointed by the BCE.
2. The committee should be a composite of representatives from urban, mid-size, and small courts from both East and West of the mountains.
3. Representatives from both the general and limited jurisdiction courts should sit on the committee.
4. Member terms will be three years, overlapping to help assure the above balance is achieved. Education committee members may serve more than one term at the discretion of the committee chair, and if their presence helps maintain the balance described above. Terms will run from January 1 through December 31 of the appropriate years.
5. Association presidents will be asked to nominate committee members in September of each year.
6. Recruitment of new committee members will begin in September previous to the term beginning in January.
7. One member shall be nominated as committee chair and will be appointed to a two-year term by the BCE. The chair's term will be from January 1 through December 31 of the appropriate years.
8. Association presidents will receive notice of BCE selection of members to sit on the committee from the PJ Education Chair.

9. Committee members are encouraged to attend the AOC Faculty Development Program during the first year of their membership on the committee, unless they have attended prior to their appointment.

### **C. Meetings**

1. Most planning and curriculum work will be done by electronic communication, collaboration, and Learning (eCCL) online, teleconference and e-mail; however, the committee as a whole may have in-person meetings for planning as funding permits.
2. If there is a Presiding Judges' Conference, the committee will plan to meet during the annual Presiding Judges' Conference and if needed and called by the chair, at the annual Washington Judicial Conference.
3. Committee members will be reimbursed for expenses for face-to-face meetings. Those traveling long distances may spend the night previous (or following) in a hotel near the meeting site at budget expense. Committee members are encouraged to travel by the most economical means practicable.

### **D. Responsibilities**

1. The committee chair has overall responsibility for the decisions of the committee. They will attend the PJ Conference and introduce the conference, chair meetings, coordinate with the assigned AOC educator on education/support matters, oversee the organization of the conference, and recruit new committee members.
2. Committee members will assist the chair and educator with the organization of the PJ Conference and webinars.
3. Committee members will take responsibility for individual sessions at the conference, assist in finding appropriate faculty, coordinate with the faculty for assigned sessions to insure appropriate content, assist the faculty and educator with the educational soundness of sessions, and help insure timely submission of materials to the educator for editing and printing.
4. Committee members will participate in committee meetings and conference calls as often as possible.
5. Committee members will assist the chair to recruit their replacement in the fall prior to the end of their term.

### **E. Presiding Judges' Conference**

1. If funding is available, the conference will be held in late fall. This timeframe will allow newly elected PJs to participate in a conference before taking on their duties as PJ.
2. The conference will be organized around one or more of the NACM core competencies.
3. The conference presumes the participation of the PJ and the administrator or manager as a team. Exceptions will be considered on a space-available basis.
4. The conference will be of a practical nature and will deal with issues unique to PJs.
5. Sessions will be interactive and employ theories of adult education in order to engage the audience and maximize learning.
6. A conference survey may be used to direct the theme of upcoming conferences.

**F. Reimbursement for Faculty**

- a. Faculty who are not participants or education committee members will be reimbursed for lodging, meals, and mileage. They will not be charged an incidental fee.
- b. Faculty costs will come out of the PJ conference budget.



# Board for Court Education: Judicial College Trustee Guidelines

<b>Purpose:</b>	Creates governing policy for the Judicial College; establishes standards for programs and faculty; selects Deans who will have primary responsibility for the operation of the College; serves as liaison between the College and other interested parties; develops curriculum guidelines; and plans for the expansion of the College.
<b>Date created:</b>	2004
<b>Duration:</b>	Ongoing
<b>Controlling authority:</b>	Board for Court Education (BCE)
<b>Composition:</b>	The Judicial College Trustees have six voting members and the current deans of the college are ex officios: <ul style="list-style-type: none"> <li>• Court of Appeals (1)</li> <li>• District and Municipal Court Judges' Association (2) - - (one representative from both levels)</li> <li>• Superior Court Judges' Association (2) – (one commissioner represented)</li> <li>• BCE Representative (1)</li> </ul>
<b>Chair chosen by:</b>	Committee members and appointed by the Board for Court Education Chair
<b>Chair's term length:</b>	Indefinite
<b>Nominating process:</b>	Association makes a nomination to the Board for Court Education. The BCE Chair appoints
<b>Member term length:</b>	Indefinite or limited by Association they represent
<b>Members appointed by:</b>	BCE Chair

Members:	Position (representing)	Member (name, address, phone, e-mail)	Service began	Term began	Term ends February
	Court of Appeals	(1) R. J. Leach – Chair Court of Appeals, Division I	2009	2012	2014
	District Court Judges	(1) Judge Maggie Ross, Pierce District Court (2) Judge Patricia Connelly Walker, Spokane District Court	2010 2011	2014 2012	2016 2014
	Superior Court Judges	(1) Judge Jack Nevin, Pierce Superior Court (2) Comm. Craig Adams, Pierce Superior Court	2013 2013	2013/2014 2013/2014	2016 2016
	Board for Court Education	(3) Judge Chip Small, Chelan Superior		Continuous	Continuous

Meeting frequency: Twice a year. Once face-to-face with the deans to debrief the Judicial College (February). Online meetings as needed. New Judicial College Curriculum project starting in 2013. Meeting frequency will increase.

Budget: Meeting costs paid for by the BCE

Staffed by: Judith M. Anderson

Charter Review:  
Related links:

## **Judicial College Trustees Bylaws**

### **Article I Name and Authorization**

The name of the organization is the Judicial College Trustees (JCT). The JCT exists by the authorization of the Board for Court Education (BCE) and is an advisory committee to the BCE.

### **Article II Purpose**

The Mission of the Judicial College Trustees: Create governing policy for the Judicial College; establish standards for programs and faculty; select Deans who will have primary responsibility for the operation of the College; serve as liaison between the College and other interested parties; develop curriculum guidelines; and plan for the expansion of the College.

The Mission of the Judicial College: To provide all judicial officers with the highest quality of education possible to meet their needs for the essential knowledge, skills, and abilities in their professional role.

### **Article III Membership**

The JCT shall consist of five (5) members who shall be selected by the Trustees and appointed by the BCE. The membership shall be constituted from the following groups and individuals:

- Appellate Member (1)
- District and Municipal Court Judges' Association Members (2) (One of whom is a municipal court judge)
- Superior Court Judges' Association Members (2) (One of whom is a commissioner on the Education Committee.)

Trustees shall be chosen based on the following principles:

- a) Suitability for the designated position.
- b) Experience – having served on a judicial education committee and presented at a Judicial College (or other educational or teaching experience).
- c) Diversity (of bench, position, gender, geography, and ethnicity).
- d) One District Court Judge and one Municipal Court Judge
- e) One Superior Court Judge and one Superior Court Commissioner

#### **Article IV**

#### **Term of Membership – Vacancies, Cessation of Membership Upon Termination of Office or Employment**

Members shall serve staggered, three-year terms starting February 1 of the year elected.

A member is limited to serving two, consecutive full terms (however, a member's service is automatically extended for such time as required to permit service as an officer). A former member may serve a second, three-year term after a full, three-year period has passed since they last served.

The BCE may fill a vacancy of any member position with the appointee serving until the next regular election of members.

#### **Article V**

#### **Officers – Terms and Selection**

The officers of the JCT shall include a Chair and Vice Chair. The JCT will select its officers, prior to the end of February of each year. Officer terms shall be for one year. An officer may serve a maximum of two, consecutive terms in a specific office.

#### **Article VI**

#### **Duties of Officers**

The Chair will conduct meetings, appoint special committees as needed, serve as spokesperson for the JCT, set agendas, and serve as a liaison to the Administrative Office of the Courts (AOC).

The Vice Chair will assist the Chair as needed, chair meetings in the absence of the Chair, and become familiar with the Chair's responsibilities.

### **Article VII Judicial College Trustees Powers and Duties**

The JCT, as a whole, will oversee and retain responsibility for the following tasks:

- a) Adopt general policy guidelines for the Judicial College.
- b) Assess Judicial College programs with the Deans to determine compliance with curriculum guidelines and consider recommendations for improvement.
- c) Be available as a sounding board for the Deans.
- d) Review and assess compliance with the roles and responsibilities assigned to the JCT, Deans, faculty, staff, and students as outlined by the guidelines
- e) Assist in the recruitment of highly qualified Deans.

The JCT will be subject to the attached Judicial College Trustees Expectations as established on May 14, 2004, including any amendments and additions thereto.

### **Article VIII Responsibilities**

The JCT will conduct curriculum and long-range planning for the Judicial College. The responsibilities shall include adoption of broad curriculum development guidelines; establishment of a protocol for course completion; review and consideration of course proposals from groups and individuals; identification and encouragement of the use of alternate methods of College curriculum delivery; and planning and conducting periodic curriculum symposia. The Committee will also identify and develop long-range strategies for coordination of judicial education.

The JCT will nominate qualified and diverse candidates for the JCT and officer positions. The JCT shall solicit submissions from the BCE, and the education committees of the judicial associations. The JCT may also submit names in the event of a vacancy.

The JCT establishes Dean qualifications and responsibilities; protocols for Dean oversight of faculty, debriefing process, and establishment of broad faculty qualification guidelines

The JCT develops proposals for both the JCT and Judicial College budgets. The JCT reviews proposals, which have a financial impact on outside interest groups, and coordinates with the AOC to submit proposals to the BCE. Considerations include policies for different Judicial College locations and expansion of programs.

#### **Article IX Meetings and Quorums**

The JCT shall meet quarterly as scheduled by the chair. Other meetings may be scheduled by the Chair as necessary with notice reasonable for the purpose of the meeting.

Motions and decisions of the JCT require a majority vote of the members for approval. However, members may give a proxy to another trustee upon submitting a written or e-mail statement of proxy to the Chair. Additionally, the Chair may call for a special vote by e-mail.

If a JCT member is unable to attend a JCT meeting, the president of an association or JCT representative may delegate another member to attend, participate in discussion, and vote on all matters coming before the JCT. If a JCT member misses more than two, consecutive meetings, without representation by proxy, the Chair may declare the position vacant and request replacement upon majority vote.

#### **Article X Ratification, Amendments, and Repeal of Bylaws**

These bylaws shall be approved by two-thirds of the JCT members. These bylaws may be amended in the following manner: 1) a copy of the proposed motion or resolution shall be sent to each JCT member at least 20 days prior to the meeting at which such proposed motion or resolution is to be considered, and 2) two-thirds of the members in attendance at the meeting approve the amendment.

Adopted this 11<sup>th</sup> day of December 2006.  
Revised June 2011

## **BOARD FOR COURT EDUCATION**

### **OFFICERS**

Chair – Nominated by the members and appointment by the Chief Justice.  
Vice Chair, Secretary – Selected by the members only.

### **BOARD FOR COURT EDUCATION MEMBERSHIP**

Sixteen (16) members, selected by associations and nominated for appointment by the Chief Justice:

- Association of Washington Superior Court Administrators (1)
- Court of Appeals (2)
- District and Municipal Court Management Association (1)
- District and Municipal Court Judges' Association (3)
- Juvenile Court Administrators (1)
- Law School Representative (1)
- Superior Court Judges' Association (3)
- The Administrator for the Courts (1)
- Washington State Bar Association (1)
- Washington State Association of County Clerks (1)
- Washington State Supreme Court (1)

**Purpose:** The purpose of the Board is to improve the quality of justice in Washington by fostering excellence in the courts through effective education.  
**Meetings:** Quarterly – August, December, March, June.

### **BCE BOARD STANDING COMMITTEES**

(Only BCE members may serve)

#### **Executive**

Chair, Vice Chair, Secretary, Administrator for the Courts, and up to four other members designated by the chair.

**Purpose:** To consider and take action on matters and emergencies arising between meetings of the Board, and if necessary, to call special meetings of the Board.

#### **Budget**

Four (4) members, selected by the BCE Chair– Representatives judges, court administrator and other members of the BCE.

Meets annually to review and recommend a fiscal and/or biennial budget to the membership.

**Purpose:** Prepares budget submissions on a biennial basis and adjustments in interim years.

**Nominating**

Three (3) members. Members appointed by the BCE Chair. Canvas the membership relative to officer position; ascertain interest/commitment of potential leaders.

**Purpose:** Provides slate of nominations for election. Meets annually and makes recommendation to membership at the first meeting of the fiscal year.

**Curriculum**

Members appointed by the BCE chair. Serve to collect and preserve curricula submitted by associations. Also ad hoc committees may be appointed for special projects.

**Purpose:** Establish policy and standards for periodic review and update of curricula. Establish policy for, and facilitate the use of, curricula in education program planning.

**BCE ADVISORY COMMITTEES**  
(Committee Membership Open)

**Judicial College Trustees (JCT)**

Officers: Chair,

6 voting members, 2 ex officio (current deans).

(Nominated by represented association or nominating committee, appointed by BCE Chair or approved by membership):

Superior Court Judges' Association (2)

(1 of whom is a Commissioner—Education Committee)

District and Municipal Court Judges' Association (2)

Appellate Member (1)

Deans (2) Ex Officio

**Purpose/Mission:** Creates governing policy for the Judicial College; establishes standards for programs and faculty; selects Deans who will have primary responsibility for the operation of the College; serves as liaison between the College and other interested parties; develops curriculum guidelines; and plans for the expansion of the College.

**Committees:** Budget, Curriculum and Long-Range Planning, Nominating, and Deans and Faculty Committee.

**Meetings:** Annually with the Judicial College Deans for a review of the College.

### **Presiding Judges Education Committee**

(Nominated by represented association. PJ Chair send nomination to BCE, appointed by BCE Chair . Chair is chosen by membership and appointed to 2 year term by BCE chair):

7 Members:

Superior Court Judge (1)      Mid-size court  
Superior Court Judge (1)  
District Court Judge (1)      Mid-size court  
District Court Judge (1) \*  
Municipal Court Judge (1) \*  
Superior Court Administrator (1)  
District or Municipal Court Administrator (1)  
\*Single Judge Court to be represented

**Purpose:** The purpose of the Committee is to develop a curriculum for presiding judges and court managers; and to deliver that curriculum in the context of annual conferences for the presiding judges and managers. Education specifically focusing on team building as well as the development of leadership and management skills is critical.

**Meetings:** As needed to produce annual program.

### **Mandatory Continuing Judicial Education Committee**

(Nominated by represented association or nominating committee, appointed by BCE Chair or approved by membership):

Officer: Chair

7 Members:

Superior Court Judge (2)  
District and Municipal Court Judge (2)  
Court of Appeals Judge (2)  
Judicial Officer such as a Commissioner or Magistrate from any of those jurisdictions (1)

**Purpose:** Administer General Rule (GR) 26; establish operating procedures consistent with this rule; report annually to the Supreme Court and publicly release names of judicial officers who have not complied with the rule.

### **Board Sponsored Education Programs**

Responsible for programs that sponsored by BCE (funded), but which do not have an association assigned to prepare and execute them. (i.e. Faculty Development).



## Certified Professional Guardianship Board

### STANDING COMMITTEE CHARTER

- I. **Committee Title:** Standards of Practice Committee
- II. **Authorization:** GR 23.
- III. **Purpose:** The Standards of Practice Committee accepts inquiries and complaints from the public and performs the following duties:
  1. Supervise the grievance and investigation process;
  2. Dismiss and conditionally settle grievances;
  3. Recommend disciplinary sanctions to the Board; and
  4. Recommend revisions to Standards of Practice and the disciplinary regulations.
- IV. **Policy Area:** Guardian Discipline.
- V. **Expected Deliverables or Recommendations:** Dismissal of grievances; Agreements Regarding Discipline and proposed Complaints; revisions to Standards of Practice and disciplinary regulations.
- VI. **Members:** The SOPC shall have three members appointed by the Board Chair. At least one member must be a certified professional guardian and at least one member must be an attorney or judicial officer. The Board Chair shall designate one member as the chair of the committee. All committee members will serve a term of one year.
- VII. **Committees Performing Similar Function:** Interpreter Program Disciplinary Committee.
- VIII. **Potential Partners:** Interpreter Program.
- IX. **Reporting Requirements:** As needed to Certified Professional Guardianship Board.
- X. **Budget Requested:** \$180,000.

XI. **AOC Staff Support Requested:** Two grievance investigators.

XII. **Recommended Review Date:** June, 2015.

*Adopted: June 9, 2014*  
*Amended: Mo/Day/Year*



## Certified Professional Guardianship Board

### CHARTER

- I. **Title:** Certified Professional Guardianship Board.
- II. **Authorization:** GR 23.
- III. **Purpose:** The Certified Professional Guardianship Board exists to protect the public by ensuring that services from members of the guardianship profession are provided in a competent and ethical manner.

The Board has the authority to:

- Set standards as to who may enter the profession;
- Set standards of practice for those working in the profession;
- Create rules for when and how members may be sanctioned or removed from the profession, including a process to investigate grievances; and
- Establish a complaint and appeal process which allows the public and members of the profession to raise concerns about services professionals provide.

- IV. **Policy Area:** Regulation of Professional Guardians.

- V. **Expected Deliverables or Recommendations:**

The Certified Professional Guardianship Board is the regulatory authority for the practice of professional guardianship in Washington State. The Board is charged with establishing the standards and criteria for the certification of professional guardians, as defined by RCW 11.88.008.

**The Board Shall:**

- Process applications for guardianship certification;
- Adopt and implement policies, regulations and standards of practice;
- Adopt and implement a professional guardian training program;
- Adopt and implement procedures to review any allegation that a professional guardian has violated an applicable statute, fiduciary duty, standard of practice, rule, regulation, or other requirement governing the conduct of professional guardians;
- Hold meetings as necessary; and

- Establish and collect fees to support the duties and responsibilities of the Board.

**The Board May:**

- Investigate to determine if an applicant for certification meets the certification requirements;
- Recommend certification to the Supreme Court;
- Deny guardianship certification;
- Adopt and implement regulations for guardian continuing education; Investigate to determine whether a professional guardian has violated any statute, duty, standard of practice, rule, regulation or other requirement governing the conduct of professional guardians;
- Take disciplinary action and impose disciplinary sanctions based on findings that establish a violation of an applicable statute, duty, standard of practice, rule, regulation or other requirement governing the conduct of professional guardians; and
- Issue written ethics opinions.

**VI. Membership:**

Membership of the Board is specified in GR 23 as follows:

The Supreme Court shall appoint a Certified Professional Guardian Board ("Board") of 12 or more members. The Board shall include representatives from the following areas of expertise: professional guardians; attorneys; advocates for incapacitated persons; courts; state agencies; and those employed in medical, social, health, financial, or other fields pertinent to guardianships. No more than one-third of the Board membership shall be practicing professional guardians.

**Current Membership:**

<b>Name</b>	<b>Representing</b>	<b>Date First Appointed</b>	<b>Term Expires</b>
Judge James W. Lawler, Chair	Lewis County Superior Court	10/1/09	9/30/15
Judge Robert Swisher, Vice-Chair	Benton and Franklin Counties Superior Courts	10/1/09	9/30/15
Comm. Rachelle E. Anderson	Spokane County Superior Court	10/1/12	9/30/15
Mr. Gary Beagle	Certified Professional Guardian	10/1/07	9/30/16
Ms. Rosslyn Bethmann	Arc of Spokane	10/1/12	9/30/15
Dr. Barbara Cochran	Professor, UW School of Nursing	12/1/10	9/30/16

Ms. Nancy Dapper	Senior Interests	10/1/07	9/30/16
Mr. Andrew Heinz	Washington State Bar Association	10/1/12	9/30/15
Mr. William Jaback	Certified Professional Guardian	10/1/10	9/30/16
Judge Sally F. Olsen	Kitsap County Superior Court	10/1/11	9/30/14
Ms. Emily Rogers	Arc of Washington	5/1/10	9/30/14
Ms. Carol Sloan	Adult Protective Services,	12/1/10	9/30/14
Mr. Gerald R. Tarutis	Washington State Bar Association	10/1/13	9/30/16

VII. **Term Limits:**

The term for a member of the Board shall be three years. No member may serve more than three consecutive full three-year terms, not to exceed nine consecutive years, including any unfilled term. Terms shall be established such that one-third shall end each year. All terms of office begin October 1 and end September 30 or when a successor has been appointed, whichever occurs later.

VIII. **Boards/Commission Performing Similar Function:** The Interpreter Commission credentials spoken language interpreters.

IX. **Potential Partners:** SCJA Guardianship and Probate Committee, Interpreter Commission, Minority and Justice Commission, Board for Court Education, Access to Justice Board.

X. **Reporting Requirements:** Annually to the Supreme Court.

XI. **Budget Requested:** \$45,000.

XII. **AOC Staff Support Requested:** 30 to 40 hours per month.

XIII. **Recommended Review Date:** June, 2015.

*Adopted: June 9, 2014*  
*Amended: Mo/Day/Year*



## Certified Professional Guardianship Board

### STANDING COMMITTEE CHARTER

- I. **Committee Title:** Nominating Committee.
- II. **Authorization:** GR 23.
- III. **Purpose:** The Nominating Committee has the following duties:
  1. Receive and review letters of interests from any person interested in becoming a board member. Assess an applicant's relevant background, experience and interest. Determine if potential conflicts of interests can be mitigated or diffused and are not significantly adverse to the mission of the board. Evaluate nominees based on the demographic and experience needs of the Board.
  2. Provide two nominees to the Supreme Court for each vacancy.
- IV. **Policy Area:** Board Membership.
- V. **Expected Deliverables or Recommendations:** Recommend nominees for board membership.
- VI. **Members:** The Chair will appoint members as needed.
- VII. **Committees Performing Similar Function:** Every Supreme Court board and commission should have a nominating committee.
- VIII. **Potential Partners:** Every Supreme Court board and commission.
- IX. **Reporting Requirements:** As Needed to Certified Professional Guardianship Board.
- X. **Budget Requested:** None.
- XI. **AOC Staff Support Requested:** Five to ten hours per year.
- XII. **Recommended Review Date:** June, 2015.

*Adopted: June 9, 2015  
Amended: Mo/Day/Year*



## Certified Professional Guardianship Board

### STANDING COMMITTEE CHARTER

- I. **Committee Title:** Application/Certification
- II. **Authorization:** GR 23
- III. **Purpose:** The Application/Certification Committee has the following duties:
  1. Review applications for certification and recommend approval or denial to the Certified Professional Guardianship Board;
  2. Monitor compliance with annual recertification requirements;
  3. Recommend revisions to regulations establishing the requirements for certification and annual recertification.
- IV. **Policy Area:** Credentialing of candidates for guardianship certification.
- V. **Expected deliverables or recommendations:** Recommend approval or denial of certification and revisions to application and certification regulations.
- VI. **Membership:** The Chair of the Board shall appoint the members of the Certification and Application Committee. The Chair of the Board shall designate one of the committee members as the committee chair. The term of all members, including the chair, shall be one year.
- VII. **Committees Performing Similar Function:** None. The Interpreter Program credentials spoken language interpreters, but AOC staff performs all functions associated with approving and denying applications for certification or registration.
- VIII. **Potential Partners:** None.
- IX. **Reporting Requirements:** As needed to Certified Professional Guardianship Board.
- X. **Budget Requested:** \$36,000 (Half time Program Assistant).
- XI. **AOC Staff Support Requested:** 20 hours per week.

XII. **Recommended Review Date:** June 2015.

*Adopted: June 9, 2014*  
*Amended: Mo/Day/Year*



## Certified Professional Guardianship Board

### STANDING COMMITTEE CHARTER

- I. **Committee Title:** Education Committee.
- II. **Authorization:** GR 23.
- III. **Purpose:** The Education Committee has the following duties:
  1. Recommend, review, ratify and monitor staff approval of continuing education requirements for professional guardians;
  2. Monitor guardian compliance with continuing education requirements;
  3. Identify for each continuing education reporting period the emerging issue(s) that should be addressed in guardianship education;
  4. Serve on the UW Guardianship Certificate Program advisory committee charged to review and approve the training required for initial certification as a professional guardian; and
  5. Respond to requests from the Washington Court's Board for Court Education to recommend education for judicial officers, which addresses guardianship standards.
- IV. **Policy Area:** Initial and continuing education of professional guardians and education of judicial officers.
- V. **Expected Deliverables or Recommendations:** Improvements to the University of Washington Guardianship Certificate Program, continuing education requirements and the emerging topics that should be included in training.
- VI. **Membership:** The Chair of the Board shall appoint the members of the Education Committee. The Chair of the Board shall designate one of the committee members as the committee chair. The term of all members, including the Chair, shall be one year.
- VII. **Committees Performing Similar Function:** Superior Court Judges' Association Guardianship and Probate Committee, and the

Board for Court Education.

- VIII. Potential Partners:** Education committees for all Superior Court Commissions (Gender and Justice, Interpreter, Minority and Justice), SCJA Guardianship and Probate Committee and Board for Court Education.
- IX. Reporting Requirements:** As needed to Certified Professional Guardianship Board
- X. Budget Requested:** None.
- XI. AOC Staff Support Requested:** 2 hours per month.
- XII. Recommended Review Date:** June, 2015.

*Adopted: June 9, 2014*  
*Amended: Mo/Day/Year*



## Certified Professional Guardianship Board

### STANDING COMMITTEE CHARTER

- I. **Committee Title:** Regulations, Ethics Advisory and Appeals
- II. **Authorization:** GR 23
- III. **Purpose:** The Regulations, Ethics Advisory and Appeals Committee has the following duties:
  1. Coordinate proposed regulation changes for consistency among all regulations;
  2. Review all regulations for necessary updates;
  3. Review all requests for ethics advisory opinions and draft responses to those requests the Committee decides to answer;
  4. Approve or deny appeals; and
  5. Other duties as assigned by the Chair of the Board.
- IV. **Policy Area:** Guardian regulation.
- V. **Expected deliverables or recommendations:** Recommend revisions to all regulations and draft advisory opinions.
- VI. **Membership:** The Chair of the Board may appoint a Rules Committee, if necessary. The Chair shall designate the members of the committee, the chair of the committee, and the term of the committee members.

The Chair of the Board shall appoint an Ethics Advisory Committee consisting of at least three Board members. The Chair of the Board shall designate one of the members as the chairperson of the Committee.

The Chair shall appoint an Appeals Panel made up of three Board members who did not serve on the Application Committee.

The Chair shall appoint an Appeals Panel made up of three Board members who did not serve on the Financial Responsibility Committee. The Chair shall name one member of the panel as the chair of the panel.

- VII. **Committees Performing Similar Function:** The Interpreter Commission has a regulations and issues committee which performs similar functions.
- VIII. **Potential Partners:** Interpreter Commission.
- IX. **Reporting Requirements:** As needed to Certified Professional Guardianship Board.
- X. **Budget Requested:** None.
- XI. **AOC Staff Support Requested:** Five to ten hours per month.
- XII. **Recommended Review Date:** June, 2015.

*Adopted: June 9, 2014*  
*Amended: Mo/Day/Year*



WASHINGTON  
COURTS

ADMINISTRATIVE OFFICE OF THE COURTS

Callie T. Dietz  
State Court Administrator

August 7, 2014

Ms. Shannon Hinchcliffe  
Administrative Office of the Courts  
1206 Quince St SE  
PO Box 41170  
Olympia, WA 98504-1170

Dear Ms. Hinchcliffe,

In 2014, the Board for Judicial Administration (BJA) recommended that all judicial branch entities consider implementing chartering and committee standards. In response to this recommendation, the Court Management Council (CMC) created a new charter and updated its bylaws. Copies of the CMC charter and bylaws are attached. A current membership roster is also attached.

The CMC does not currently have any subcommittees.

Please contact us if you have any questions or need further information.

Sincerely,

Handwritten signature of Callie T. Dietz in cursive.

Callie T. Dietz  
CMC Co-Chair  
State Court Administrator

Handwritten signature of Sonya Kraski in cursive.

Sonya Kraski  
CMC Co-Chair  
Snohomish County Clerk

attachments



## Court Management Council (CMC)

### COMMITTEE CHARTER

#### I. Title

Court Management Council (CMC)

#### II. Authorization

Supreme Court Order 25700-B-217; Bylaws, adopted August 18, 1987; amended October 21, 1987; October 17, 1999; November 16, 2001; September 26, 2007, and June 30, 2014.

#### III. Purpose

The Court Management Council shall serve as a statewide forum for enhancing the administration of the courts. It is uniquely comprised of non-judicial court professionals, and established to recommend policy development and facilitate statewide organizational improvements that promote the quality of justice, access to the courts, future planning, and efficiency in court and clerks' office operations statewide.

#### IV. Policy area

Included in, but not limited to, the responsibility of the CMC is: 1) serving as administrative subject-matter resources in the development and implementation of judicial branch legislation; 2) providing, by majority vote, direction to the Administrative Office of the Courts on other matters affecting the administration of the courts; and, 3) fostering communication among the various entities providing court administration.

#### V. Expected deliverables

Project- or policy-dependent, including, but not limited to, the Board for Judicial Administration and the constituent Associations represented on the Council.

## VI. Membership

Membership in the Court Management Council shall consist of two members from each of the following: Washington State Association of County Clerks, District and Municipal Court Management Association, Association for Washington Superior Court Administrators, and Washington Association of Juvenile Court Administrators. One Court of Appeals Court Administrator/Clerk, the Clerk of the Supreme Court, and the State Court Administrator or a designee from that office shall also serve.

Members shall serve two year overlapping terms to ensure continuity of project/policy development, adoption and implementation.

The State Court Administrator shall serve as a co-chair. Another co-chair position shall rotate for a one year term among the following: the Washington State Association of County Clerks, District and Municipal Court Management Association, Association for Washington Superior Court Administrators, Washington Association of Juvenile Court Administrators; a Court of Appeals Court Administrator/Clerk designated by the Court Administrator/Clerks of the Court of Appeals; and the Clerk of the Supreme Court. The term shall run from July 1–June 30.

If an association member is unwilling or unable to serve as co-chair, the other association member may serve. If no Council member from the association or court level is willing and able to serve as co-chair on July 1, the co-chair duties shall rotate to the next association or court level in the cycle.

If a vacancy occurs in any representative position, the bylaws of the governing group shall determine how the vacancy will be filled.

## VII. Term Limits

The CMC member terms run from July 1–June 30. Terms for the members from each Association group will begin in alternate years, to ensure continuity of project/policy development, adoption and implementation.

## VIII. Other branch committees addressing the same topic

Project- and/or policy-dependent. Because the CMC will focus on issues of commonality across all levels of court, it is anticipated the CMC will address

many of the same topics as the Board for Judicial Administration, each Association, and other judicial branch committees, subcommittees and workgroups.

IX. Other branch committees to partner with

Project- and/or policy-dependent. Because the CMC will focus on issues of commonality across all levels of court, it is anticipated the CMC will partner with the Board for Judicial Administration, each Association and other judicial branch committees, subcommittees and workgroups.

X. Reporting Requirements

Project- and/or policy-dependent. The CMC will present an annual report to the Board for Judicial Administration.

XI. Budget Requested

Except to provide in-kind resources and support for projects undertaken by the CMC and travel expenses for the annual in-person meeting with the Board for Judicial Administration, no formal State budget allocation is requested.

XII. AOC Staff Support Requested

The State Court Administrator shall provide staff for the Council.

XIII. Recommended Review Date

Every three years, beginning on the adopted date of this charter.

**Date Created:** August 1987

**Duration:** ongoing

**Meeting Frequency:** There shall be regularly scheduled meetings of the Court Management Council at least quarterly, with monthly meetings during the legislative sessions. At least two meetings per year shall be held in person, with the final meeting each year held jointly with the BJA. Reasonable notice of meetings shall be given to each member. Special meetings may be called by any member of the Council. Reasonable notice of special meetings shall be given to each member.

**Adopted:** Mo/Day/Year

**Amended:** Mo/Day/Year

## COURT MANAGEMENT COUNCIL

### BYLAWS

#### ARTICLE I

##### Purpose

The Court Management Council shall serve as a statewide forum for enhancing the administration of the courts. Included in, but not limited to, that responsibility is: 1) serving as administrative subject-matter resources in the development and implementation of judicial branch legislation; 2) providing, by majority vote, direction to the Administrative Office of the Courts on other matters affecting the administration of the courts; 3) fostering communication among the various entities providing court administration.

#### ARTICLE II

##### Membership

Membership in the Court Management Council shall consist of two members from each of the following: Washington State Association of County Clerks, District and Municipal Court Management Association, Association for Washington Superior Court Administrators, and Washington Association of Juvenile Court Administrators. One Court of Appeals Court Administrator/Clerk, the Clerk of the Supreme Court, and the State Court Administrator or a designee from that office shall also serve. The State Court Administrator shall provide staff for the Council.

Members shall serve two-year overlapping terms to ensure continuity of project/policy development, adoption, and implementation.

#### ARTICLE III

##### Officers and Representatives

The State Court Administrator shall serve as a co-chair.

Another co-chair position shall rotate for a one year term among the following: the Washington State Association of County Clerks, District and Municipal Court Management Association, Association for Washington Superior Court Administrators, Washington Association of Juvenile Court Administrators; a Court of Appeals Court Administrator/Clerk designated by the Court

Administrator/Clerks of the Court of Appeals; and the Clerk of the Supreme Court. The term shall run from July 1–June 30.

If an association member is unwilling or unable to serve as co-chair, the other association member may serve. If no Council member from the association or court level is willing and able to serve as co-chair on July 1, the co-chair duties shall rotate to the next association or court level in the cycle.

#### ARTICLE IV

##### Duties of Co-chairs

The co-chairs shall preside at all meetings of the Council, performing the duties usually incident to such office, and shall be the official spokespersons for the Council. The co-chairs shall appoint the chairs of all committees.

One co-chair may perform all duties of the chair in the absence or incapacity of the other co-chair.

#### ARTICLE V

##### Vacancies

If a vacancy occurs in any representative position, the bylaws of the governing group shall determine how the vacancy will be filled.

#### ARTICLE VI

##### Committees

Standing committees of the Court Management Council shall be established by unanimous vote. Ad hoc committees and task forces shall be established by majority vote.

Each committee shall have such authority as the Council deems appropriate.

Membership on all committees and task forces will reflect equal representation from all represented associations. Committees shall report in writing to the Court Management Council as appropriate to their charge.

## ARTICLE VII

### Regular Meetings

There shall be regularly scheduled meetings of the Court Management Council at least quarterly, with monthly meetings on an as-needed basis. Reasonable notice of meetings shall be given to each member.

At least two meetings per year shall be held in person, with the final meeting each year held jointly with the Board for Judicial Administration (BJA).

## ARTICLE VIII

### Special Meetings

Any member of the Council may call special meetings. Reasonable notice of special meetings shall be given each member.

## ARTICLE IX

### Quorum

Six members of the Council shall constitute a quorum.

## ARTICLE X

### Voting

Each member of the Court Management Council shall have one vote. An absent member can authorize a vote by proxy. A proxy shall be given to the representative or alternate from the absent member's association.

## ARTICLE XI

### Amendments and Repeal of Bylaws

These bylaws may be amended or modified at any regular or special meeting of the Council at which a quorum is present by unanimous vote. No motion or resolution for amendment may be considered by the Council unless a copy of the proposed motion or resolution has been given to each member at least thirty (30) days prior to the meeting at which such proposed motion or resolution is to be considered.

APPROVED: August 18, 1987  
AMENDED: October 21, 1987  
AMENDED: October 17, 1999  
AMENDED: November 16, 2001  
AMENDED: September 26, 2007  
Amended: June 2014

**Court Management Council (CMC) Members**  
**July 1, 2014 – June 30, 2015**

**Co-Chairs**

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State Court Administrator  
Administrative Office of the Courts  
Temple of Justice  
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**Association of Washington Superior Court Administrators (AWSCA)**

Frank Maiocco (2-Year Term)  
Kitsap County Superior Court  
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Jeffrey Amram, Administrator (1-Year Term)  
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**District and Municipal Court Managers' Association (DMCMA)**

Suzanne Elsner (1-Year Term)  
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Linda Baker (2-Year Term)  
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Poulsbo Municipal Court  
200 NE Moe St  
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Fax: (360) 779-1584  
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**Washington Association of Juvenile Court Administrators (WAJCA)**

Mike Fenton (1-Year Term)  
Administrator  
Thurston County Family and Juvenile Court  
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Pete Peterson (2-Year Term)  
Administrator  
Clallam County Juvenile Court  
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(360) 417-2282  
Fax: (360) 457-4875  
[ppeterson@co.clallam.wa.us](mailto:ppeterson@co.clallam.wa.us)

## **Washington State Association of County Clerks (WSACC)**

Ruth Gordon (2-Year Term)  
Jefferson County Clerk  
PO Box 1220  
Port Townsend, WA 98368  
(360) 385-9125  
Fax: 360-385-5672  
[rgordon@co.jefferson.wa.us](mailto:rgordon@co.jefferson.wa.us)

Sonya Kraski (1-Year Term)  
Snohomish County Clerk  
3000 Rockefeller Ave, Fl 2, MS 605  
Everett, WA 98201-4046  
(425) 388-3466  
Fax: (425) 388-3806  
[sonya.kraski@snoco.org](mailto:sonya.kraski@snoco.org)

### **Courts of Appeal**

Renee S. Townsley, Clerk/Administrator  
Court of Appeals Division III  
500 N Cedar St  
Spokane, WA 99201-2159  
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### **Supreme Court**

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### **Administrative Office of the Courts (AOC) Staff**

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## Ethics Advisory Committee

- I. [Committee Title (Budget and Funding, Legislative, Education, Policy and Planning)]

Ethics Advisory Committee

- II. [Authorization (court rule, court order, by-law, statute or other (Pending Amendment to BJAR 3))]

GR 10

[http://www.courts.wa.gov/court\\_rules/?fa=court\\_rules.display&group=ga&set=GR&ruleid=gagr10](http://www.courts.wa.gov/court_rules/?fa=court_rules.display&group=ga&set=GR&ruleid=gagr10)

- III. [Charge or Purpose]

The committee is designated as the body to give advice with respect to the application of the provisions of the Code of Judicial Conduct to officials of the Judicial Branch as defined in article 4 of the Washington Constitution and shall from time to time submit to the Supreme Court recommendations for necessary or advisable changes in the Code of Judicial Conduct.

- IV. [Policy area]

Judicial ethics and professionalism.

- V. [Expected deliverables or recommendations]

Formal ethics advisory opinions and a bi-annual judicial campaign forum.

VI. [Membership]

7 members.

VII. [Term Limits]

*Or, you can use a chart to display this information:*

<b>Representative</b>	<b>Term/Duration</b>
Judge Linda Lau--Court of Appeals	Expires October 2014--2 year
Judge Alan Hancock, Chair--SCJA	Expires October 2014--2 year
Judge Vicki Hogan--SCJA	Expires October 2015--2year
Judge Josh Grant--DMCJA	Expires October 2014--2 year
Judge Jeffrey Goodwin--DMCJA	Expires October 2015--2 year
Roger Wynne--WSBA	Expires October 2015--2 year
Administrator for the Courts	Permanent member

VIII. [Other branch committees addressing the same topic]

n/a

IX. [Other branch committees to partner with]

n/a

X. [Reporting Requirements (i.e. quarterly to the BJA)]

n/a

XI. [Budget Requested] Salary for staff below and \$1500 for meetings.

XII. [AOC Staff Support Requested] .3 professional FTE .2 administrative FTE

XIII. [Recommended Review Date] Bi-annually.

*Adopted: 5/19/14*

# Memo

**To:** Shannon Hinchcliffe  
**From:** Danielle Pugh-Markie  
**Date:** August 14, 2014  
**Re:** Response to March 3, 2014 Letter

---

The BJA letter asked for entities "...to review and assess their current committee structure and align their committees with the proposed standard for creating, managing, and reviewing committees."

The GJCOM has not created specific charters for each of its committees; but over the past few years has established committee guidelines and implemented the use of workplans that address many of the items outlined in the BJA letter in reference to adopting committee charters. (Committee title, authorization, charge or purpose, AOC staff support required, policy area, other branch committees addressing the same topic, other branch committees to partner with, committee type, membership, term limit (not applicable), duration/review, budget, reporting requirements, and expected deliverables or recommendations.)

The Gender & Justice Commission (GJCOM) had its annual planning retreat on July 11, 2014 where members addressed its committees, committee structure, staff and resources needed to support committee and GJCOM work, budgetary needs, and reviewing standing workplans.

We are providing an overview below and also have attached the prior year's workplans and by-laws.

## **GJCOM Funding**

- The GJCOM has several funding streams: AOC and grants
- The funding allows for staff (Supreme Court Commissions Manager and a Program Assistant)
- Funding support GJCOM and its Committee work

## **Authority**

The Washington State Supreme Court Gender and Justice Commission (GJCOM) was established in 1994 through Supreme Court order. The Court renews the order every five years. The last order was signed March 15, 2010 (Order No. 25700-B-505).

## **By-Laws**

The GJCOM by-laws address GJCOM membership and committee structure.

## **Membership**

- Membership is comprised of 21 members, including the Chair and the Vice-Chair. Members are appointed for staggered, three-year terms, and may not hold a position for more than two consecutive terms.
- The GJCOM membership further established that membership will be comprised of a cross-section of judicial officers, attorneys, Clerks, court managers / administrators, and other citizen groups.
- The GJCOM does not seek appointments from the various Associations, but works with Associations to request letters of interest for vacant positions.

## **Committees**

The GJCOM committees do not have term limits. Members have term-limits as a whole and are required to actively participate in at least one committee and may choose to work on others.

The GJCOM committee structure is outlined in the by-laws. The GJCOM has standing committees, ad-hoc/sub-committees, project specific workgroups, etc. (Committee). The GJCOM members further established:

- Each Committee will develop yearly workplans naming the project, outlining project goals and objectives, how the project meets the mission, time commitments (staff and members), anticipation of budgetary needs, timelines, and deliverables
- Committees will be flexible so they are able to respond to emerging issues.
- Committees will monitor the progress on their activities.
- Committee members will be the liaison between the work with the Commission and other groups, associations, or organizations on which they serve to promote partnerships and collaboration and reduce duplication of efforts.
- Committee chairs will report regularly during GJCOM meetings.
- Committee accomplishments will be reported in the GJCOM annual report.
- Committee structures will be reviewed each year during the GJCOM planning retreat. Committees may be sunsetted based on the yearly review or at project completion.

As recognized on Pages 11-12 of the Report from the Committee Unification Workgroup to the Board for BJA, the GJCOM has several committees. Below is a revised and updated accounting.

### **38a Domestic Violence Committee**

- Purpose: To work on issues involving gender violence (domestic violence, sexual assault, stalking, and trafficking).
- Much of the work of this committee is supported through federal grant monies.
- The work of this committee includes development of education sessions in response to legislation or emerging issues; creation and revision of bench guides; provide scholarships to judicial officers to attend national training; and investigative projects.

- 38b/h Equality in the Legal Profession (formerly Law & Practice/Legal Equality)
- Purpose: To look at the practice of law and promote legal equality in the system and between genders and to explore racial and ethnic diversity in the legal profession
  - The work of this committee includes addressing the use of judicial evaluations, updating the 1989 Gender Bias Report, and updating the 2001 Glass Ceiling Report & Survey.
  - The committee works with the WSBA, the Washington Initiative for Diversity (formerly the Initiative for Diversity Governing Council), and others
- 38c Immigration
- This committee has been sunsetted. This committee received a grant to provide education sessions and develop a bench guide. The work was completed.
  - Immigration issues are addressed and included in other GJCOM work
- 38d Incarcerated Women & Girls
- Purpose: To look at issues around incarcerated women and girls
  - The work of this committee includes promoting access to justice for incarcerated women and girls. For example, ensuring access to legal counsel, parenting rights, notification of court proceedings, etc.
- 38e Communications (formerly Publications)
- Purpose: To focus on projects and areas that enhance communication and outreach such as publication of annual report, yearly review of GJCOM website, and other opportunities to discuss the work of the GJCOM
- 38g Education
- Purpose: To identify topics and educational opportunities for judicial officers and other court staff
  - This committee is comprised of GJCOM members who can interface with their association's education committee and who bring forward session proposals
- 38h Washington Initiative for Diversity (IDGC)
- This is no longer a committee of the GJCOM. The Washington Initiative Diversity is their own entity. The GJCOM supports the work of the WID.
- 38i Legislative
- Purpose: Provide information to GJCOM members regarding legislation of interest and to promote inclusion and direct GJCOM to assist in the answer to or implementation of legislation.
  - This committee is comprised of GJCOM members who can interface and provide a conduit to their associations' legislative committee
- 38j Tribal State Court Consortium
- Purpose: To create and maintain a forum for discussion of inter-jurisdictional issues between tribal and state courts.

- The work of this committee includes addressing topics around domestic violence (full faith & credit and firearm restrictions), sexual assault, dependency cases, and the disproportionate number of Indian youth in the justice system.
- This is not a GJCOM committee per se, but a collaboration amongst the GJCOM, the Children on Foster Care, and the Minority & Justice Commission.

38j School Pipeline Project

- Purpose: to build a network of stakeholders who offer pre-college youth diversity pipeline programs and coordinate the efforts.
- This is not a GJCOM committee per se, but is a collaboration with the Minority & Justice Commission and Margaret Fisher. This is a grant / project driven.

# Memo

**To:** Shannon Hinchcliffe  
**From:** Danielle Pugh-Markie and Robert Lichtenberg  
**Date:** August 14, 2014  
**Re:** Interpreter Commission Response to BJA request

---

The letter of March 3, 2014 to Justice Steven González, Chair of the Interpreter Commission (IC), from Chief Justice Madsen and Judge Ringus passed along a recommendation contained in a report from the BJA-sponsored Committee Unification Workgroup related to the Supreme Court's own Commissions and committees. The essence of the recommendation was to have the BJA and judicial branch entities, including the Court itself, review those commissions and committees under its jurisdiction to "...consider the workgroup's recommendations and to voluntarily commit to implementing the proposed chartering and committee standard in their own committee structure". The Unification Workgroup recommendations with respect to the IC itself and its three standing committees was that they be retained with no changes.

This memo provides elements (identified in bold font) the BJA asked to be contained in a Commission/committee charter.

**Commission/ Committee Title:**

The Supreme Court Interpreter Commission includes three standing committees:

- Disciplinary Committee
- Issues Committee
- Judicial and Court Administration Education Committee

**Authority:**

The Washington State Supreme Court Interpreter Program within the AOC was created pursuant to RCW 2.43.070. Supreme Court GR 11.1(a) sets the purpose of the Interpreter Commission. Its three committees are established by Supreme Court GR 11.1(b)(1-3).

**Charge or Purpose**

GR 11.1(a) charges the Interpreter Commission with the development of policies for the AOC Interpreter Program and the Program Policy Manual, both of which constitute the official version of policies governing the Court Certified Interpreter Program as established under RCW 2.43.070. It also acts as a body for the governance of interpreter conduct.

As noted in the Committee Unification Workgroup Report, the Commission oversees the standards for credentialing court interpreters and provides leadership to the judicial branch on language access issues.

Under GR 11.1(c), the Supreme Court selects Commission members to represent various constituent groups in the court and interpreter communities. The constituent representation under that rule section is comprised as follows:

- Judicial officers from the appellate and each trial court level (3),
- Interpreter (2),
- Court administrator (1),
- Attorney (1),
- Public member (2),
- Representative from ethnic organization (1), and
- AOC representative (1)

The IC is not required to seek appointments from the various Associations, but like the other Supreme Court Commissions, it works with Associations and various community groups that should be represented on the Commission to request letters of intent for vacant positions.

**Committee Type:**

GR 11.1(b) establishes the three standing committees and sets out their purpose(s):

(1): **The Issues Committee** is assigned issues, complaints, and/or requests from interpreters for review and response. If the situation cannot be resolved at the Issues Committee level, the matter will be submitted by written referral to the Disciplinary Committee.

(2) The **Disciplinary Committee** has the authority to decertify and deny certification of interpreters based on the disciplinary procedures for: (a) violations of continuing education/court hour requirements, (b) failure to comply with Interpreter Code of Conduct (GR 11.2) or professional standards, or (3) violations of law that may interfere with their duties as a certified court interpreter. The Disciplinary Committee will decide on appeal any issues submitted by the Issues Committee.

(3) The **Judicial and Court Administration Education Committee** shall provide ongoing opportunities for training and resources to judicial officers and court administrators related to court interpretation improvement.

**Membership Terms:**

The Washington State Court Interpreter Commission is comprised of members who are appointed by the Washington Supreme Court for three (3) year terms, subject to additional term limits. There are no term limits for the committees, but the Interpreter Commission By-Laws establish the term limits for the appointed Commission members. The term lengths shall be sufficiently staggered, as set forth below, to ensure that no more than one-third of the membership transitions each year.

The following four membership classifications shall be appointed by the Supreme Court for terms beginning January 1, 2009 through September 30, 2011, and every three (3) years thereafter:

2

- Ethnic Organization Representative
- AOC Representative
- Superior Court Representative

- Appellate Court Member

The following four membership classifications shall be appointed by the Supreme Court for terms beginning October 1, 2009 through September 30, 2012, and every three (3) years thereafter:

- Interpreter Member I
- Public Member I
- Court Administrator Member
- Attorney Member

The following four membership classifications shall be appointed by the Supreme Court for terms beginning October 1, 2010 through September 30, 2013, and every three (3) years thereafter:

- Interpreter Member II
- Public Member II
- District or Municipal Court Representative

**Term Limits:**

Individual members, with the exception of the Appellate Court member and AOC representative, are permitted to serve no more than two (2) consecutive three year terms. The Appellate Court member, who is appointed to serve as ex officio Chair, may serve for an unlimited number of consecutive terms at the pleasure of the Supreme Court.

**Commission Funding:**

The Interpreter Commission is primarily funded through the AOC budget and additional revenue is generated through testing fee assessments to written and oral exam candidates. There are grant opportunities available for future Commission programs and activities, but the Commission has only received one grant in the recent past (2012). This funding supports the work of two full-time Commission/Program Staff (one Program Coordinator and Commission Liaison and one Program Assistant)

**Reporting requirements:**

The Commission does not have reporting requirements, but Commission members do report annually to their represented Associations on Commission work

**Expected deliverables or recommendations**

The Commission and its committees provide:

- Policy guidance on the credentialing, conduct, and training of interpreters;
- Policy guidance on training to judicial and court officers;
- Consultation to the AOC regarding the establishment of training programs with educational institution(s) in both the western and eastern parts of the state; and
- Oversight of judicial branch compliance with language access laws and regulations
- Consultation to the AOC on emerging language access issues

**Proposal to limit committee duration**

The Interpreter Commission reviewed its overarching mandates in 2013 and is in the process of submitting requested revisions to GR 11 pursuant to GR 9 requirements. Those revisions do not address limiting committee duration.

**Commitment to periodic review, including a reporting requirement on activities, decisions, and initiatives**

As a public entity, the Commission is required to adhere to the Open Meetings Act and maintains meeting minutes for convened commission and committee meetings, which are posted on the Interpreter Commission webpage hosted by the AOC. The Commission is committed to conducting a periodic review of its strategic plans, working processes and initiatives.

**AOC staff support required**

AOC staff regularly provide program updates to Commission members and provide staff support for committee efforts as needed. Additional Commission support is provided by the AOC's Supreme Court Commissions Manager.

**Other branch committees addressing the same topic**

There are no other judicial branch committees addressing language access issues but the Minority and Justice Commission, as well as the Gender and Justice Commission and their committees are charged with providing policy guidance and training to the judicial branch. A number of the training and policy matters contain language access issues.

The Supreme Court  
State of Washington

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



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

August 15, 2014

Honorable Chief Justice Barbara Madsen  
Board for Judicial Administration, Chair  
Temple of Justice  
415 12<sup>th</sup> Avenue SW  
Olympia, WA 98504-0929

Honorable Judge Kevin Ringus  
Board for Judicial Administration, Member-Chair  
3737 Pacific Hwy. E  
Fife, WA 98424-1135

Re: BJA Request for the JISC to Review JIS Committees and Workgroups.

Dear  Chief Justice Madsen and Judge Ringus:

As Chair of the Judicial Information Systems Committee (JISC), I am responding to your letter dated March 3, 2014, where you asked the Chairs of various committees being supported by the Administrative Office of the Courts (AOC) to re-examine the need for the committees and workgroups. The JISC is the authorizing entity for 29 various subcommittees and workgroups.

Your request was presented for discussion at the April 25 JISC meeting. At that meeting it was agreed that the Chairs of the various JIS subcommittees and workgroups would respond to the following questions regarding their committee's work along with a recommendation to either keep the committee going or to abolish it:

1. Do you have a current charter?
2. When was the last time you met as a committee?
3. What are the major products your committee has produced or what major decisions and/or recommendations have been made in the last year?
4. Has your committee fulfilled its intended purpose?

5. Do you recommend your committee continue or be abolished?
6. If your committee continues to exist, what are your goals or objectives for the next year?

AOC collected the information that was provided by the Chairs of the various committees and workgroups and presented the recommendations to the JISC at the June 27, 2014 meeting. Below is the recommendation that was approved by the JISC at that meeting:

**Section A** – these three committees and workgroups have completed their work, fulfilled their intended purpose, and will be abolished immediately.

**Section B** – these committees and workgroups all have current charters and will continue to exist as they are necessary and provide on-going value to the JIS court community and AOC.

**Section C** – These committees are all IT project related, have current charters, and will end once the IT project is completed.

Committee Name	Authorizing Entity	Current Charter	Committee Sunset Date	JISC Recommendation
<b>Section A</b>				
Data Management Steering Committee	JISC	No	Immediately	<i>Abolish</i>
JIS Local CMS Policy Workgroup	JISC	No	Immediately	<i>Abolish</i>
JISC Baseline Service Level Workgroup	JISC	No	Immediately	<i>Abolish</i>
<b>Section B</b>				
JISC Executive Committee	JISC	Yes	On-going	Continue
JIS Codes Committee	JISC	Yes	On-going	Continue
Data Dissemination Committee	JISC	Yes	On-going	Continue
Accounting Workgroup	JISC	Yes	On-going	Continue
Appellate Court Level User Group	JISC (IT Governance)	Yes	On-going	Continue
Superior Court Level User Group	JISC (IT Governance)	Yes	On-going	Continue
Courts of Limited Jurisdiction Level User Group	JISC (IT Governance)	Yes	On-going	Continue
Multiple Court Level User Group	JISC (IT Governance)	Yes	On-going	Continue

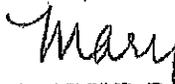
Supreme Court Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Court of Appeals Executive Committee Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Superior Court Judges' Association Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Washington State Association of County Clerks Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Association of Washington Superior Court Administrators Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Superior Court Judges' Association – Family & Juvenile Law Committee	JISC (IT Governance)	Yes	On-going	Continue
Washington Association of Juvenile Court Administrators Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
District and Municipal Court Judges' Association Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
District and Municipal Court Management Association Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Misdemeanant Corrections Association Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Data Dissemination Committee Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Data Management Steering Committee Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
Codes Committee Endorsing Group	JISC (IT Governance)	Yes	On-going	Continue
AOC Endorsing Group (endorses for non-court communities)	JISC (IT Governance)	Yes	On-going	Continue
<i>Section C</i>				
SC-CMS Project Steering Committee	JISC	Yes	End of Project	Continue
AC-ECMS Project Steering Committee	JISC	Yes	End of Project	Continue
SC-CMS Court User Workgroup	JISC	Yes	End of Project	Continue

Hon. Chief Justice Madsen and Hon. Judge Ringus  
August 14, 2014  
Page 4 of 4

ITG Request #41 -- CLJ Data Destruction Project Steering Committee	JISC	Yes	End of Project	Continue
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If you have any questions, please feel free to contact me at 360-357-2053.

Very truly yours,



MARY E. FAIRHURST

cc: Callie Dietz, State Court Administrator  
Vonnie Diseth, CIO/Director, Information Services Division, AOC  
Shannon Hinchliffe, BJA Administrative Manager  
JISC Members

**WASHINGTON STATE  
MINORITY AND JUSTICE COMMISSION  
BYLAWS**

**PREAMBLE**

On October 4, 1990, the Supreme Court established the Washington State Minority and Justice Commission to identify problems and make recommendations to ensure fair and equal treatment in the state courts for all parties, attorneys, court employees and other persons. The Commission was created (1) to examine all levels of the state judicial system in order to particularly ensure judicial awareness of issues affecting persons of color in the judicial system in order to achieve a better quality of justice; and (2) to make recommendations for improvement to the extent it is needed.

**ARTICLE I**

**Purpose**

- 1.1 The Minority and Justice Commission is charged with determining whether racial and ethnic bias exists in the courts of the State of Washington and to the extent that bias exists, taking creative steps to overcome it. To the extent that such bias does not exist, the Commission takes creative steps to prevent it.

**ARTICLE II**

**Membership**

- 2.1 The Minority and Justice Commission is co-chaired by a Supreme Court Justice, designated by the Chief Justice.
- 2.2 The other co-chair is a Member Chair of the Commission, who shall be elected from the thirty-five (35) Commission members by a majority either when the Commission is renewed by order of the Supreme Court or upon resignation of the Member Chair (Co-chair).
- 2.3 The Commission shall consist of thirty-five (35) members, appointed by the Supreme Court, representing an approximate mix of judges of all levels of court, members of the legal system and private citizens of the State of Washington. Members should be chosen to assure racial, ethnic, gender, cultural and geographic diversity.
- 2.4 All appointments of the thirty-five (35) members shall be for a four (4) year renewable term. Vacancies shall be filled by the Supreme Court upon recommendations made by Commission.
- 2.5 All AOC Staff on the Commission shall be considered *ex officio* members, and are not counted as part of the thirty-five (35) appointed Commission members.

### ARTICLE III

#### **Standing Committees**

- 3.1 The Executive Committee shall consist of the Commission co-chair(s) and chair(s) of each standing committee.
- 3.2 The Commission co-chair(s) shall appoint such standing committees as the work of the Commission shall reasonably require.
- 3.3 The Commission co-chair(s) shall appoint a chair for each standing committee, who shall serve at the pleasure of the Chair(s).

### ARTICLE IV

#### **Ad Hoc Committees**

- 4.1 The Chair(s) may appoint such ad hoc committees as the work of the Commission shall from time to time require. The Chair(s) shall appoint a chair for such ad hoc committees from among the Commission members, but may staff these committees with non-Commission members, with the advice and consent of a majority of the quorum present when such appointments are made.

### ARTICLE V

#### **Quorum**

- 5.1 A quorum shall consist of fifty (50) percent plus one or more of the thirty-five (35) Commission members. Vacancies shall not be considered. A member participating in a meeting by teleconference, video conference, or other electronic means approved by the Commission shall be counted in the determination of the quorum.
- 5.2 Commission action shall be by majority vote of the thirty-five (35) Commission members present or participating by teleconference, video conference, or other electronic means approved by the Commission, so long as a quorum is present.
- 5.3 In the absence of a quorum at a regularly scheduled meeting, the Executive Committee may take contingent action on business the Chair(s) determine to require action by the Commission prior to the next regularly scheduled meeting.
- 5.4 No proxy voting shall be allowed.

**ARTICLE VI**

**Meetings**

- 6.1 The executive director or designee of the Commission shall serve as recording secretary for the Commission.
- 6.2 Commission meetings shall be held at least six (6) times a year. Additional meetings may be scheduled or specially called at the discretion of the Chair(s). Reasonable notice shall be given to each member. Participation in meetings of the Commission may be held by teleconference, video conference, or other electronic means approved by the Commission.

**ARTICLE VII**

**Special Funding**

- 7.1 In addition to such funding as shall be available through the AOC budgeting process, the Commission is authorized to seek and accept funding through appropriate processes and from appropriate sources to carry out Commission projects and purposes. Any funds so obtained shall be administered under proper auditing controls by AOC.

**ARTICLE VIII**

**Amendments to Bylaws**

- 8.1 These bylaws may be amended or modified at any regular or special Commission meeting, at which a quorum is present, by majority vote. No motion or resolution for amendment may be considered at the meeting in which it is proposed.

Adopted: August 12, 2010

Amended: July 15, 2011 & November 2, 2013

Adopted: March 21, 2014

# MEMO

**To:** Shainon Hinchcliffe

**From:** Cynthia Delostrinos

**Date:** July 7, 2014

**Re:** Minority and Justice Commission Response to March 3, 2014, Letter

---

The BJA had asked the Minority and Justice Commission (MJC) to review and assess its current committee structure and to align its committees with a proposed standard for creating, managing, and reviewing committees.

One of the BJA's recommendations was to adopt a charter. The MJC has a set of bylaws that were recently amended this year. The bylaws address the MJC's purpose, committees, membership, and reviewing process (see attached Bylaws).

The MJC, by Order of the Washington State Supreme Court, is subject to renewal every five (5) years. It is coming up on its five year renewal in September of 2015 (see attached Order). Prior to the review by the Court, I anticipate that the MJC will do its own extensive review of its bylaws, committees, membership, and reviewing process.

In its bylaws, the MJC is structured to allow standing committees and ad hoc committees. Currently, the MJC is composed mostly of ad hoc committees as what has been working best for the Commission is to appoint committees and committee chairs based on whatever project or initiative the Commission is working on.

While the MJC has documentation of its review process and standards through its Bylaws and by the Court's Order, there is always room for reflection on effectiveness and whether there are more efficient ways of carrying out its work. We appreciate the opportunity to review and reflect and are happy to answer any additional questions the BJA has about the MJC.

# SUPREME COURT OF WASHINGTON

ORDER RENEWING  
WASHINGTON STATE  
MINORITY AND JUSTICE  
COMMISSION

Number 25700-B-508

FILED  
SUPREME COURT  
STATE OF WASHINGTON  
10 SEP -8 PM 6:10  
BY RONALD N. CARPENTER  
CLERK

## PREAMBLE

1.0 Equal Justice Before the Courts. The Washington State Supreme Court recognizes the need for all persons to be treated equally before the courts of this state. The Court recognizes that for any system of justice to be responsible, it must be examined continuously to ensure it is meeting the needs of all persons who constitute the diverse populations we serve, with particular concern for the needs of persons of various racial, ethnic, cultural and language groups.

2.0 Establishment of Minority and Justice Commission. This Court on October 4, 1990 established the Washington State Minority and Justice Commission to identify problems and make recommendations to ensure fair and equal treatment in the state courts for all parties, attorneys, court employees and other persons. The Commission advances equal treatment of all without regard to race and ethnicity through research and implementation of recommended improvements to court operations, practices and procedures and through educational and outreach programs provided to court, youth and justice system-related groups.

593/123

3.0 Renewal of Minority and Justice Commission. The Minority and Justice Commission was established on October 4, 1990 for a period of five (5) years, subject to renewal for additional years as may be determined by the Court. It was renewed for additional periods of five (5) years by orders of this Court on July 15, 1995, December 2, 1999 and September 13, 2005. The Court now determines that the Commission should be renewed for an additional period of five (5) years, subject to further renewal as may be determined.

## ORDER

4.0 Order Renewing Minority and Justice Commission. By this order the Washington State Supreme Court now renews and continues the Washington State Minority and Justice Commission for a period of five (5) years, subject to further renewal for additional years as may be determined. The Commission shall continue its operation without interruption and shall proceed according to its established organization and program.

5.0 Membership of Commission. The Washington State Minority and Justice Commission shall continue with twenty-one (21) members, appointed by this Court, and shall be comprised of judges from all levels of courts, including a justice of this Court, members of the Washington State Bar Association, the Administrator for the Courts, trial court administrators, college or university professors, and private citizens. Appointments to the Commission shall be made to assure that its racial, ethnic, gender, cultural and geographic diversity reflects that of the population of the State of Washington.

5.5 Leadership of Commission. A justice of this Court appointed to the Commission and designated by the Chief Justice, shall serve as its chair, or, in the event the Commission chooses to select a co-chair, as co-chair. The Commission may select one of its members to serve as co-chair for such period as the Commission determines.

6.0 Terms of Appointment to Commission. All appointments to the Commission shall be for terms of four (4) years, staggered according to the tenure established under the October 4, 1990 Order, except that justices of this Court appointed to the Commission shall serve at the pleasure of this Court. Vacancies on the Commission shall be filled by the Supreme Court upon recommendation of the Commission.

7.0 Technical Support Members. The chair or co-chairs may appoint non-voting Technical Support members to augment and assist the Commission, when broader representation or specific expertise is needed. Technical Support members shall serve for periods of one (1) year, renewable for additional one (1) year periods at the pleasure of the chair or co-chairs.

8.0 Budget of Commission. The budget of the Commission shall be provided in the budget of the Supreme Court or the budget of the Administrative Office of the Courts as agreed upon between them.

9.0 Administrator for the Courts. The Administrator for the Courts, with the advice of the Commission and subject to budget considerations, shall provide staff to support the Commission, including an Executive Director selected by the Commission,

who shall manage the business operations of the Commission at the direction of the Commission Chair(s).

10.0 Annual Report. The Commission shall prepare and file an annual report with the Governor, Legislature, Supreme Court and the Administrator for the Courts concerning its activities and shall recommend appropriate action to promote equal justice for racial, ethnic, cultural and language minorities in the state judicial system. This shall include continuing education on cultural diversity for judges and other court personnel.

11.0 Authorization to Seek Funds. The Commission is authorized to seek funding from private and public sectors and is authorized to receive funds in its own name.

Signed at Olympia, Washington on September 8<sup>th</sup>, 2010.

Madsen, C. J.

[Signature]

[Signature]

Alexander, J.

Fairhurst, J.

[Signature]

[Signature]

Stepen, J.



## Supreme Court Rules Committee

### STANDING COMMITTEE CHARTER

- I. [Committee Title (Budget and Funding, Legislative, Education, Policy and Planning)]

Supreme Court Rules Committee

- II. [Authorization (court rule, court order, by-law, statute or other)]

GR 9

[http://www.courts.wa.gov/court\\_rules/?fa=court\\_rules.display&group=ga&set=GR&ruleid=gagr09](http://www.courts.wa.gov/court_rules/?fa=court_rules.display&group=ga&set=GR&ruleid=gagr09)

And inherent rulemaking authority: State v. Fields 85 Wn 2d 126 (1975)

- III. [Charge or Purpose]

The purpose of rules of court is to provide necessary governance of court procedures and practice and to promote justice by ensuring a fair and expeditious process. The rules also govern judicial and attorney ethics and the procedures for addressing those complaints.

- IV. [Policy area]

To govern procedural matters in court cases to ensure due process and to establish judicial and lawyer ethics standards and procedures.

- V. [Expected deliverables or recommendations]

The timely adoption of rules of court.

VI. [Membership]

Five sitting justices of the Supreme Court.

VII. [Term Limits] Open. Appointments to committee made by Chief Justice.

*Or, you can use a chart to display this information:*

Representative	Term/Duration

VIII. [Other branch committees addressing the same topic]  
The Court of Appeals and both judicial trial court associations also have Rules Committee, which recommend proposed court rules to the Supreme Court. The Washington State Bar Association is active in suggesting court rule changes governing practice and regulatory rules.

IX. [Other branch committees to partner with]

n/a

X. [Reporting Requirements (i.e. quarterly to the BJA)]

n/a

XI. [Budget Requested] 1 FTE for AOC and some SC Clerk staff time

XII. [AOC Staff Support Requested] .60 professional FTE and .30 administrative FTE with some Web master time needed for posting on Web site.

XIII. [Recommended Review Date] Bi-annually.

Adopted: 5/19/14



# Association of Washington Superior Court Administrators

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July 11, 2014

Honorable Barbara A. Madsen  
Washington State Supreme Court  
Temple of Justice  
PO Box 40929  
Olympia, WA 98504-0929

Honorable Kevin G. Ringus  
Fife Municipal Court  
3737 Pacific Hwy E  
Fife, WA 98424-1135

RE: AWSCA COMMITTEE REVIEW

Dear Chief Justice Madsen and Judge Ringus:

I am writing in response to your joint letter of March 3, 2014 seeking information regarding standing committees of the Association of Washington Superior Court Administrators (AWSCA). The AWSCA presently has only one active, standing committee – the Education Committee – which is established in the Association's Constitution/Bylaws. (Enclosed). The Education Committee has worked effectively under the Association Constitution/Bylaws, so a formal Committee charter has not been adopted.

While not presently articulated in the Bylaws, the Education Committee has historically been chaired by the AWSCA Vice President and comprised of volunteer Superior Court administrators from across the State. Committee membership is generally open to new members at any time, but is reviewed on an annual basis each time a new Committee chair/Vice President is elected at the annual Spring Conference. There is no established limit to the size of the Committee, but it usually operates with seven-to-nine members, including the chairperson.

The Education Committee meets telephonically at least once per month and primarily focuses on: (1) planning and development of Spring and Fall Association conferences; (2) development and periodic updates to the Association's education strategic plan; and, (3) consideration, on behalf of AWSCA members, of statewide programs, policies and/or funding opportunities that affect education and training for Superior Court administrators and administrative personnel. The Committee works closely with the Association's representative on the Board for Continuing Education (BCE) to ensure Association educational objectives and State resources coincide.

Chief Justice Madsen and Judge Ringus  
July 11, 2014  
Page 2

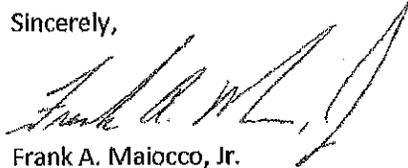
The Education Committee formally reports to Association members during the AWSCA Business meetings scheduled at the Spring and Fall conferences. Additionally, the Committee consults with, and reports to, Association members, as necessary, using an Association-wide listserv that is maintained at AOC. Representatives of the Education Committee, including the Chair, also collaborate with members of the SCJA Education Committee when joint conferences are planned.

Logistics for monthly Committee meetings and the two annual Association conferences are primarily coordinated by two AOC representatives from the Office of Trial Court Services and Judicial Education. The Association and the AWSCA Education Committee have benefitted considerably from the contributions, effort, and expertise provided by these AOC resources, and it is my sincere hope that they will continue to be provided in the future.

I am happy to address other questions and/or provide additional information regarding the AWSCA Education Committee. Please feel free to give me a call at (360) 337-4455 or send me an email at [fmaiocco@co.kitsap.wa.us](mailto:fmaiocco@co.kitsap.wa.us) if more information would be helpful.

Thank you for your inquiry.

Sincerely,



Frank A. Maiocco, Jr.  
President, Association of Washington  
Superior Court Administrators

cc: Ms. Fona Sugg, AWSCA Vice Present and Education Committee Chairperson  
Ms. Sondra Hahn, Administrative Office of the Courts  
Ms. Shannon Hinchcliffe, Administrative Office of the Courts

**ASSOCIATION OF WASHINGTON  
SUPERIOR COURT ADMINISTRATORS**

**CONSTITUTION**

**ARTICLE I - NAME**

The name of this organization is the Association of Washington Superior Court Administrators.

**ARTICLE II - MISSION**

The mission of the Association of Washington Superior Court Administrators is to assist its members and support the Superior Court by:

- ¶ Increasing the proficiency of court managers through education, training and development of its members;
- ¶ Improving the administration of justice through the application of effective management techniques;
- ¶ Encouraging and providing for the personal and professional growth of its members;
- ¶ Supporting the independence of the judiciary through better legislation, procedures, court rules, intergovernmental relations and sufficient funding;
- ¶ Determining, formulating and promoting fundamental policies, principles and standards for judicial administration and providing a forum for the interchange of practical information relating to court administration.

**ARTICLE III - MEMBERSHIP**

Section 1. Regular members include the principal Superior Court administrator, or the individual functioning in that capacity, in each county's Superior Court system as approved by the Association membership. A member's professional conduct must conform to the National Association for Court Management's Model Code of Conduct.

Section 2. There are two primary divisions of membership: (a) Voting, regular; and, (b) Non-voting, associate.

Section 3. Any person not eligible for regular membership but actively interested in the improvement of court administration may become an associate member. Associate members shall have all rights and privileges of regular members, except associate members cannot vote or hold an elected Association office.

Section 4. Honorary members of this organization may be approved by majority vote of the members present and voting at any regular meeting. Honorary members cannot vote or hold an elected Association office.

**ARTICLE IV - OFFICERS**

Section 1. The officers of this Association are: President, Vice-President, and Secretary/Treasurer.

Section 2. All officers must be regular members of the Association.

Section 3. The officers are elected yearly at the Association's annual meeting, to be held at the same time and place as the annual spring judicial conference, and serve for one conference year. No officer shall succeed him/herself in the same office for more than one additional year.

Section 4. Should a vacancy occur in any office except that of the President, such vacancy shall be filled by election at the next regular meeting or a special meeting called by a majority vote of the executive committee. Officers serve until their successors are elected or appointed. Should a vacancy occur in the Office of the President, the Vice-President shall immediately assume the responsibilities of the office until the next annual spring judicial conference. The assumption of such responsibilities shall not prohibit the new President from serving two full consecutive terms as President if so elected.

Section 5. A vacancy exists upon the resignation, permanent disability, retirement, or death of an officer in the Association. Should circumstances require, the remaining officers shall determine when an office is vacant by majority vote.

#### ARTICLE V – DUTIES OF OFFICERS

Section 1. The President presides at annual or special meetings of the Association and at scheduled meetings of the executive committee; appoints committees as set forth in Article VIII, with the approval of the executive committee; and diligently works to accomplish the mission of the Association.

Section 2. The Vice-President assists the President in the discharge of his/her duties and, in the President's absence, assumes the full responsibilities of that office.

Section 3. The Secretary/Treasurer keeps minutes of all regular, special and executive committee meetings; keeps an accurate record of the membership of the Association; maintains and distributes to all active members of the Association, upon approval by the President, a record of the proceedings of the Association's annual meeting, as well as a list of those in attendance; advises the President of all official correspondence received addressed to the Association; prepares and sends all correspondence on behalf of the Association when so directed by the President of the Association; and assists the President and other officers of the Association in the discharge of their duties.

The Secretary/Treasurer receives and distributes all funds of the Association; keeps an accurate account of all receipts and disbursements; at the annual meeting, presents a financial report showing all monies on hand at the beginning of the new term and monies received and expended during the term of office; ensures that all checks are signed by the Secretary/Treasurer and the President or the Vice-President; at the request of the executive committee submits the records for audit, which the executive committee shall do once in every calendar year; and in all ways assists the President and other officers of the Association in the discharge of their duties.

#### ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. The Executive Committee consists of the officers of this Association, the immediate past President of the Association, and a representative of a small court.

Section 2. The Executive Committee is a consulting and advisory body for the direction of Association activities.

Section 3. The Executive Committee acts for and on behalf of the Association in any emergency situations that may arise between meetings.

Section 4. The Executive Committee shall meet at least once prior to the annual meeting.

#### ARTICLE VII – PROCEDURES

Section 1. Meetings of the executive committee are held at such times as the President shall deem necessary. Any regular member of the Association is invited to attend any and all meetings of the executive committee and be heard on any matter pending before such meetings.

Section 2. There shall be one regular annual meeting, to be held at the same time and location as the annual spring judicial conference.

Section 3. Robert's Rules of Order (Revised) govern the conduct of all business meetings except as may be otherwise provided in the Constitution and By-Laws.

#### ARTICLE VIII – GENERAL

Section 1. There shall be a nominating committee and such other committees as are established from time to time by the membership. The nominating committee shall be chaired by the most immediate past president.

Section 2. The standing committees of this Association are: Legislation and Education.

• The Legislation Committee shall formulate and support the legislative programs of the Association and vigorously oppose legislation detrimental to the mission of the Association and the judiciary of the State of Washington

• The Education Committee is responsible for education programs.

Section 3. A special meeting of the Association may be called by the President with the approval of the executive committee. Special meetings may also be called upon written demand by a majority of the Association, provided all members are notified in writing at least 30 days in advance of the time, place and purpose of such special meeting. No matter shall be considered at a special meeting of the Association except that stated in the call to the special meeting.

#### ARTICLE IX – NOMINATIONS AND ELECTIONS

Section 1. The Association shall elect its officers at each annual meeting.

Section 2. The most immediate Past President serves as the Chair of the Nominating Committee, and if unable to serve, the President appoints the Chair. The President of the Association appoints two other members to serve on the Nominating Committee.

Section 3. The Nominating Committee is responsible for preparing a slate of nominees and presenting the committee's report to the membership at the annual meeting.

Section 4. In addition to the slate of nominees presented by the Nominating Committee, nominations for any office may be made from the floor at the annual meeting.

Section 5. After all nominations have been presented to the membership, the President shall fix the time for election during the business session(s) of the annual meeting.

Section 6. Any candidate receiving a majority of all votes cast for any office shall be declared elected.

Section 7. All elected officers shall take office immediately after the conclusion of the annual meeting and shall serve until the next annual election.

Section 8. Only regular members in good standing are privileged to vote.

#### ARTICLE X – FINANCES

Section 1. Expenses incurred by any officer shall not be a cost to the Association. However, necessary expenses for the education committee shall be paid by the Association.

Section 2. Dues shall be payable on an annual basis and in an amount as set forth in the by-laws.

#### ARTICLE XI – BY-LAWS

Section 1. Dues shall be paid on an annual basis by March 1 of each year at the rate of \$150 for regular members and \$75 for associate members.

Section 2. By-laws may be adopted or amended at the regular annual meeting or special meetings called for that purpose by a majority vote of the members.

Section 3. Members may submit proposed by-laws changes to the President of the Association or any member of the executive committee prior to the annual meeting.

#### ARTICLE XII - AMENDMENTS

Section 1. This constitution may be amended by a two-thirds vote of the members in attendance at a regularly scheduled annual meeting.

Section 2. Any amendment to this Constitution shall be in force and effect immediately upon its adoption.

#### ARTICLE XIII - RATIFICATION

Section 1. This Constitution shall be in full force and effect immediately upon the favorable vote of the two-thirds of the members in attendance at the annual meeting, except that Sections 2, 3, 4, and 5 of ARTICLE IX shall not be effective until the close of the annual meeting at which this Constitution is ratified.

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(This Constitution and By-Laws adopted by unanimous vote of the members present on September 13, 1976 and amended on August 17, 1984 and October 25, 1993 at meetings of the Association of Washington Superior Court Administrators.)



# WASHINGTON COURTS

# District and Municipal Court Judges' Association

## *President*

**JUDGE YERONICA ALICEA-GALVAN**  
Des Moines Municipal Court  
21630 11<sup>th</sup> Ave S, Ste C  
Des Moines, WA 98198  
(206) 878-4597

July 9, 2014

## *President-Elect*

**JUDGE DAVID STEINER**  
King County District Court  
585 112<sup>th</sup> Ave. S.E.  
Bellevue, WA 98004  
(206) 477-2102

Honorable Barbara A. Madsen  
Washington State Supreme Court  
Temple of Justice  
PO Box 40929  
Olympia, WA 98504-0929

## *Vice-President*

**JUDGE G. SCOTT MARINELLA**  
Columbia County District Court  
535 Cameron St  
Dayton, WA 99328-1279  
(509) 382-4812

Honorable Kevin G. Ringus  
Fife Municipal Court  
3737 Pacific Hwy E  
Fife, WA 98424-1135

## *Secretary/Treasurer*

**JUDGE SCOTT K. AHLF**  
Olympia Municipal Court  
900 Plum St SE  
PO Box 1967  
Olympia, WA 98507-1967  
(360) 753-8312

Dear Chief Justice Madsen and Judge Ringus:

RE: DMCJA COMMITTEE REVIEW

## *Past President*

**JUDGE DAVID A. SVAREN**  
Skagit County District Court  
600 S 3<sup>rd</sup> Street  
PO Box 340  
Mount Vernon, WA 98273-0340  
(360) 336-9319

In a letter dated March 3, 2014, the Board for Judicial Administration (BJA) requested that the District and Municipal Court Judges' Association (DMCJA) review its committees for efficiency and effectiveness. In response to this request, enclosed please find the following documents for your review:

1. 2014-2015 DMCJA Committee Rosters
2. 2014-2015 DMCJA Bylaws

## *Board of Governors*

**JUDGE JOSEPH M. BURROWES**  
Benton County District Court  
(509) 735-8476

**JUDGE MICHELLE K. GEHLEN**  
Bothell Municipal Court  
(425) 487-5587

**JUDGE JEFFREY J. JAHNS**  
Kitsap County District Court  
(360) 337-4972

**JUDGE SAMUEL MEYER**  
Thurston County District Court  
(360) 786-5562

**COMMISSIONER SUSAN J. NOONAN**  
King County District Court  
(206) 477-1720

The DMCJA Bylaws provide the authority to create standing committees and workgroups. In addition, each standing committee has a list of charges and a budget for activities. Please contact me with any questions and/or concerns regarding these materials. Thank you.

Sincerely,

  
Judge Veronica Alicea-Galvan  
President, DMCJA

**JUDGE KELLEY C. OLWELL**  
Yakima Municipal Court  
(509) 575-3050

Enclosures

**JUDGE REBECCA C. ROBERTSON**  
Federal Way Municipal Court  
(253) 835-3000

cc: Sharon R. Harvey, AOC  
Shannon Hinchcliffe, AOC

**JUDGE HEIDI SMITH**  
Okanogan County District Court  
(509) 422-7170

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**JUDGE TRACY A. STAAB**  
Spokane Municipal Court  
(509) 625-4400



March 3, 2014

Honorable David Svaren, President  
District and Municipal Court Judges' Association  
Skagit County District Court  
PO Box 340  
Mount Vernon, WA 98273-0340

Dear Judge Svaren:

In 2012, the Board for Judicial Administration (BJA) held a retreat to discuss issues of governance and allocation of Administrative Office of the Courts (AOC) resources dedicated to supporting boards, commissions, committees, task forces, and workgroups. The BJA agreed to divide these issues between two workgroups. The BJA recently adopted recommendations made from the workgroup charged with looking at all judicial branch committees and identifying opportunities to improve efficiency and effectiveness by merging or restructuring some groups. The workgroup reviewed 205 committees of associations, boards and commissions. Although the BJA realizes that examining the efficiency and relevance of any committee is actually the responsibility of that organization and its own related committees, the BJA is undertaking the job of examining each of its own BJA committees and workgroups and is asking that every association, board or commission do the same.

This workgroup recommended, and the BJA adopted the following:

- Every BJA authorized entity shall review and assess their current committee structure and align their committees with the proposed standard for creating, managing, and reviewing committees.
- All committees will adopt a charter containing the following information: Committee title; authorization (court rule, court order, bylaw, statute or other); charge or purpose; AOC staff support required; policy area; other branch committees addressing the same topic; other branch committees to partner with; committee type: standing, subcommittee, workgroup; committee membership; term limit; duration/review date; budget; reporting requirements (i.e., quarterly to the BJA, the authorizing organization and/or other entities addressing same topic); and expected deliverables or recommendations.
- Create and adopt a standard for committees that would include an agreement on the following items: 1) committee types; 2) committee duration limit to two years unless specifically extended after review; 3) commitment to periodic review, including a reporting requirement on activities, decisions, and initiatives; 4) formal request for AOC staff support and resources.

The BJA is currently re-examining and chartering our standing committees pursuant to this recommendation. We anticipate that the body will examine other committees, workgroups and task forces which were previously created by the BJA and determine whether they should continue in their current form or be incorporated into a standing committee.

The workgroup also focused on how the AOC uses its staff and resources, recognizing the need to prioritize requests for resources so the core work of the judicial branch can be done effectively. The demand for staff support and proliferation of committees and workgroups often create a strain on resources and result in limited support.

Recognizing the limited AOC staff and resources, the BJA requests that all judicial branch entities which operate committees under their authority using AOC staff or resources discuss and consider implementing the proposed chartering and committee standards. We hope these discussions will help define the core mission of the committees and possibly result in the merging or elimination of duplicative committees which require judicial and AOC resources.

If your organization has recently done work like this we encourage you to share the results. The BJA is interested in creating a central repository for charter documents so they are centrally located and can be accessible to others. This repository could function as a resource for all the judicial branch entities and staff and would facilitate collaboration and information sharing. If your organization has not done work like this recently, we urge you to adopt the recommendations of the BJA workgroup as outlined earlier in this letter. Staff will follow-up in June to determine whether you have any finalized documents that you can share.

If you would like a template for the committee charter, please contact Beth Flynn at [beth.flynn@courts.wa.gov](mailto:beth.flynn@courts.wa.gov) or (360) 357-2121.

If you have any questions regarding this request, please contact Shannon Hinchcliffe at [shannon.hinchcliffe@courts.wa.gov](mailto:shannon.hinchcliffe@courts.wa.gov) or (360) 705-5226.

Thank you for your consideration of this information.

Sincerely,



Barbara Madsen, Chair  
Board for Judicial Administration



Kevin Ringus, Member Chair  
Board for Judicial Administration

cc: Ms. Michelle Pardee

# 2014-2015 District and Municipal Court Judges' Association By-Laws Committee

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## Members

**Comm. Linda B. Kipling, Chair**  
Island County District Court

**Judge Willie J. Gregory**  
Seattle Municipal Court

**Judge Glenn M. Phillips**  
Kent Municipal Court

**Judge Heidi E. Smith**  
Okanogan County District Court

**AOC Staff**  
J (Jennifer) Benway  
Admin. Office of the Courts

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## Charges

1. Review DMCJA By-Laws in advance of each Association business meeting to evaluate any needed changes.
2. Draft proposed changes to be distributed to membership.
3. Submit written report at Spring and Fall Conferences.
4. Propose revisions for Association consideration at business meetings.
5. Review for style proposed resolutions referred by Board.

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## Budget

Budget: \$250

Updated 5/19/2014

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**This committee will not be updated until October/November 2014**  
**2014-2015 District and Municipal Court Judges' Association**  
**Conference Planning Committee**

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**Members**

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**Judge Fred L. Gillings, Co-Chair**  
Marysville Municipal Court

**Comm. Pete Smiley, Co-Chair**  
Bellingham Municipal Court

**Judge Marcine Anderson**  
~~KCDC, West Division~~

**Judge Andrea L. Beall**  
Puyallup Municipal Court

**Judge Thomas M. Ellington**  
Roy Municipal Court

**Comm. Linda B. Kipling**  
Island County District Court

**Judge Mary Logan**  
Spokane Municipal Court

**Judge Patricia L. Lyon**  
Evergreen Division, SCDC

**AOC Staff**  
NONE

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**Charges**

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1. Make arrangements for Spring Conference, other than education program.
2. Provide input and assistance to the Supreme Court for arrangements for Fall Conference, other than education program.
3. Coordinate with staff, Administrative Office of the Courts.
4. Work in conjunction with Education Committee.

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**Budget**

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Budget: \$3,500

Updated 5/19/2014 (members still need to be updated for 2014-15)

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# 2014-2015 District and Municipal Court Judges' Association Diversity Committee

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## Members

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**Judge Willie J. Gregory, Chair 15)**  
Seattle Municipal Court

**Judge Nathaniel B. Green, Jr. 15)**  
KCDC, South Division

**Judge Karli K. Jorgensen 16)**  
Kent Municipal Court

**Comm. Linda B. Kipling 15)**  
Island County District Court

**Judge Mary C. Logan 15)**  
Spokane Municipal Court

**Judge Kevin A. McCann 15)**  
Pierce County District Court

**Judge Marilyn G. Paja 15)**  
Kitsap County District Court

**Judge Ketu Shah 16)**  
KCDC, East Division

**Judge Charles D. Short 15)**  
Okanogan Co. District Court

**AOC Staff**  
Pam Dittman  
Admin. Office of the Courts

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## Charges

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### Charge as per 1994 Revised By-Laws:

1. The Diversity Committee will consider issues relating to diversity and shall recommend to the Board of Governors ways to promote the implementation of the current Diversity Policy Statement adopted by the Association.
2. Terms of the members shall be two years, and be staggered to ensure a slower rate of turnover on the committee and greater continuity in the planning process.

### 2008 Charges:

3. Review and revise the diversity bylaw as described in the Board's April 11, 2008 minutes.
4. Work with the WSBA on its effort to recruit more diverse pro-tempore judges.

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## Budget

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Budget: \$2,000

Updated 5/19/2014

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# 2014-2015 District and Municipal Court Judges' Association DOL Liaison Committee

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## Members

**Judge James N. Docter, Chair**  
Bremerton Municipal Court

**Judge Charles J. Delaurenti**  
King County South Division -

**Judge Karen Donohue**  
Seattle Municipal Court

**Judge Nancy A. Harmon**  
Chelan County District Court

**Judge Timothy A. Jenkins**  
Sumner Municipal Court

**Judge Susan Mahoney**  
KCDC, South Division

**Judge Lorrie C. Towers**  
Marysville Municipal Court

**DOL Liaison  
Carla Weaver**  
DOL Driver's Records

**DMCMA Liaison  
Cathy Pashon**  
Sumner Municipal Court

**DMCMA Liaison  
Patsy Robinson**  
Mason County District Court

**DMCMA Liaison  
Kathy Seymour**  
Bonney Lake Municipal Court

**AOC Staff**  
Sharon Harvey  
Admin. Office of the Courts

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## Charges

1. Serve as liaison with Department of Licensing (DOL) bringing all DOL matters of concern to DMCJA and, conversely, bringing matters of DMCJA concern to the DOL through their designated representative.

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## Budget

Budget: \$500

Updated 5/19/2014

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# 2014-2015 District and Municipal Court Judges' Association Education Committee

## Members

**Judge Joseph M. Burrowes 16)**  
**Co-Chair**  
Benton County District Court

**Judge Karen Donohue 15)**  
**Co-Chair**  
Seattle Municipal Court

**Judge Sandra Allen 15)**  
Milton/Ruston Municipal Courts

**Judge Grant Blinn 17)**  
Lakewood Municipal Court

**Judge Douglas J. Fair 16)**  
Edmonds Municipal Court

**Judge Michael J. Finkle 17)**  
KCDC, East Division

**Judge Judy Rae Jasprica 17)**  
Pierce County District Court

**Judge Timothy A. Jenkins 17)**  
Sumner Municipal Court

**Judge Richard B. Kayne 17)**  
Medical Lake Municipal Court

**Judge Mary C. Logan 16)**  
Spokane Municipal Court

**Judge Kevin A. McCann 17)**  
Pierce County District Court

**Judge Douglas B. Robinson 16)**  
Whitman County District Court

**Judge Charles D. Short 16)**  
Okanogaw Co. District Court

**Judge N. Scott Stewart 15)**  
Issaquah Municipal Court

**Judge Matthew Williams 17)**  
KCDC, South Division - MJC

**Ex Officio**  
**Judge James N. Docter 16)**  
Bremerton Municipal Court

**Ex Officio**  
**Judge Margaret Vail Ross 15)**  
Pierce County District Court

**AOC Staff**  
Stephanie Apgar  
Admin. Office of the Courts

## Charges

1. Promote education of judges and support staff by designing education programs in coordination with staff from the Administrative Office of the Courts that meet the interest and needs of personnel in courts of limited jurisdiction.
2. Maintain liaison with Benchbook Committee.
3. Maintain liaison with Board for Court Education concerning the education needs of judges.
4. Furnish judges for state, local, and national judicial seminars, orientation and refresher courses, colleges, and bar association CLE programs.
5. Provide input and assistance to Supreme Court in the development of education portion of Fall Conference.
6. Submit written report at Spring and Fall Conferences.
7. Submit written report to President and Board monthly.

## Budget

Budget: Committee \$8,500  
Grants \$5,000

Updated 5/19/2014 N:\Programs & Organizations\DMCJA\Committees\14-15 COMMITTEE ROSTERS.doc

# 2014-2015 District and Municipal Court Judges' Association Legislative Committee

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## Members

**Judge Samuel G. Meyer, Chair**  
Thurston County District Court

**Judge Stephen E. Brown**  
Grays Harbor Co. District Court

**Judge Brett Buckley**  
Thurston County District Court

**Judge D. Mark Eide**  
KCDC, South Division

**Judge Douglas J. Fair**  
Edmonds Municipal Court

**Judge Janet E. Garrow**  
KCDC, East Division

**Judge Michelle Gehlsen**  
Bothell Municipal Court

**Judge Corinna D. Harn**  
KCDC, Office of the PJ

**Judge David A. Larson**  
Federal Way Municipal Court

**Judge Susan Mahoney**  
KCDC, South Division

**Judge Marilyn G. Paja**  
Kitsap County District Court

**Judge Glenn M. Phillips**  
Kent Municipal Court

**Judge Ketu Shah**  
KCDC, East Division

**Judge Shelley Szambelan**  
Spokane Municipal Court

**Judge Donna K. Tucker**  
KCDC, East Division

**Legislative Representative  
Melanie Stewart**

**DMCMA Liaison  
Linda Baker**  
Poulsbo Municipal Court

**DMCMA Liaison  
Kathy Seymour**  
Bonney Lake Municipal Court

**AOC Staff  
Sharon Harvey**  
Admin. Office of the Courts

**AOC Staff  
J (Jennifer) Benway**  
Admin. Office of the Courts

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## Charges

1. Evaluate and recommend responses to legislation affecting courts of limited jurisdiction.
2. Initiate legislation to improve the delivery of services and administration of justice in district and municipal courts.
3. Develop and maintain efforts towards communication with legislators and state agencies.
4. Recommend terms of employment of Association lobbyist and direct lobbying effort.
5. Provide oral or written testimony to Legislature as needed.
6. Submit written report at Spring and Fall Conferences.
7. Submit written report to President and Board monthly.

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## Budget

Budget: \$6,000

Updated 7/8/2014

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# 2014-2015 District and Municipal Court Judges' Association Long Range Planning Committee

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## Members

**Judge G. Scott Marinella, Chair**  
Columbia District Court

**Judge Steven R. Buzzard 15)**  
Winlock Municipal Court

**Judge Franklin L. Dacca 15)**  
Pierce County District Court

**Judge Douglas E. Goelz 17)**  
Pacific Co. South District Ct.

**Judge Willie J. Gregory 17)**  
Seattle Municipal Court

**Judge Anne C. Harper 17)**  
KCDC, West Division  
King County Courthouse

**Judge David A. Larson 15)**  
Federal Way Municipal Court

**Judge Marilyn G. Paja 15)**  
Kitsap County District Court

**Judge Glenn M. Phillips 17)**  
Kent Municipal Court

**Judge Donna K. Tucker 17)**  
KCDC, East Division

**AOC Staff**  
Sharon Harvey  
Admin. Office of the Courts

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## Charges

1. Consider issues relating to long-range planning and review processes.
2. Conduct an annual review of such issues.

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## Budget

Budget: \$1,500

Updated 5/19/2014

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**This committee will not be updated until October 2014**

## **2014-2015 District and Municipal Court Judges' Association Nominating Committee**

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### **Members**

**Judge Sara Derr, Chair**  
Spokane District Court

**Judge Stephen E. Brown**  
Grays Harbor Co. District Court

**Judge G. Scott Marinella**  
Columbia District Court

**Judge Glenn M. Phillips**  
Kent Municipal Court

**Judge Linda S. Portnoy**  
Lake Forest Park Municipal Ct

**AOC Staff**  
Sharon Harvey  
Admin. Office of the Courts

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### **Charges**

1. The Nominating Committee shall annually select not more than two candidates for Vice-President, Secretary/Treasurer, President-Elect, and three Board member-at-large positions. The Board member-at-large positions shall be for three-year terms.
2. The report of the Nominating Committee shall be submitted to the Board at its March meeting. The names of the nominees will be published in the written notice of the Spring Conference and in the Minutes of the Board's March meeting. Nominations for all offices except President may be made by the members at the Spring Conference.
3. The Nominating Committee shall make nominations for other vacancies on the Board.

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### **Budget**

Budget: \$400

Updated 5/19/2014 (members still need to be updated for 2014-15)

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# 2014-2015 District and Municipal Court Judges' Association Reserves Committee

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## Members

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**Judge David Steiner, Chair**  
KCDC, East Division

**Judge Scott K. Ahlf**  
Olympia Municipal Court

**Judge G. Scott Marinella**  
Columbia District Court

**AOC Staff**  
Sharon Harvey  
Admin. Office of the Courts

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## Charges

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1. The committee is comprised of the DMCJA President Elect, current and past Treasurer, and Special Fund custodian.
2. The Reserves Committee shall consider issues relating to association reserve funds and make recommendations to the Board of Governors annually.

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## Budget

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Budget: \$250

Updated 5/19/2014

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# 2014-2015 District and Municipal Court Judges' Association Rules Committee

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## Members

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**Judge Janet E. Garrow, Chair**  
KCDC, East Division

**Judge Karla E. Buttorff**  
Pierce County District Court

**Judge Steven R. Buzzard**  
Winlock Municipal Court

**Judge Franklin L. Dacca**  
Pierce County District Court

**Judge Beth Fraser**  
South Division, SCDC

**Judge Joshua F. Grant**  
Lincoln County District Court

**Judge Nancy A. Harmon**  
Chelan County District Court

**Judge Rebecca C. Robertson**  
Federal Way Municipal Court

**Judge Shelley Szambelan**  
Spokane Municipal Court

**Judge Matthew Williams**  
KCDC, South Division - MJC

**DMCMA Liaison  
Linda S. Hagert**  
Yakima Municipal Court

**DMCMA Liaison, Alternate  
Patti Kohler**  
KCDC, Maleng Justice Center

**AOC Staff  
J (Jennifer) Benway**  
Admin. Office of the Courts

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## Charges

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1. Review court rules and recommend changes as per GR 9 process.
2. Monitor and report on proposed changes to court rules.
3. Coordinate with Local Rules Committee.
4. Review local justice court rules and develop a model to be available to local jurisdictions who currently need but do not have local rules.
5. Submit written report to President and Board monthly.

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## Budget

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Budget: \$1,000

Updated 9/10/2014

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# 2014-2015 District and Municipal Court Judges' Association Technology Committee

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## Members

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**No Committee in 2014; will  
revisit in 2015**

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## Charges

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1. Address the need for consistent court business practices as they relate to automated systems. Discuss and advise the DMCJA, the JIS Committee (JISC), and the JIS User Advisory Committee.
2. Develop and recommend policy regarding the delivery of automated information systems to judicial officers in the district and municipal courts. Identify and articulate needs for common functionality and standard information. Participate, as appropriate, in design and other decision-making processes in the development of components of the Judicial Information System.
3. Function as the DMCJA Endorsing Group within the JIS IT Governance Structure; however, the committee may choose to refer the request to the DMCJA Board of Governors for review prior to or during the endorsing process.
4. Serve as a resource for requirements-gathering on IT Governance requests involving district and municipal courts and their judicial officers.
5. Advise the president with recommendations for appointments to the JIS IT Governance CLJ Court-Level User Group (CLJ CLUG) and the Multiple-Court-Level User Group (MCLUG).
6. Respond to and advise the JISC and its Data Dissemination Subcommittee on data dissemination policy and issues such as those involving district and municipal courts and their judicial officers.
7. Maintain a forum for discussion of technology developments in the courts such as technologies that may be used in the courtroom.
8. Monitor state laws and recommend legislative changes to laws governing the judicial system's automated information system and other state systems that affect the operation of the judicial branch's systems.
9. Maintain liaison with the JISC to develop needs and priorities for court technology; receive reports from the JISC; give direction to the DMCJA representatives to the JISC on DMCJA policies.
10. Monitor and report on proposed amendments to the JISCR Rules.
11. Oversee the development of a DMCJA Web site.

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## Budget

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**Budget: \$0**

Updated 5/19/2014

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# 2014-2015 District and Municipal Court Judges' Association Therapeutic Courts Committee

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## Members

**Judge Michael J. Finkle, Co-Chair**  
KCDC, East Division

**Judge Debra R. Hayes, Co-Chair**  
Spokane County District Court

**Judge Johanna Bender**  
KCDC, West Division

**Judge Fred L. Gillings**  
Marysville Municipal Court

**Judge Karli K. Jorgensen**  
Kent Municipal Court

**Judge Jill Landes**  
Jefferson County District Court

**Judge Mary C. Logan**  
Spokane Municipal Court

**Judge Susan Mahoney**  
KCDC, South Division

**Judge Ronald S. Marshall**  
Cowlitz County District Court

**AOC Staff**  
Janet Skreen  
Admin. Office of the Courts

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## Charges

1. Examine and evaluate the types of therapeutic/problem-solving courts which currently exist in the courts of limited jurisdiction.
2. Coordinate and liaison with internal and external committees, workgroups, and therapeutic court stakeholders (attorneys, treatment providers, coordinators, etc.)
3. Work to ensure consistency in therapeutic models and standardize practices according to validated research.
4. Determine and request meaningful data to evaluate courts and programs and coordinate a performance monitoring role with the Administrative Office of the Courts.
5. Make recommendations to the Board of Governors regarding therapeutic courts advocacy, policy, legislation and funding.

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## Budget

Budget: \$2,500

Updated 7/24/2014

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# 2014-2015 District and Municipal Court Judges' Association Salary and Benefits Work Group

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## Members

**Judge Mary C. Logan, Chair**  
Spokane Municipal Court

**Judge Franklin L. Dacca**  
Pierce County District Court

**Judge Nathaniel B. Green**  
KCDC, South Division

**Judge James Heller**  
Pierce County District Court

**Judge Adalia A. Hille**  
Ritzville District Court

**AOC Staff**  
N/A

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## Charges

1. TBD

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## Budget

Budget: \$TBD

Updated 7/22/2014

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# **DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION BYLAWS**

(ADOPTED 1978 ANNUAL MEETING)  
(AMENDED 1979 ANNUAL MEETING)  
(AMENDED 1981 ANNUAL MEETING)  
(AMENDED 1983 ANNUAL MEETING) SPRING  
(AMENDED 1983 ANNUAL MEETING) FALL  
(AMENDED 1984 ANNUAL MEETING) FALL  
(AMENDED 1985 ANNUAL MEETING) SPRING  
(AMENDED 1988 ANNUAL MEETING) SPRING  
(AMENDED 1991 ANNUAL MEETING) FALL  
(AMENDED 1993 ANNUAL MEETING) SPRING  
(AMENDED 1994 ANNUAL MEETING) SPRING  
(AMENDED 1995 ANNUAL MEETING) SPRING  
(AMENDED 1996 ANNUAL MEETING) FALL  
(AMENDED 1998 ANNUAL MEETING) SPRING  
(AMENDED 2000 ANNUAL MEETING) SPRING  
(AMENDED 2001 ANNUAL MEETING) SPRING  
(AMENDED 2002 ANNUAL MEETING) SPRING  
(AMENDED 2003 ANNUAL MEETING) SPRING  
(AMENDED 2006 ANNUAL MEETING) SPRING  
(AMENDED 2008 ANNUAL MEETING) SPRING  
(AMENDED 2009 ANNUAL MEETING) SPRING  
(AMENDED 2010 ANNUAL MEETING) SPRING  
(AMENDED 2011 ANNUAL MEETING) SPRING  
(AMENDED 2013 ANNUAL MEETING) SPRING  
(AMENDED 2014 ANNUAL MEETING) SPRING

## **ARTICLE I - Name**

The name of this Association shall be the WASHINGTON STATE DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION.

## **ARTICLE II - Purpose**

The purpose of the District and Municipal Court Judges' Association shall be:

- (1) To improve the administration of justice in the courts of limited jurisdiction and to recommend and support proposals to that end;
- (2) To continuously survey and study the operation of the courts served by its membership, the volume and condition of business of such courts, the methods of procedure therein, the work accomplished, and the character of the results;

- (3) To promulgate suggested rules for the administration of the courts of limited jurisdiction not inconsistent with the laws or rules of the Supreme Court relating to such courts.

### **ARTICLE III - Membership**

#### **Section 1. Eligibility for Membership:**

(a) Active Membership:

All duly elected or appointed and qualified judges, commissioners, magistrates and General Rule 8 judicial officers of courts of limited jurisdiction in the state of Washington shall be eligible to active membership in the Association upon payment of regular dues and assessments.

(b) Associate Membership:

Any former active member of the Association who is no longer serving as a judge, commissioner, or judicial officer of a court of limited jurisdiction may become an associate member of this Association by payment of annual dues set by the Board. Such member shall be entitled to free distribution of the Association Newsletter and may attend workshops, seminars, and conventions on payment of proper registration fees, but shall have no right to vote.

#### **Section 2. Diversity in All Activities Mandated:**

(a) Policy Statement:

The Association actively seeks diversity of member participation in all aspects of its operations. Association offices, committees and activities shall be representative of members with a diversity of age, gender, ethnic background, experience, geographic balance and past service to the board.

(b) Specific Applications:

The President shall apply the Association's policy of diversity in all appointments made by the President. The Nominating Committee shall apply the Association's policy of diversity in selecting its slate of candidates.

(c) Support Efforts to Increase the Diversity of Membership in the Judiciary:

The Board of Governors shall support and encourage legal and judicial associations such as the Washington State Bar Association, the Washington State Minority and Justice Commission, the Washington State Gender and Justice Commission, and the minority bar associations in their effort to provide opportunities for appointment and/or election of individuals of diversity to the judiciary.

#### **ARTICLE IV - Dues**

##### **Section 1. Amount of Dues:**

The annual membership dues of the Association for the calendar year shall be set by the Board.

##### **Section 2. Method of Payment:**

All dues shall be paid by February 15th of each year. If dues are not paid by said date, a demand for their payment shall be made to the judge.

Judges sitting in more than one court are responsible for ensuring that full dues are paid. The judge is responsible for apportionment of payments between courts in which the judge sits.

##### **Section 3. Delinquency:**

After May 1, a non-paying member shall not be a member in good standing or entitled to any rights or privileges of active membership and shall be so notified in writing by the Secretary-Treasurer.

##### **Section 4. Application of Dues:**

Application of dues is dependent upon whether the dues are paid by the judge personally or by a governmental entity. If paid by the judge, the dues are associated with the judge and if the judge is replaced mid-term, the successor judge must also pay dues. If paid by a governmental entity, then the dues are associated with the position and if a judge is replaced mid-term, the dues shall be applied to the successor judge. The judge should clarify when the payment is made if the judge is paying personally or the governmental entity is paying the dues.

#### **ARTICLE V - Officers**

##### **Section 1. Designated:**

The elective officers of the Association shall be a President, a President-Elect, a Vice President, a Secretary-Treasurer, and nine members-at-large

of the Board of Governors. All officers must be members in good standing in the Association to be eligible to hold office. The President, President-Elect, Vice President, Secretary-Treasurer and Immediate Past-President shall be members of the Board of Governors. Additionally, the Chair of the Legislative Committee shall serve as an ex-officio, non-voting member of the Board of Governors.

## Section 2. Duties of Officers:

- (a) The President shall be the official representative of the Association. The President shall preside at all meetings of the Association and shall call special meetings as provided by Article VI, Section 2. The President shall appoint the Chair of all committees except the Nominating Committee. The President shall perform all other duties incident and pertaining to the office of President.
- (b) The President-Elect shall perform such duties as may be delegated by the President and shall be an *ex officio* member of the Board for Judicial Administration. The President-Elect shall automatically accede to the office of President on the 1st day of June, or at the conclusion of the Annual Meeting, whichever last occurs, of the year following his/her election to the office of President-Elect unless a petition shall be filed with the Secretary-Treasurer of the Association not less than thirty (30) days prior to the regular scheduled Spring Conference. Such petition shall request election to the office of President at the Spring Conference and must be signed by not less than twenty-five percent (25%) of the eligible membership. Upon filing of such a petition, an election to the office of President will be held at the Spring Conference. The President-Elect shall preside at meetings and perform the duties of the President in the absence or disability of the President.
- (c) The Vice-President shall perform such duties as may be delegated by the President and shall Chair the Long Range Planning Committee. The Vice-President shall preside at meetings and perform the duties of the President-Elect in the absence or disability of the President or President-Elect.

The Vice-President shall also serve as the Special Fund Custodian. It shall be the Special Fund Custodian's duty to receipt Special Fund contributions, timely deposit all receipts and pay invoices as approved by the Board and to make other expenditures that are authorized by the "Special Fund Policies and Use Criteria." The Special Fund Custodian shall report to the Board and DMCJA membership as required by the "Special Fund Policies and Use Criteria." The Special Fund Custodian is responsible for managing the Special Fund account in accordance with the "Special Fund Policies and Use Criteria." If sound principles of money management require the "Special Fund Policies and Use Criteria"

to be amended, the Special Fund Custodian shall make such recommendations to the Board.

- (d) The Secretary-Treasurer shall keep a full and complete record of the meetings of the Association and the Board of Governors. The Secretary-Treasurer shall keep a copy of the Bylaws of the Association and have them available for reference at all meetings of the Association and the Board of Governors. The Secretary-Treasurer shall give written notice of the Annual Meeting and such special meetings as may be called to all members in good standing of the Association. Such written notice may be given by mail or email. The Secretary-Treasurer shall be responsible for collecting all dues and shall receive all money due the Association. The Secretary-Treasurer shall pay all bills according to procedures established by the Board of Governors. The Secretary-Treasurer shall keep an accurate account of all money received and disbursed and shall provide a written financial statement to each member by the Annual Meeting State Judicial Conference and to each member of the Board of Governors by the Annual Meeting State Judicial Conference and such other Board meetings as may be called. The Secretary-Treasurer shall be bonded in favor of the Association in the principal sum of not less than \$35,000 by a recognized bonding company, the premium to be paid by the Association. The Secretary-Treasurer's Annual Report shall be reviewed by the Auditing Committee to be appointed by the President.

### **Section 3. Election of Officers:**

Election of all officers and members-at-large of the Board of Governors shall be held at the Spring Conference. Terms of office shall commence on June 1, of each year or at the conclusion of the Annual Meeting, whichever last occurs.

- (a) The election shall be by ballot at the Spring Conference.
- (b) All Officers and Board members shall serve until their successors are elected and installed.
- (c) An Officer or Board member shall not serve more than one term in the same office consecutively, however, an Officer or Board member may serve an unexpired term, less than a full term, and then serve a consecutive term.
- (d) A member may not hold more than one elected office within the Association at the same time.

#### **Section 4. Vacancies:**

All vacancies in office except that in the office of President shall be filled by a member of the Association appointed by the President with ratification of the Board of Governors. A vacancy in the Presidency shall be filled by the President-Elect until the next regular session.

### **ARTICLE VI - Meetings and Quorum**

#### **Section 1. Association Meetings:**

The Association shall meet annually in the state of Washington at a date, time and place to be determined by the Board of Governors. This meeting shall be known as the Annual Meeting and will be held at Spring Conference. An additional membership meeting will be held in conjunction with the Washington Judicial Conference. Written notice of the Annual Meeting shall be sent to all members in good standing by the Secretary-Treasurer at least 30 days in advance.

#### **Section 2. Special Meetings:**

The President with the consent of a majority of the Board of Governors may call a special meeting, provided that written notice of the date, time and place, and business to be brought before the special meeting shall be sent to all members of the Association.

#### **Section 3. Quorum:**

A quorum for the Annual Meeting of the Association shall be one-sixth of the active membership. A quorum for the special meeting shall be one-fourth of the active membership.

#### **Section 4. Executive Session:**

- (a) Upon a majority vote, the Board of Governors may call an executive session to discuss matters involving security, appointment to open positions, potential litigation or other matters deemed confidential. A motion to enter executive session shall set forth the general purpose of the executive session, which shall be included in the general minutes.
- (b) No active member of the Association present at a Board of Governors' meeting shall be excluded from attending an executive session.
- (c) Administrative Office of the Courts staff may be present during an executive session at the discretion of the President or Board member acting on the President's behalf.

## ARTICLE VII - Board of Governors

### Section 1. Membership:

There shall be fourteen members of the DMCJA Board of Governors elected from the membership at large, of whom five (5) shall be officers, and nine (9) shall be board members and shall be designated as board positions one (1) through nine (9). Board membership shall at all times include at least three municipal court judges of whom one is part-time, three district court judges of whom one is part-time, and one commissioner or magistrate, and positions one (1) through seven (7) shall be designated respectively. Positions eight (8) and nine (9) shall be open positions.

If any position designated one (1) through seven (7) is not filled because there is no candidate for the position, then that position shall be filled by a qualified candidate by appointment by the President with ratification of the Board of Governors at the first Board meeting following the annual election.

If after any annual election there is not at least one member of the Board of Governors from a minority group and one member from each gender, the Board of Governors shall be increased to include such additional member or members by appointment by the President with ratification of the Board of Governors at the first Board meeting following the annual election. The additional member or members so elected shall serve for a three-year term.

### Section 2. Vacancies:

All vacancies in office shall be filled by a member of the Association appointed by the President with ratification of the Board of Governors.

### Section 3. Meetings:

- (a) The Board of Governors shall meet at the call of the President, during the Annual Meeting, and at such other times as the President or a majority of the Board of Governors may deem necessary provided written notice is given to all members of the Board at least 10 days in advance. The Association may reimburse the Board of Governors their necessary travel expenses to attend any Board meeting, except in connection with the Annual Meeting.
- (b) A quorum for a meeting of the Board of Governors shall be one-half of its members.
- (c) The Board of Governors shall provide for at least on an annual basis, an audit of the books, records and accounts maintained by

the Treasurer and the audit shall review the Treasurer's Annual Report.

## **ARTICLE VIII - Board for Judicial Administration**

### **Section 1. BJA Representative:**

The Association shall be represented on the Board for Judicial Administration (BJA) by the Association President and by four members, as follows: One (1) municipal court judge, one (1) district court judge and two (2) members at large. Selection shall be by vote of the membership as with other Association officers. The Association President position shall be for the period of the Association Presidency. The President-Elect shall be an *ex officio* member of the BJA during their term as President-Elect. All other positions shall be for a term of four years—provided that the terms of members which begin on July 1, 2010 and July 1, 2011 shall be for two years. Representatives shall not serve more than two terms consecutively. A representative may serve an unexpired term, less than a full term, and then serve two consecutive terms.

Selection of BJA representatives shall be based on demonstrated commitment to improving the courts and should reflect ethnic, gender, geographic and caseload differences.

### **Section 2. Election of Representatives:**

Election of all representatives shall be held at the Spring Conference. Terms of office shall commence on June 1, of the year in which elected, or at the conclusion of the Annual Meeting, whichever last occurs.

### **Section 3. Vacancies:**

All vacancies in office shall be filled by a member of the Association appointed by the President with ratification of the Board of Governors.

## **ARTICLE IX - Commission on Judicial Conduct**

### **Section 1. Commission on Judicial Conduct Representatives:**

The Association shall be represented on the Commission on Judicial Conduct (CJC) by a member and alternate who are limited jurisdiction court judges.

### **Section 2. Election of Representatives:**

The Nominating Committee shall select not more than two limited jurisdiction court judges as candidates for each open position, and shall

submit the names of the nominees for election at the next Spring Conference. Election of representatives shall be held at the Spring Conference. Terms of office are for four years and shall commence on June 1, of the year in which elected, or at the conclusion of the Annual Meeting, whichever last occurs. Elections shall be held pursuant to the terms of RCW 2.64.020.

**Section 3. Vacancies:**

All vacancies in office shall be filled by a member of the Association appointed by the President with ratification of the Board of Governors.

**ARTICLE X - Committees**

**Section 1. Membership of Committees:**

There shall be twelve (12) standing committees and other such committees as may be authorized by the Association and by the President. The standing committees shall be the Nominating Committee, Bylaws Committee, Conference Committee, Legislative Committee, Court Rules Committee, Education Committee, Long Range Planning Committee, Diversity Committee, DOL Liaison Committee, Technology Committee, Therapeutic Courts Committee, and Judicial Assistance Services Program. Committee Chairs shall submit written annual reports to the members at the Association's Annual Meeting. In selecting members for the Association's committees, the President should make every effort to assign a member to the member's first preferred committee, even if such assignment increases the committee's size.

**Section 2. Committee Functions:**

(a) Nominating Committee:

- (1) The Nominating Committee shall serve for one year and shall consist of not less than five members with at least one member from each of the following four geographical areas: northeastern, southeastern, northwestern, and southwestern Washington, and one member-at-large.
- (2) At the Board meeting in October, the President will appoint the members of the Nominating Committee. The Immediate Past-President will Chair the Nominating Committee. No more than one member of the Nominating Committee may be a member of the present Board of Governors.
- (3) The Nominating Committee shall select a slate of candidates from members in good standing. It will select not more than two candidates for Vice-President, Secretary-Treasurer, and

President-Elect who shall serve one year, and three Board members-at-large, who shall serve on the Board for three years. The Committee shall also select not less than two (2) candidates to serve as a representative to the Board for Judicial Administration for a four (4) year term.

- (4) The Nominating Committee, after soliciting suggestions of nominees and after securing the consent of the nominees to serve, shall submit its report to the Board at its March business meeting. The names of the nominees will be published in the written notice of the Spring Conference and in the Minutes of the Board's March meeting. Nominations for all offices except President may be made by the members, at the Spring Conference.

(b) Education Committee:

- (1) The Education Committee shall develop and administer a mentor program for new judges, commissioners, and judicial officers. Efforts should be made to contact new judges, commissioners, and judicial officers immediately upon their commencement of service and to select mentor judges, commissioners, and judicial officers geographically proximate to the judge they advise.
- (2) The Education Committee shall develop educational programs for the Association's Spring Conference and such other educational seminars as may become available consistent with policies of the Board for Court Education (BCE).
- (3) The Education Committee shall administer the Continuing Judicial Education requirement as contained in these Bylaws.
- (4) The Education Committee shall consist of twelve members. Terms of the members shall be three years, and be staggered so that four new members shall be appointed each year. All DMCJA representatives on BCE shall be ex officio members of the Education Committee.
- (5) The incoming President shall appoint a member of the Committee as Chair of the Committee for a term of one year.

(c) Long Range Planning Committee:

- (1) The Long Range Planning Committee shall consist of four (4) district court members and four (4) municipal court members. Part-time and full-time courts shall be

represented. In making appointments, the President shall take into consideration the Associations' diversity policy. The President shall have the discretion to appoint other members with institutional memory or expertise as needed to address specific issues. The Chair of the Long Range Planning Committee shall be the current Vice-President.

- (2) The Long Range Planning Committee will consider issues relating to long range planning and review processes.
- (3) The Long Range Planning Committee shall conduct an annual review of such issues.

(d) Diversity Policy Implementation Committee:

- (1) The Diversity Committee will consider issues relating to diversity and shall recommend to the Board of Governors ways to promote the implementation of the current Diversity Policy Statement adopted by the Association.
- (2) In promoting the Diversity Policy Statement, the Diversity Committee should strive to coordinate activities with the Washington State Bar Association, the Washington State Minority and Justice Commission, the Washington State Gender and Justice Commission, the minority bar associations and any legal or judicial associations or committees with the stated goals of encouraging diversity in the judiciary.
- (3) Terms of the members shall be two years, and be staggered to insure a slower rate of turnover on the committee and greater continuity in the planning process.

(e) Judicial Assistance Services Program (JASP) Committee:

- (1) The JASP will be a joint committee with the Superior Court Judges' Association to offer confidential assistance for judges with personal problems.
- (2) Membership shall be as outlined in the committee bylaws with member duties including training as Peer Counselors.

(f) DOL Liaison Committee:

- (1) Serve as liaison with Department of Licensing (DOL) bringing all DOL matters of concern to DMCJA and, conversely, bringing matters of DMCJA concern to the DOL through their designated representative.

(g) Technology Committee:

- (1) The Technology Committee will develop and recommend policy regarding the delivery of automated information systems to district and municipal courts; monitor and report on proposed amendments to the JISCR Rules; and monitor state laws and recommend legislative changes to laws governing the judicial system's automated information system, and other state systems, that affect the operation of the judicial branch's systems.
- (2) Maintain liaison with the Judicial Information System Committee (JISC), function as the DMCJA Endorsing Group within the JIS IT Governance Structure, and respond to and advise the JISC on data dissemination policy and issues involving district and municipal courts and their judicial officers.
- (3) Oversee the DMCJA website.

(h) Therapeutic Courts Committee:

- (1) The Therapeutic Courts Committee will examine and evaluate the types of therapeutic/problem-solving courts which currently exist in the courts of limited jurisdiction and coordinate and liaison with internal and external committees, workgroups, and therapeutic court stakeholders.
- (2) Work to ensure consistency in therapeutic models and standardize practices according to validated research.
- (3) Determine and request meaningful data to evaluate courts and programs and coordinate a performance monitoring role with the Administrative Office of the Courts.
- (4) Make recommendations to the Board of Governors regarding therapeutic courts advocacy, policy, legislation, and funding.

### **ARTICLE XI - Amendments**

These Bylaws may be amended at any annual or special meeting of the Association by a two-thirds vote of the voting members registered and present at such meeting, a quorum being present, provided that written notice of the proposed amendment shall have been mailed or emailed 30 days prior to the meeting to all members of the Association in good standing.

## **ARTICLE XII - Rules of Order**

Robert's Rules of Order, Revised, or such other rules of order as may be adopted by the Board upon due consideration, shall govern this Association in all parliamentary procedure in which they are applicable and in which they are not inconsistent with these Bylaws. Such rules of order shall be made readily available to all members of the Association.

## **ARTICLE XIII - Vote by Proxy**

### **Section 1. Authorize Vote by Proxy:**

Where election is required by these bylaws, members who are unable to vote in person may vote by proxy, consistent with this Article.

### **Section 2. Members in Good Standing:**

Voting member and proxy must be members of the DMCJA in good standing as prescribed in Article IV of these bylaws.

### **Section 3. Form, Timing and Limitations:**

Proxy votes are allowed for the limited purpose of allowing members to vote who are not able to attend the Annual Meeting, or specially set meeting at which an election is held. Voting members shall submit their voting authority to a proxy in writing, on a form prescribed by the DMCJA Board, not less than 15 days prior to the scheduled election. The authority shall clearly identify the member and proxy, authorize the proxy to cast the absent member's vote, and be signed by the member assigning the proxy. A member may not grant voting authority to more than one proxy in a given election. Proxy authority may not be limited to specified offices, Bylaws amendment(s), or other issue upon which a vote may be held.

### **Section 4. Secretary/Treasurer Responsibility:**

Proxies shall be received by the Secretary-Treasurer not less than 10 days before the scheduled vote. Ballots equal to the submitted proxy authority shall be provided to the proxy by the Secretary-Treasurer upon receipt of a properly executed proxy.

### **Section 5. Proxy Revocation:**

Proxies may be revoked in writing by the assigning party. Revocations must clearly identify the party assigning the right to vote, the proxy, and clearly state that voting authority is being revoked. Revocations must be received by the Secretary-Treasurer not less than 10 days before the scheduled vote. The assigning party must provide a copy of the revocation to the proxy.

**Section 6. Restriction on Solicitation or Reassignment:**

Members may not solicit proxy authorizations and may not reassign proxy voting authority.

**Section 7. Proxy Form:**

	DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION
WASHINGTON COURTS	
PROXY AUTHORIZATION	
I, _____, a member in good standing of the District and Municipal Court Judges' Association (DMCJA) certify that I am unable to attend the DMCJA membership meeting scheduled for the _____ day of _____, 2005 and do hereby authorize _____, a member in good standing of the DMCJA, to exercise my right to vote as a member of the Association, consistent with Article _____, Section _____ of DMCJA Bylaws.	
Executed this _____ day of _____, 20____.	
_____ DMCJA Member	
DMCJA Bylaws require that proxy authorizations must be executed not less than 15 days before the scheduled election and must be received by the DMCJA Secretary-Treasurer not less than 10 days before the scheduled election.	

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## Board for Judicial Administration (BJA)

### STANDING COMMITTEE CHARTER

#### I. Title

Supreme Court Budget Committee

#### II. Authorization:

Internal Rule III-1; RCW 2.04.180

#### III. Purpose:

Work with policy setting bodies to create overall state judicial branch budget direction. Establish the overall budget development, review and submittal process for state judicial branch agencies.

Communicate judicial branch budget priorities to the state legislature and, when necessary contact individual members regarding state judicial branch budget issues.

Review, modify, approve or deny annual and biennial budget requests submitted by the Supreme Court, State Law Library and Administrative Office of the Courts. Review, concur with or recommend changes to annual and biennial budget request submitted by the Court of Appeals, Office of Public Defense and Office of Civil Legal Aid. Transmit the state judicial branch budget to the legislature for consideration.

#### IV. Policy:

The Supreme Court Budget Committee will ensure that the branch budget submittal comports with the current economic environment, fits within the context of the judicial branch principle policy goals, budget priorities and direction set forth by the Board of Judicial Administration and other judicial branch policy and oversight bodies.

#### V. Deliverables:

Biennial and supplemental judicial branch budgets sent to the legislature for consideration.

#### VI. Membership:

Chair and members appointed by the Chief Justice.

**VII. Term:**  
Duration of appointment.

<b>Representative</b>	<b>Term/Duration</b>
Chief Justice Barbara Madsen	Discretion of the Wa. Supreme Court
Associate Chief Justice Charles W. Johnson	Discretion of the Wa. Supreme Court
Justice Susan J. Owens	Discretion of the Wa. Supreme Court
Justice Mary E. Fairhurst	Discretion of the Wa. Supreme Court
Justice Debra Stephens	Discretion of the Wa. Supreme Court

**VIII. Other branch committees addressing the same topic:**  
None.

**IX. Other branch committees to partner with:**  
BJA Budget and Funding Committee; BJA Legislative Committee; BJA Policy and Planning Standing Committee; Judicial Information System Committee (JISC); Trail Court Advocacy Board (TCAB)

**X. Reporting Requirements:**  
See Section V.

**XI. Budget Requested:**  
None.

**XII. AOC Staff Support Requested:**  
Director Management Services Division (MSD)  
AOC Comptroller  
AOC Court Budget Advisor  
AOC MSD Support Staff

**XIII. Recommended Review Date:**  
At the discretion of the Washington Supreme Court

*Adopted: August 29, 2014*

## **CJ Accountability Act**

### **Goals:**

- Oversee the quality control monitoring of state funded research-based programs in the juvenile courts; and
- Determine which researched based programs are implemented in the juvenile courts.
- Promote the expansion of research-based programs in the juvenile courts.
- Provide Information to the juvenile courts and agencies about research-based programs.

### **Committee Tasks:**

- Ensure that all research-based programs managed by the state's juvenile courts are delivered to youth and their families with high program fidelity.
- Participate in the selection process, provide performance feedback, and direct the work of the program quality assurance specialists.
- Review evaluation research on program applicable to juvenile court populations.
- Identify the proportion of juveniles served by research-based programs, and those not served, with the purpose of identifying additional programs that could be implemented.
- Determine which research based programs are to be evaluated.
- Determine research questions to be addressed for existing programs.
- Seek funding to expand the number of research-based programs for juvenile offenders.
- Overview the evaluation of any new research-based programs being implemented in Washington State for the first time.
- Participate, along with the center for court research, in the preparation of an annual reporting summarizing the outcomes of research-based programs, their "penetration rate" for juveniles, and potential expansion opportunities.

### **Communication Expectations:**

- The Committee shall operate by consensus, unless a vote is requested by a member. Only members who are present can vote (designees will not hold voting privileges).
- Members who have a conflict of interest, as determined by the committee or individuals with the conflict, will excuse themselves from voting.
- Minutes of each meeting shall be shared with the Committee membership and WAJCA via e-mail, following committee approval.

## **Finance Committee**

### **Purpose:**

- To monitor and provide oversight for the Association on all associated funding formulas.
- To analyze any funding issues that the Association may request.
- To provide guidance and direction to the Association on funding related issues.
- To provide training and education to the Association on funding formulas on a regular basis.
- To work on projects with other WAJCA Committees or organizations as required or needed.
- To conduct internal audits on WAJCA finances.

### **Communication Expectations:**

Under Article IV, Section 9 the Committee will take its direction from the incoming WAJCA President each year. The Committee will utilize the following process as a guide to organize, track,

and disseminate projects assigned to the Committee. A referral can be made by any WAJCA member to the President. The referral must be submitted in writing.

1. The WAJCA President passes the issue to the Finance Committee Chairs.
2. Finance Committee Chairs and the E-Board discuss the issue to determine if it is viable project.
3. The Finance Committee Chairs present the project to the full Committee to study and explore. The Committee develops an initial analysis for the WAJCA Membership and should include:
  - a. Who- who referred the issue
  - b. What- Clearly define and state the issue
  - c. Why- identify the reasoning behind the request
  - d. When- estimate a timeline for the project including start date and duration
  - e. Resources- propose what structure is needed to address the project. i.e. subcommittees formed with other members or organizations
  - f. Impact- identify potential impacts of the project
4. Finance Committee sends its initial analysis to the E-Board. The E-Board presents the analysis to the WAJCA membership for review, comment, questions, concerns and recommendations.
5. Feedback is gathered and presented back to the Finance Committee for more analysis and development of recommendations. Finance Committee provides regular updates to the membership as necessary.
6. Recommendations are sent to the E-Board. The E-Board forwards the recommendations to the membership for any votes and adoptions of any changes.

## Legislative Committee

### Purpose Statement:

1. Support and enhance the legislative efforts of the SCJA
2. Encourage the most effective and beneficial use of public resources in the administration of juvenile justice, without encroaching on the legislature's authority to determine public policy
3. Inform the legislature of potential fiscal and operational consequences of bills, including the budget bill, from our perspective as juvenile justice practitioners

### Communication Expectation:

WAJCA Legislative Committee Co-Chair: Liaison to the SCJA Legislative Committee

WAJCA Legislative Committee Co-Chair: Liaison to the FJLC Legislative Committee

Date	Activity	Responsibility
September	Begin drafting Legislative Agenda	General Membership
November	Present Final Legislative Agenda	E-Board
December	Share Legislative Agenda with SCJA	Legislative Chairs/Lobbyist
January/February	Provide Update – Individual Legislator Contact	General Membership
June	Provide Update	General Membership

*\*\* During Session the WAJCA Legislative Committee meets weekly via telephone*

## **Quality Assurance Committee**

### **Purpose:**

The Quality Assurance Committee (QAC) is tasked with overseeing the provision of CMAP quality assurance on a local and statewide level.

### **Membership:**

The committee shall consist of statewide representatives as follows:

- a. Two Juvenile Court Administrators (JCA), who shall Co-chair the Committee. Additional JCAs may be appointed by approval of WAJCA
- b. At least seven Juvenile Court Probation Managers, representative of east-west and all sized counties
- c. Certified State Trainer
- d. WAJCA CMAP Coordinator

Vacated member positions will be filled by nominations by the current membership

### **Responsibilities:**

The Quality Assurance Committee will:

1. Provide vision and clearly defined direction for direction for statewide CMAP maintenance and improvement.
2. Identify and track measurable markers of implementation and adjust/refine direction as needed.
3. Remain informed on issues surrounding case management and use this knowledge to provide assessment of and recommendations for quality assurance and continuous process improvement to WAJCA.
4. Ensure Washington State CMAP guidelines.
5. Serve as a resource to Juvenile Court Administrators, Juvenile Court Probation Managers, State Trainers, and Quality Assurance Specialists.
6. Serve as an informational clearinghouse for training and research materials related to risk assessment and case management services to youth under the jurisdiction of Juvenile Courts in Washington State.
7. Provide direction and oversight to the CMAP coordinator.
8. Coordinate the development of CMAP software and recommend standardized outcome reporting mechanisms for courts.

## **Strategic Planning and Education**

### **Purpose:**

The purpose of the Education committee is to support the mission and vision of the WAJCA by providing mentoring and orientation for new JCAs, succession planning and stakeholder engagement. This will be accomplished by working with the Office of the Administrator for the Courts (AOC) and the Board for Court Education (BCE) to assess statewide training need and to provide a regularly scheduled education conference and curriculum each year. The Education Committee will explore innovative techniques, outside resources, and partnerships in order to maximize learning opportunities.

**Membership:** Committee membership is open to all WAJCA members.

**Communication Expectation:**

- Minutes taken at regularly scheduled (monthly) meetings will be shared with the E-Board (or WAJCA membership).
- Recommendations regarding on- going WAJCA educational needs will be submitted to the WAJCA E-Board for further discussion and ultimately to the membership for review, comments, questions and ultimately a vote if it is required.
- Create a board orientation for new JCAs to include a welcome by the President, overview of funding formulas, association structure, committee charters, draft meeting schedules, directories and assign a mentor.
- Inform and involve staff and external stakeholders, including users, of the court system of joint training opportunities.

**Juvenile and Corrections System (JCS) Advisory Committee****Purpose:**

The Juvenile and Correction System (JCS) Advisory Committee is tasked with addressing specific business and policy decisions for JCS functions and integrations within the implementation of the Odyssey Superior Court Case Management System (SC-CMS) on a local and statewide level.

**Membership:**

The committee shall consist of statewide representatives as follows (pilot/early adopter courts preferable):

Two JCAs – one will Chair

Two Probation Managers

Two Detention Managers

Two Data entry line staff managers

One AOC Staff representing JCS technical interests

Vacated member positions will be filled by nominations by the current membership

**Responsibilities:**

The JCS Advisory Committee will:

- Provide vision and clearly defined direction for policy and business decisions regarding JCS interaction with Odyssey.
- Remain informed on issues surrounding SC-CMS project and Odyssey interfacing with JCS from representatives for the Court User Work Group (CUWG), SC-CMS Steering Committee, and Judicial Information System Committee (JISC)
- Report back decisions to guide the project representatives and WAJCA.



# WASHINGTON COURTS

ADMINISTRATIVE OFFICE OF THE COURTS

Callie T. Dietz  
State Court Administrator

August 21, 2014

Honorable Barbara Madsen, Chair  
Board for Judicial Administration  
Washington State Supreme Court  
PO Box 40929  
Olympia, WA 98504-0929

Honorable Kevin Ringus, Member Chair  
Board for Judicial Administration  
Fife Municipal Court  
3737 Pacific Highway E  
Fife, WA 98424-1135

Dear Chief Justice Madsen and Judge Ringus:

I am writing as a follow-up to your letter of March 3, 2014 regarding several committees that are supported by the Administrative Office of Courts (AOC). A list of these committees is included below along with the status and requested information for those that are still active:

**3-Adult Static Risk Assessment (ASRA)** - This committee is a continuous committee at AOC and is currently chaired by Judges James Dixon and Mary Logan. It is staffed by Regina McDougall who estimates spending approximately 4-5 hours per week with this committee and related issues regarding evidence based sentencing (charter enclosed).

**6-Annual Judicial Conference Planning Committee** - This committee is also an ongoing and functioning group. The work of this committee in the future will be determined by the BJA Court Education Standing Committee. Currently there are two educators (Judith Anderson and Jesse Walker), one support person and one event coordinator that support this committee. It is estimated that it takes about 10 hours per week per person to coordinate this effort (charter and committee roster enclosed).

**15-BOXI Workgroup** - This is an informal process group that is ongoing and functioning. The members are a combination of AOC staff and superior, court of limited jurisdiction, and juvenile court users who review BOXI reports prior to publication in the statewide folders. They review the inventory of statewide reports that are on our website and assist in determining what information/reports are shared. Because this is an informal group there is no charter at this time (list of members enclosed).

**32-DOL/AOC Collaboration Group** - This committee is no longer active. The work of this committee was completed two years ago. It should be removed from the list.

Letter to Honorable Barbara Madsen and Honorable Kevin Ringus

August 21, 2014

Page 2 of 2

**44-JIS Accounting Group** - This workgroup is considered a part of the Judicial Information System Committee (JISC) and has been addressed in the information sent to you by Justice Mary Fairhurst, Chair of the JISC (charter enclosed).

**48-Law Library Workgroup** - This workgroup is no longer active. The work of this committee was completed last year. It should be removed from the list.

**58-Uniform Infraction Citation Committee** - This is an ongoing committee that is essential to AOC's function of prescribing and approving statewide infraction and criminal citation forms, as required in Court Rules CrRLJ 2.1 and IRLJ 2.1. It is currently staffed by Michelle Pardee and it takes an estimated 20% of her time monthly, except for April-June when her workload increases to approximately 45% due to changes in the forms that must be made and disseminated to interested parties (charter and roster enclosed).

I am sending this information to Shannon Hinchcliffe, Administrative Manager, for the Board for Judicial Administration so that the information here can be shared with the members of the BJA and in an effort to create a central repository for charter documents.

Please let me know if there is any additional information I can provide. Thank you.

Sincerely,



Callie T. Dietz  
State Court Administrator

Enclosures

cc: Ms. Shannon Hinchcliffe, AOC



## **Title: ADULT STATIC RISK ASSESSMENT OVERSIGHT COMMITTEE CHARTER**

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### **Purpose**

The Adult Static Risk Assessment (ASRA) Oversight Committee is responsible for providing court-level input on implementation and future development of the Adult Static Risk Assessment (ASRA) application. The Committee will make recommendations on how to sustain, improve, and evaluate the application. The Committee will track trends in criminal processing [sentencing and supervision] and participate in policy or funding developments related to Evidence Based Sentencing, based on the Risk, Needs, and Responsivity principles.

The ASRA provides one element of a system of Evidence Based Sentencing and Supervision. The Committee will advocate for development of compatible systems of offender management through assessment (risk and needs), case management, recidivism studies, development of evidence based interventions, and quality assurance. The ASRA Oversight Committee will work with the trial court judge and administrator associations and the Trial Court Advocacy Board to promote further developments of assessment, intervention, and evaluation.

As the ASRA was designed, it is an automated application that categorizes risk level information, specific to risk of violence and re-offense. Additional assessments that focus on risk domains that are under development could possibly be added as optional domains in future releases of the ASRA risk tool. The courts will work through the Oversight Committee to coordinate recommended modifications or additions to the application in accordance with the JIS governance rules.

Successful implementation of ASRA includes components of research, evaluation, and quality assurance. The Oversight Committee membership includes a research associate who will use the committee as an advisory group to target areas of implementation and methods to evaluate changes in practices after applying risk assessment.

### **Objectives**

The oversight committee will advise implementation and future development issues associated with the ASRA. The future objectives of this project are:

1. Monitor implementation as courts begin using the application
2. Respond to change requests from court users
3. Determine the most direct way to accomplish change requests
4. Define scope of research and evaluation of application data
5. Recommend development of additional domains
6. Oversee re-validation of application
7. Evaluate assessments to determine contribution to disparate impact in the justice system, and if so, how impact can be avoided or corrected
8. Propose and coordinate education to courts about ASRA and Evidence-Based Sentencing

### **Membership**

- Member representatives from both the SCJA and DMCJA
- AOC Trial Court Services Staff
- Liaison from ISD to advise on future assessment and technical development
- Research Association to conduct ongoing evaluation of implementation and quality assurance
- Staff from pre-trial departments, Misdemeanant Corrections Association
- Other as determined necessary by the co-chairs

### **Terms**

The terms are for two years and are renewable. The meetings will be every other month unless the co-chairs determine more frequent meetings are necessary. The associations select their representatives and the budget is provided by both the SCJA and DMCJA.

The Committee Charter will be reviewed at least every other year, or as directed by a chair.

### **Leadership**

The ASRA oversight committee will have co-chairs, one selected by the SCJA and the other selected by the DMCJA. The governance and development apply to the Superior Court and Courts of Limited Jurisdiction. The application can be used by both trial courts and the leadership from both organizations should influence the future and implementation of the application.

**Approved by:**

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Judge James Dixon

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Date

---

Judge Mary Logan

---

Date

# Policies for the Annual Judicial Conference Planning Committee

## Name and Authorization

The name of the committee is the Annual Judicial Conference Planning Committee.

## Purpose

The purpose of the Annual Judicial Conference Committee is to provide yearly education related to the improvement of the judicial system and the administration of justice to the judges of the courts. RCW 2.56.060

## Membership

The Annual Judicial Conference Committee will consist of 11 members, who shall be selected by their Associations or Boards. The membership shall consist of the following groups and individuals:

### Proposed Membership and Terms

<b>Ex Officio</b> Chief Justice of the Supreme Court The Administrator of the Courts	<b>SCJA Representatives</b> Two members (two-year staggered terms)
<b>BCE Representatives</b> Two members (two-year staggered terms)	<b>DMCJA Representatives</b> Two members (two-year staggered terms)
<b>Appellate Representatives</b> Two members (two-year staggered terms)	<b>Tribal Court Representative</b> One member (two-year term) Alternate

### Term of Membership – Vacancies – Cessation of Membership Upon Termination of Office or Employment

All members, except the Chief Justice of the Supreme Court and the Administrator of the Courts, shall be appointed by their Associations for terms of two years. The terms shall commence on October 1 and expire September 30.

The terms of the members within a specific group will not expire in the same year. Each group must have at least one representative who is a member of their constituent's education committee.

### **Chair – Terms and Selection**

The Annual Judicial Conference Committee will approve one member of the Committee to serve as Chair. The Chair shall serve terms of one year and may serve consecutive terms of office.

The Chair shall preside at all meetings of the Annual Judicial Conference Committee and perform the duties usually incident to such office.

### **Committee Powers and Duties**

The Annual Judicial Conference Committee shall have the following powers and duties:

1. Plan, implement, coordinate, or approve education training at the Annual Judicial Conference.
2. Promote interjurisdictional education.

### **Meetings**

The Annual Judicial Conference Committee shall meet on a monthly basis via conference call, with two face-to-face meetings. The first meeting will be in January to review educational proposals, the second in September to review the Annual Judicial Conference.

## Annual Conference Planning Committee (2014-2015)

### MEMBERS

Ms. Callie Dietz  
Administrative Office of the Courts  
Temple of Justice  
415 12th Avenue SW  
PO Box 41174  
Olympia, WA 98504-1174  
360-357-2120; FAX: 360-956-5700  
E-mail: [Callie.Dietz@courts.wa.gov](mailto:Callie.Dietz@courts.wa.gov)  
Term: Continuous

Judge Theresa B. Doyle  
King County Superior Court  
516 3<sup>rd</sup> Ave, Rm C-203  
Seattle, WA 98104-2361  
206-296-9100; FAX: 206-296-0986  
E-mail: [Theresa.doyle@kingcounty.gov](mailto:Theresa.doyle@kingcounty.gov)  
Term Expires: September 2015

Judge Stephen J. Dwyer  
Court of Appeals, Division I  
One Union Square  
600 University Street  
Seattle, WA 98101-1176  
206-464-7658; FAX: 206-389-2614  
E-mail: [j\\_s.dwyer@courts.wa.gov](mailto:j_s.dwyer@courts.wa.gov)  
Term Expires: September 2015

Commissioner Linda B. Kipling  
Island County District Court  
800 SE 8<sup>th</sup> Ave  
Oak Harbor, WA 98277-2998  
E-mail: [lindak@co.island.wa.us](mailto:lindak@co.island.wa.us)  
Term Expires: September 2014

Judge Mary C. Logan  
Spokane Municipal Court  
1100 W Mallon Ave  
Spokane, WA 99260  
(509) 622-5862; FAX: 509-622-5887  
E-mail: [mlogan@spokanecity.org](mailto:mlogan@spokanecity.org)  
Term: September 2015

### REPRESENTING

Ex Officio

Superior Court Judges

Court of Appeals Judges

District and Municipal Court Judges

District and Municipal Court Judges

**MEMBERS**

Judge Dean S. Lum  
King County Superior Court  
516 3<sup>rd</sup> Ave, Rm C-203  
Seattle, WA 98104-2361  
(206) 296-9100; FAX (206) 296-0986  
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Term: September 2015

Chief Justice Barbara A. Madsen  
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Temple of Justice  
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(360) 357-2037; FAX (360) 956-5711  
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Term: Continuous

**Justice Susan J. Owens - Chair**  
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360-357-2041; FAX: 360-357-2102  
E-mail: [j\\_s.owens@courts.wa.gov](mailto:j_s.owens@courts.wa.gov)  
Term Expires: Continuous

Judge Judith H. Ramseyer  
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206-477-1605; FAX: 206-296-0986  
E-mail: [Judith.ramseyer@kingcounty.gov](mailto:Judith.ramseyer@kingcounty.gov)  
Term Expires: September 2015

Judge Tom Tremaine  
Kalispel Tribal Court  
PO Box 96  
Usk, WA 99180  
509-445-1664; FAX: 509-455-4039  
E-mail: [ttremaine@kalispeltribe.com](mailto:ttremaine@kalispeltribe.com)  
Term Expires: September 2015

**REPRESENTING**

Board for Court Education

Ex Officio

Supreme Court

Superior Court Judges

Tribal Court Judges

**MEMBERS**

Judge Lisa Worswick  
Court of Appeals Division II  
95- Broadway  
Ste 300, MS TB-06  
Tacoma, WA 98402-4454  
253-593-2817; FAX 253-593-2806  
E-mail: [j\\_l.worswick.courts.wa.gov](mailto:j_l.worswick.courts.wa.gov)  
Term Expires: September 2015

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E-mail: [jesse.walker@courts.wa.gov](mailto:jesse.walker@courts.wa.gov)

**REPRESENTING**

Court of Appeals Judges

AOC

AOC

AOC	County Clerks	Superior Court Admin.	Juvenile Dept.	District Court	Municipal Court
Charlene Allen <a href="mailto:Charlene.allen@courts.wa.gov">Charlene.allen@courts.wa.gov</a>	Cheryl Brown (Grays Harbor County) <a href="mailto:cheryl@co.grays-harbor.wa.us">cheryl@co.grays-harbor.wa.us</a>	Jeff Amram (Clark Co. Sup.Crt.) <a href="mailto:Jeff.Amram@clark.wa.gov">Jeff.Amram@clark.wa.gov</a>	Allyson Erickson (Pierce Juvenile) <a href="mailto:aerickl@co.pierce.wa.us">aerickl@co.pierce.wa.us</a>	Judge Marcine Anderson (King Co. District) <a href="mailto:Marcine.anderson@kingcounty.gov">Marcine.anderson@kingcounty.gov</a>	Lynne Campeau (Issaquah Municipal) <a href="mailto:lynnec@ci.issaquah.wa.us">lynnec@ci.issaquah.wa.us</a>
Tammy Anderson <a href="mailto:Tammy.anderson@courts.wa.gov">Tammy.anderson@courts.wa.gov</a>	Kim Morrison (Chelan County) <a href="mailto:kim.morrison@co.chelan.wa.us">kim.morrison@co.chelan.wa.us</a>		Angie Hollis (Skamania Juvenile) <a href="mailto:ahollis@co.skamania.wa.us">ahollis@co.skamania.wa.us</a>	Elsa Anderson (Pierce Co. District) <a href="mailto:eaders@co.pierce.wa.us">eaders@co.pierce.wa.us</a>	Cathy Pashon (Sumner Municipal) <a href="mailto:cathy@ci.sumner.wa.us">cathy@ci.sumner.wa.us</a>
Yun Bauer <a href="mailto:Yun.bauer@courts.wa.gov">Yun.bauer@courts.wa.gov</a>	Teri Nielsen (King County) <a href="mailto:teri.nielsen@kingcounty.gov">teri.nielsen@kingcounty.gov</a>		Toni Kirschenmann (Yakima Juvenile) <a href="mailto:toni.kirschenmann@co.yakima.wa.us">toni.kirschenmann@co.yakima.wa.us</a>	Larry Barker (Klickitat Co. Dist.) <a href="mailto:lrb@co.klickitat.wa.us">lrb@co.klickitat.wa.us</a>	Paulette Revolir (SeaTac Municipal) <a href="mailto:prevolir@ci.seatac.wa.us">prevolir@ci.seatac.wa.us</a>
Jon Bell <a href="mailto:Jon.bell@courts.wa.gov">Jon.bell@courts.wa.gov</a>	Tammie Ownbey (Pend Oreille County) <a href="mailto:towmbe@pendoreille.org">towmbe@pendoreille.org</a>		Margaret Martin (Spokane Juvenile) <a href="mailto:mmartin@spokanecounty.gov">mmartin@spokanecounty.gov</a>	Sandy Ervin (Okanogan Co. District) <a href="mailto:servin@co.okanogan.wa.us">servin@co.okanogan.wa.us</a>	Kathy Seymour (Bonney-Lake Municipal) <a href="mailto:seymourk@ci.bonney-lake.wa.us">seymourk@ci.bonney-lake.wa.us</a>
Charlotte Jensen <a href="mailto:Charlotte.jensen@courts.wa.gov">Charlotte.jensen@courts.wa.gov</a>			Carol Vance (Benton/Franklin Juvenile) <a href="mailto:carol.vance@co.benton.wa.us">carol.vance@co.benton.wa.us</a>	Cynthia Marr (Pierce Co. District) <a href="mailto:cmarr@co.pierce.wa.us">cmarr@co.pierce.wa.us</a>	Almee Vance (Kirkland Municipal) <a href="mailto:avance@kirkland.wa.gov">avance@kirkland.wa.gov</a>
AJ Rex <a href="mailto:Aj.rex@courts.wa.gov">Aj.rex@courts.wa.gov</a>				Kris Thompson (Whitman Co. District) <a href="mailto:kthompson@co.whitman.wa.us">kthompson@co.whitman.wa.us</a>	
Tracy Wheeler <a href="mailto:Tracy.wheeler@courts.wa.gov">Tracy.wheeler@courts.wa.gov</a>					
Heather Williams <a href="mailto:Heather.williams@courts.wa.gov">Heather.williams@courts.wa.gov</a>					
Vicky Marin <a href="mailto:Vicky.marin@courts.wa.gov">Vicky.marin@courts.wa.gov</a>					



## Board for Judicial Administration (BJA)

### STANDING COMMITTEE CHARTER

I. Committee Title: AOC JIS Accounting Codes Committee

II. Authorization:

RCW 2.68.020; RCW 2.68.040; RCW 43.09.200; RCW 43.63.110; IRLJ 6.2

III. Charge or Purpose:

Develop and communicate Judicial Information System (JIS) revenue distribution codes to ensure monies are accounted for in accordance with state statute, local laws and court rule.

The AOC JIS Accounting Codes Committee analyzes legislation and local court requests and prepares documents needed to implement the changes in the JIS applications.

IV. Expected deliverables:

The committee regularly develops revenue distribution codes in conformance with standard practices and produces the documentation necessary to establish new or revised codes for entry into the Judicial Information System.

Representative	Term/Duration
Comptroller (MSD)	Position assignment, duration is ongoing
Budget Analyst (MSD)	Position assignment, duration is ongoing
JIS Maintenance (ISD)	Position assignment, duration is ongoing
JIS Business Analyst (JSD)	Position assignment, duration is ongoing
Customer Service (JSD)	Position assignment, duration is ongoing

V. Other branch committees addressing the same topic:

None.

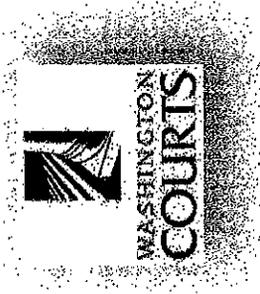
VI. Other branch committees to partner with:

JIS Codes Committee (case codes)

VII. Reporting Requirements:

Send notifications of all JIS accounting code changes to Office of the State Treasurer, Attorney General's Office, AOC Maintenance and AOC Customer Services. In addition, the JIS Accounting Codes Committee is responsible for providing information about accounting code changes to the unit responsible for preparing JIS release notes that are distributed to the court users.

*Adopted: 08/01/2014*



# Uniform Infractions/Citation Committee Summary

<b>Purpose:</b>	Review and revise standards, evaluate and recommend to AOC the approval, modification, or rejection of proposed forms and processes for citations and notices of infractions.
<b>Date created:</b>	Unknown
<b>Duration:</b>	Permanent
<b>Controlling authority:</b>	CrRLJ 1.5, IRLJ 2.1, and RCW 46.63.060. Statutes and Supreme Court rule specify certain minimum data elements.
<b>Composition:</b>	Representatives from law enforcement, courts, state agencies, prosecution, and defense
<b>Chair chosen by:</b>	AOC asks DMCJA to nominate a chair (which will become one of its representatives on the committee).
<b>Chair's term length:</b>	Two years. The chair may be appointed to serve successive terms.
<b>Nominating process:</b>	AOC requests nominations and appointments from DMCJA and other representative groups
<b>Member term length:</b>	Indefinite to maximize the benefit of members' historical knowledge.
<b>Members appointed by:</b>	AOC will ask organizations identified below to appoint representatives with consideration given to maintaining geographic diversity of membership.

Members:	Position (representing)	Member
	District and Municipal Court Judges' Association	2 members (one will chair committee)
	Seattle Municipal Court-judicial officer or court staff (cities over 400,000 in population)	1 member
	Department of Licensing	2 members
	District and Municipal Court Management Association	2 members
	Washington Association of Prosecuting Attorneys	1 member
	Washington Association of Sheriffs and Police Chiefs	1 member
	Washington Defender Association	1 member
	Washington State Association of Municipal Attorneys	1 member
	Washington State Patrol	1 member
	SECTOR Operations Management Team	1 member

**Meeting frequency:**

At least one meeting will be held each year after the legislative session, preferably in May. In-person meetings, email, or teleconferences will be used by the committee when discussing issues and making decisions, at the discretion of the Chair.

Meetings will be scheduled in such a manner as to minimize travel and other meeting-related expenses while maintaining the integrity of the committee process.

**Budget:**

JSD, Court Services. Ideally, a budget should be allocated which would facilitate at least two teleconferences in one year. The Charter requires an annual meeting even if there are no requests or form changes to maintain the roster and discuss ongoing and emerging issues with forms and SECTOR technology. When the legislature deems it necessary to change an infraction and/or citation form, often times email is not sufficient to discuss in-depth issues.

**Staffed by:**

Senior Court Program Analyst  
Senior System Integrator involved with SECTOR

**Related links:**

**Uniform Infraction and Citation Committee**  
 infractioncomm@listserv.courts.wa.gov  
 2014

**MEMBERS LIST**

<b>Name</b>	<b>Association/Agency Represented</b>	<b>Title or Agency Represented Address and Phone Number</b>
Judge Kevin G. Ringus, Chair	District and Municipal Court Judges' Association	Fife Municipal Court 3737 Pacific Hwy E Fife, WA 98124-1135 (253) 922-6635 <a href="mailto:kringus@cityoffife.org">kringus@cityoffife.org</a>
Judge Karen Donohue	Seattle muni/cities over 400,000 in population	Seattle Municipal Court PO Box 34987 Seattle, WA 98124-4987  <a href="mailto:karen.donohue@seattle.gov">karen.donohue@seattle.gov</a>
Ms. Carla Weaver	Department of Licensing	PO Box 48001 Olympia, WA 98504-8001 (360) 902-3846 <a href="mailto:cweaver@dol.wa.gov">cweaver@dol.wa.gov</a>
Judge Glenn Phillips	District and Municipal Court Judges' Association	Judge Glenn M. Phillips Kent Municipal Court 1220 Central Ave S Kent, WA 98032-7426 (253) 856-5734 <a href="mailto:gphillips@cl.kent.wa.us">gphillips@cl.kent.wa.us</a>
Ms. Marcella Presler	District and Municipal Court Management Association	Douglas County District Court 110 2nd St NE Suite 100 East Wenatchee, WA 98802-4879 (509) 884-3536 <a href="mailto:mpresler@co.douglas.wa.us">mpresler@co.douglas.wa.us</a>
Ms. Sandy Ervin	District and Municipal Court Management Association	Okanogan County District Court 149 N. 3 <sup>rd</sup> Ave., Rm 306 Okanogan, WA 98840 (509) 422-7173 <a href="mailto:servin@co.okanogan.wa.us">servin@co.okanogan.wa.us</a>
Mr. Al Treacy	Washington Association of Prosecuting Attorneys	Marysville Assistant City Attorney 1049 State Ave Marysville, Wa 98270 (360) 363-8097 <a href="mailto:atreacy@marysvillewa.gov">atreacy@marysvillewa.gov</a>
Chief Bill Drake	Washington Association of Sheriffs and Police	Orting Police Department  <a href="mailto:wdrake@cityoforting.org">wdrake@cityoforting.org</a>
Mr. Les Tolzin	Washington Defender Association	901 S. I St., Suite 201 Tacoma, WA 98405 253-274-9441 253-209-9191 cell <a href="mailto:les@tolzinlaw.com">les@tolzinlaw.com</a>

Ms. Roclo Guerra	Washington State Association of Municipal Attorneys	Olympia City Hall Assistant City Attorney 900 Plum St SE PO BOX 1967 Olympia, WA 98507-1967 360-753-8449 <a href="mailto:RGUERRA@CI.OLYMPIA.WA.US">RGUERRA@CI.OLYMPIA.WA.US</a>
Ms. Pat Ramsdell	eTRIP Operation Managers Team	WSP Information Technology Division Application Support Unit Manager (360) 596-4906 <a href="mailto:Pat.Ramsdell@wsp.wa.gov">Pat.Ramsdell@wsp.wa.gov</a>
Lt. Thomas Martin	Washington State Patrol	Washington State Patrol Field Operations Bureau Headquarters POB 42600 Olympia WA 98504-2600 (360) 596-4124 <a href="mailto:Thomas.Martin@wsp.wa.gov">Thomas.Martin@wsp.wa.gov</a>
Ms. Michelle M. Pardee	Administrative Office of the Courts (AOC)	PO Box 41170 Olympia, WA 98504-1170 (360) 705-5233; (360) 956-5700 Fax <a href="mailto:Michelle.Pardee@courts.wa.gov">Michelle.Pardee@courts.wa.gov</a>
Kim Rader	Administrative Office of the Courts (AOC)	PO Box 41170 Olympia, WA 98504-1170 (360) 705-5511; (360) 956-5700 Fax <a href="mailto:Kim.rader@courts.wa.gov">Kim.rader@courts.wa.gov</a>



## UNIFORM INFRACTION/CITATION COMMITTEE PRINCIPLES AND GUIDELINES

July 29, 2005

### I. Preamble

The Washington Legislature has provided for a system of uniform notices of infraction and citations. Statutes and Supreme Court rule specify certain minimum data elements. Additional data may be required if determined necessary by the Administrative Office of the Courts (AOC), which also prescribes the forms.

AOC utilizes the business knowledge and expertise of representatives from law enforcement, courts, state agencies, prosecution, and defense brought together as the Uniform Infraction/Citation Committee to develop and modify forms that meet the needs of a diverse user community.

The Uniform Infraction/Citation Committee adopts the following principles, standards and guidelines for citation and infraction forms in Washington:

### II. General Principles

#### *A. Washington's system of uniform citations and notices of infraction facilitates*

- consistent expectations for citizens throughout the state consistent application of legal principles and processes
- complete and accurate data collection methods that satisfy the requirements of disparate stakeholders within the justice community
- prompt, efficient and consistent adjustments to address developing legal requirements
- efficient and accurate data entry at courts and DOL.

#### *B. The availability of electronic collection and data transfer methods provides an opportunity for the Committee and AOC to re-evaluate the constraints on ticket forms and content.*

- C. *AOC should balance the desire for uniformity with an openness to changes that can accommodate a variety of LEA models for data collection, transfer, and printing.*

### **III. Form Standards and Guidelines:**

- A. **MODELS.** *AOC should apply consistent but adaptable standards to address three possible data collection models:*

1. LEA uses multi-part paper infraction and citation forms
2. LEA collects infraction and citation data electronically and transfers the data electronically to the court for filing
3. LEA collects infraction and citation data electronically but prints and files paper documents with the court.

- B. **COMMITTEE'S ROLE.** *AOC should continue to assert its authority under RCW 46.63.060 to approve citation and notice of infraction forms used in Washington courts.*

1. AOC should continue to use the collective wisdom of stakeholders on the Uniform Infraction/Citation Committee
2. The Committee should be consulted or assembled as necessary to:
  - a) Review and revise standards
  - b) Evaluate and recommend approval, modification, or rejection of proposed forms and methods.

- C. **MULTI-PART PAPER FORMS.** *The following guidelines and standards apply to multi-part paper ticket forms:*

1. The Committee must recommend approval of each statewide multi-part paper ticket form.
2. Multi-part paper ticket forms must be printed by the law enforcement agency in the approved format.
3. Multi-part paper ticket forms must comply with current printing specifications.

- D. **ELECTRONIC CITATIONS AND INFRACTIONS.** *The following guidelines and standards apply to electronic citations and notices of infraction:*

1. AOC will approve and publish requirements for electronic data

transfer to the Justice Information System (JIS).

2. Proofs of printed notice of infraction and citation forms must be submitted to AOC for approval prior to use.
3. AOC will evaluate proofs of printed forms using the following criteria:
  - a) Data flow (right-to-left, top-to-bottom) should be generally consistent with that of the approved multi-part citation and notice of infraction forms. LEA ORI number may appear near the officer's signature block.
  - b) Content and appearance should be consistent with the printed multi-part citation and notice of infraction forms with the following exceptions:
    - (1) Field size may adjust to fit content
    - (2) Fields without data will appear as blanks on printed documents
    - (3) References to the position of attachments or objects may vary to accommodate different form layouts. For example,
      - (a) "For the amount listed on the front" may read "for the amount listed on the Notice of Infraction."
      - (b) "My report written on the back of this document or attached to this infraction" may read, "my report attached to this infraction."
    - (4) The penalty for each count on an electronic notice of infraction will be displayed in addition to the box for a total amount for all infractions. The total amount of all counts on the notice of infraction will be emphasized by balding or boxing.
    - (5) The form of the officer's report is optional.
    - (6) Standard instructions, warnings, and hearing request forms may be printed below or beside the charging provisions of the document, or on a separate document so long as each printed page or segment of a ticket includes
      - (a) defendant's full name,

(b) defendant's birth date, and

(c) ticket number, including LEA.

(7) A citation or notice of infraction may allege up to five (5) violations.

(8) The citing officer's printed name and badge number will suffice as the officer's signature if the officer utilized a unique userid and password to create the citation or notice of infraction.

c) Citations, notices of infraction, and related documents that are printed by law enforcement for service on a defendant, filing with a court, or reporting to DOL must comply with the following size limitations:

**(1) Width:**

(a) Maximum: 8 1/2"

(b) Minimum: 4"

**(2) Length:**

(a) Maximum: 18"

(b) Minimum: 4"

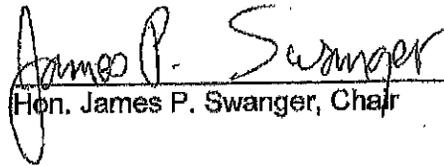
**(3) Font:**

(a) Name: Tahoma, Arial, Sans Serif, or a similar style approved by the committee.

(b) Size: Minimum 8 points, or equivalent as measured in characters per inch.

4. A law enforcement agency that creates a citation or notice of infraction electronically but does not file the citation or notice of infraction electronically with the court must provide to the court at the time of case filing an approved Department of Licensing (DOL) Abstract of Court Record that is identical in dimensions, content and layout to the DOL copy of the AOC-approved multi-part paper ticket forms unless the court electronically transfers all required disposition data to DOL.

ADOPTED this 29th day of July, 2005.

  
Hon. James P. Swanger, Chair

The Court of Appeals  
of the  
State of Washington

ANN SCHINDLER, JUDGE  
ONE UNION SQUARE  
600 UNIVERSITY STREET  
SEATTLE, WASHINGTON 98101  
(206) 464-7659  
J.A.SCHINDLER@COURTS.WA.GOV



September 2, 2014

Chief Justice Barbara Madsen  
Washington State Supreme Court  
PO Box 40929  
Olympia, WA 98504-0929

Judge Kevin Ringus  
Fife Municipal Court  
3737 Pacific Hwy E  
Fife, WA 98424-1135

Dear Chief Justice Madsen and Judge Ringus,

As the Chair of the Washington State Center for Court Research (WSCCR), I write in response to your letter concerning the Board of Judicial Administration (BJA) request to identify and define the core mission of WSCCR.

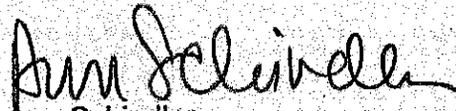
In September 2004, the Washington State Supreme Court by Court Order established WSCCR within the Administrative Office of the Courts. I have attached a copy of the September 2004 Order. The Court Order describes the purpose of WSCCR and creates an advisory board to guide the activities of WSCCR. The Order recognizes the work of WSCCR as an integral and critical function of the judicial branch.

Since 2004, the judicial branch has recognized the need and the importance of evidence-based empirical research and analysis for purposes of obtaining support for judicial branch policies and programs. WSCCR has also established a national reputation for its work, including an award for its work with the MacArthur Foundation and the juvenile justice Models for Change Project. Consequently, the requests for research have significantly increased, resulting in the need to revise the Supreme Court Order in order to establish a strategic oversight committee to set priorities for research projects. I have attached a copy of the proposed revised order. The Supreme Court is scheduled to consider the revisions to the order at the en banc meeting on October 9.

September 2, 2014  
Page 2

If you have questions, please do not hesitate to contact me at (206) 464-7659 or  
j\_a.schindler@courts.wa.gov.

Sincerely,



Ann Schindler

Judge, Washington State Court of Appeals, Division I  
Chair, Advisory Board, WSCCR

cc: Shannon Hinchcliffe, Coordinator, BJA  
Dr. Carl McCurley, Manager, WSCCR

Enclosures

# THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE ESTABLISHMENT OF )  
THE WASHINGTON STATE CENTER FOR )  
COURT RESEARCH )

ORDER  
NO. 25700-B-440

WHEREAS, the Washington State Constitution establishes the judicial system as an equal, independent branch of government;

WHEREAS, preserving the independence of the judicial branch requires that the judiciary develop policy based upon sound and informed research;

WHEREAS, independent, objective and informed research enables the judiciary to participate as an equal partner in government affairs;

WHEREAS, the Administrative Office of the Courts pursuant to statute is required to "compile statistical and other data and make reports of the business transacted by the courts" and "examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same";

WHEREAS, the Supreme Court and other judicial branch leaders rely upon objective and informed research to reach major policy decisions;

WHEREAS, there is a need to recognize the value of independent judicial branch research conducted by the Administrative Office of the Courts;

AND FURTHER, there is a need to provide for a mechanism to evaluate and respond to executive and legislative branch research affecting the operation of the judicial branch;

Now, therefore, it is hereby ORDERED

That a Washington State Center for Court Research within the Administrative Office of

FILED  
SUPREME COURT  
STATE OF WASHINGTON  
20th SEP - 9 2 41 31  
B. C. SMERITT  
CLERK

461/145

ORDER

the Courts be established to provide objective and informed research for the judicial branch, to review and comment on court system related research conducted by the legislative and executive branches, and to communicate findings to the judiciary.

An advisory board for the Washington State Center for Court Research shall be established by the Supreme Court. The advisory board shall guide the Center's activities and make regular reports to the Supreme Court. The Chief Justice of the Washington Supreme Court shall appoint the members of the advisory board and designate the chair of the advisory board from among the members, all of whom shall serve for three year, staggered terms. Membership of the advisory board shall include:

- Appellate Court Judicial Officer (1)
- Trial Court Judicial Officer (3)
- County Clerk (1)
- Trial Court Administrator (2)
- Washington State Bar Association (2)
- State Court Administrator (1)
- Academic Researcher (1)
- Executive or Legislative Branch Researcher (1)

DATED at Olympia, Washington this 9th day of September 2004.

J. Johnson  
M. Madison, J.  
S. Sorenson, J.  
J. Ireland, J.

A. Alexander, C. J.  
B. Bridges, J.  
C. Chambers, J.  
D. Curtis, J.  
F. Fairhurst, J.

# THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE ESTABLISHMENT OF )  
THE WASHINGTON STATE CENTER FOR )  
COURT RESEARCH )  
\_\_\_\_\_ )

**ORDER**  
NO. 25700-B-

WHEREAS, the Washington State Constitution establishes the judicial system as an equal, independent branch of government;

WHEREAS, preserving the independence of the judicial branch requires that the judiciary develop and adopt policies based upon sound and informed research;

WHEREAS, independent, empirical and informed research enables the judiciary to analyze and improve court operations, processes, and programs to ensure equal justice, and participation as an equal partner in government affairs;

WHEREAS, the Administrative Office of the Courts pursuant to statute is required to "compile statistical and other data and make reports of the business transacted by the courts" and "examine the administrative methods and systems employed in the offices of the judges, clerks, stenographers, and employees of the courts and make recommendations, through the chief justice, for the improvement of the same";

WHEREAS, the Supreme Court and other judicial branch leaders rely upon empirical and informed research to reach major policy decisions;

WHEREAS, there is a need to recognize the value of independent judicial branch research that is conducted by the Washington State Center for Court research as an integral function of the judicial branch;

AND FURTHER, the need to provide for a mechanism to evaluate and respond to executive and legislative branch research affecting the operation of the judicial branch;

Now, therefore, it is hereby ORDERED

That a Washington State Center for Court Research within the Administrative Office of the Courts is established to provide objective and informed research for the judicial branch, to conduct empirical research necessary to analyze court operations, processes, and programs, and to facilitate strategic planning and the adoption of resolutions, and to review and comment on court system related research conducted by the legislative and executive branches, communicate research findings to the judiciary, and improve equal justice..

An advisory board for the Washington State Center for Court Research is established by the Supreme Court. The advisory board shall help guide the Center on research and project design and facilitate coordination and communication with stakeholders.. The Chief Justice of the Washington Supreme Court shall appoint the members of the advisory board and designate the chair of the advisory board from among the members, all of whom shall serve for three year, staggered terms. Membership of the advisory board shall include:

- Appellate Court Judicial Officer (1)
- Superior Court Judicial Officer (1)
- District or Municipal Court Judicial Officer (1)
- Superior Court Administrator (1)
- Juvenile Court Administrator (1)
- District or Municipal Court Administrator (1)
- Academic Researcher (2)
- Executive Branch or Legislative Researcher (1)

A strategic oversight committee for the Washington State Center for Court Research shall be established to meet annually to set priorities for research projects. Additional meetings shall be scheduled at the request of the advisory board chair.. The Chief Justice of the Washington

Supreme Court shall appoint the members of the oversight committee and designate the chair of the committee from among the members. The Chief Justice shall designate the term for the oversight committee members. Membership of the advisory board shall include:

Chief Justice of the Supreme Court  
Appellate Court Judicial Officer (1)  
Current Superior Court Judges Association President (1)  
Current District and Municipal Court Judges Association President (1)  
State Court Administrator (1)  
Judicial Information System Committee Chair (1)  
Commission on Children in Foster Care Co-Chair (1)  
Gender and Justice Commission Co-Chair (1)  
Minority and Justice Commission Co-Chair (1)  
WSCCR Advisory Board Chair (1)

DATED at Olympia, Washington this \_\_\_\_\_ day of September 2004.

# Tab 9



September 10, 2014

**TO:** Board for Judicial Administration (BJA) Members and Liaisons  
**FROM:** Shannon Hinchcliffe, BJA Administrative Manager  
**RE:** SEPTEMBER ADMINISTRATIVE MANAGER STATUS UPDATE

BJA Standing Committees Interim Work Plan Progress

BJA staff assessed the level of completion towards its work plan goals and objectives. 1) create individual committee charters, 2) review recommendations about relevant BJA committees and evaluate their relationship to the committee's scope of work, 3) recommend any necessary communication between the BJA and its standing committees, subcommittees and workgroups, and 4) identify the roles and responsibilities of committee members in relation to the scope of work.

In July, the BJA passed the standing committee charters with the exception of AOC staff support and individual budgets. I submitted a request for AOC staff support on behalf of BJA to Callie Dietz, State Court Administrator, for her consideration on August 7<sup>th</sup>. Individual committee staff and AOC representatives are listed on the charters in the September materials. Standing committee budget allocations are up for Action at the September meeting and after any action is taken, the charters will be considered completed.

Some interim standing committees did look at relevant BJA committees and evaluate their relationship to their scope of work and three resulting recommendations have been created and included in these September materials for Discussion. Recommended communication and roles and responsibilities were not discussed at the Board level.

BJA staff and the co-Chairs have been looking at options to address these issues before the committees start their work and have listened to BJA members and staff suggestions that the BJA should have an on-boarding or orientation process for new members. In consideration of both of these outstanding issues, we have engaged the professional services of Mr. Cory Sbarbaro from Turnpoint Consulting who specializes in change management and specifically working with Boards and Councils to address organizational needs. His client list, testimonials and business information can be located at [TurnpointConsulting.com](http://TurnpointConsulting.com). His consulting fee is less than the cost savings associated with cancelling the August BJA meeting. Mr. Sbarbaro is scheduled to present at the October 17 Board meeting.

### Request to Judicial Branch Organizations that Create and Maintain Committees

We have received sixteen sets of documents in response to the original request. This item is up for Information on the September agenda. After the Board's review, staff will work to publish the findings according to the original recommendation and that work will be considered complete unless there is another assignment.

### BJA Website Updates

BJA staff will work on submitting BJA updates and changes to the AOC web team which reflect the changes in membership, new standing committees and other information to update the page. Overall web-redesign has been put on temporary hold at AOC due to a staff vacancy.

### Development of BJA Work Plan

BJA staff has developed a draft BJA work plan which maps the work of the Board throughout the year to ensure that the main BJA duties are fulfilled. Since this work plan is dependent on the BJA meeting schedule and the standing committees' individual plans, it will not be in final form until additional information is decided by the Board and committees.

### Development of Short-Term Strategic Campaign Initiatives

As a result of the interim Policy and Planning Standing Committee discussion, they agreed that the first set of short-term campaign initiatives to be considered should be developed from already existing BJA policy. BJA staff has worked on reviewing BJA Resolutions, the 2008 Long Range Plan and the topic trends of the last few years to identify short-term projects to develop for the Board's consideration.

# Tab 10

BOARD FOR JUDICIAL ADMINISTRATION RULES (BJAR)

TABLE OF RULES

Rule

Preamble

- 1 Board for Judicial Administration
- 2 Composition
- 3 Operation
- 4 Duties
- 5 Staff

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BJAR  
PREAMBLE

The power of the judiciary to make administrative policy governing its operations is an essential element of its constitutional status as an equal branch of government. The Board for Judicial Administration is established to adopt policies and provide strategic leadership for the courts at large, enabling the judiciary to speak with one voice.

[Adopted effective January 25, 2000.]

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BJAR 1  
BOARD FOR JUDICIAL ADMINISTRATION

The Board for Judicial Administration is created to provide effective leadership to the state courts and to develop policy to enhance the administration of the court system in Washington State. Judges serving on the Board for Judicial Administration shall pursue the best interests of the judiciary at large.

[Amended effective October 29, 1993; January 25, 2000.]

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BJAR 2  
COMPOSITION

- (a) Membership. The Board for Judicial Administration shall consist of judges from all levels of court selected for their demonstrated interest in and commitment to judicial administration and court improvement. The Board shall consist of five members from the appellate courts (two from the Supreme Court, one of whom shall be the Chief Justice, and one from each division of the Court of Appeals), five members from the superior courts, one of whom shall be the President of the Superior Court Judges' Association, five members of the courts of limited jurisdiction, one of whom shall be the President of the District and Municipal Court Judges' Association, two members of the Washington State Bar Association (non-voting) and the Administrator for the Courts (non-voting).
- (b) Selection. Members shall be selected based upon a process established by their respective associations or court level which considers demonstrated commitment to improving the courts, racial and gender diversity as well as geographic and caseload differences.
- (c) Terms of Office.
  - (1) Of the members first appointed, one justice of the Supreme Court shall be appointed for a two-year term; one judge from each of the other levels of court for a four-year term; one judge from each of the other levels of court and one Washington State Bar Association member for a three-year term; one judge from the other levels of court and one Washington State Bar Association member for a two-year term; and one judge from each level of trial court for a one-year term. Provided that the terms of the District and Municipal Court Judges' Association members whose terms begin on July 1, 2010 and July 1, 2011 shall be for two years and the terms of the Superior Court Judges' Association members whose terms begin on July 1, 2010 and July 1, 2013 shall be for two years each. Thereafter, voting members shall serve four-year terms and the Washington State Bar Association members for three-year terms commencing annually on June 1. The Chief Justice, the President Judges and the Administrator for the Courts shall serve during tenure.
  - (2) Members serving on the BJA shall be granted equivalent pro tempore time.

[Amended effective October 29, 1993; February 16, 1995; January 25, 2000; June 30, 2010.]

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BJAR RULE 3  
OPERATION

(a) Leadership. The Board for Judicial Administration shall be chaired by the Chief Justice of the Washington Supreme Court in conjunction with a Member Chair who shall be elected by the Board. The duties of the Chief Justice Chair and the Member Chair shall be clearly articulated in the by-laws. Meetings of the Board may be convened by either chair and held at least bimonthly. Any Board member may submit issues for the meeting agenda.

(b) Committees. Ad hoc and standing committees may be appointed for the purpose of facilitating the work of the Board. Non-judicial committee members shall participate in non-voting advisory capacity only.

(1) The Board shall appoint at least four standing committees: Policy and Planning, Budget and Funding, Education, and Legislative. Other committees may be convened as determined by the Board.

(2) The Chief Justice and the Member Chair shall nominate for the Board's approval the chairs and members of the committees. Committee membership may include citizens, experts from the private sector, members of the legal community, legislators, clerks and court administrators.

(c) Voting. All decisions of the Board shall be made by majority vote of those present and voting provided there is one affirmative vote from each level of court. Eight voting members will constitute a quorum provided at least one judge from each level of court is present. Telephonic or electronic attendance shall be permitted but no member shall be allowed to cast a vote by proxy.

[Adopted effective January 25, 2000; amended effective September 1, 2014.]

---

BJAR 4  
DUTIES

(a) The Board shall establish a long-range plan for the judiciary;

(b) The Board shall continually review the core missions and best practices of the courts;

(c) The Board shall develop a funding strategy for the judiciary consistent with the long-range plan and RCW 43.135.060;

(d) The Board shall assess the adequacy of resources necessary for the operation of an independent judiciary;

(e) The Board shall speak on behalf of the judicial branch of government and develop statewide policy to enhance the operation of the state court system; and

(f) The Board shall have the authority to conduct research or create study groups for the purpose of improving the courts.

[Adopted effective January 25, 2000.]

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BJAR 5  
STAFF

Staff for the Board for Judicial Administration shall be provided by the Administrator for the Courts.

[Adopted effective January 25, 2000.]

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## **BOARD FOR JUDICIAL ADMINISTRATION BYLAWS**

### **ARTICLE I**

#### **Purpose**

The Board for Judicial Administration shall adopt policies and provide leadership for the administration of justice in Washington courts. Included in, but not limited to, that responsibility is: 1) establishing a judicial position on legislation; 2) providing direction to the Administrative Office of the Courts on legislative and other administrative matters affecting the administration of justice; 3) fostering the local administration of justice by improving communication within the judicial branch; and 4) providing leadership for the courts at large, enabling the judiciary to speak with one voice.

### **ARTICLE II**

#### **Membership**

Membership in the Board for Judicial Administration shall consist of the Chief Justice and one other member of the Supreme Court, one member from each division of the Court of Appeals, five members from the Superior Court Judges' Association, one of whom shall be the President; five members from the District and Municipal Court Judges' Association, one of whom shall be the President. It shall also include as non-voting members two members of the Washington State Bar Association appointed by the Board of Governors; the Administrator for the Courts; and the Presiding Chief Judge of the Court of Appeals, the President-elect judge of the Superior Court Judges' Association and the President-elect judge of the District and Municipal Court Judges' Association.

### **ARTICLE III**

#### **Officers and Representatives**

The Chief Justice of the Supreme Court shall chair the Board for Judicial Administration in conjunction with a Member chair. The Member chair shall be elected by the Board and shall serve a two year term. The Member chair position shall be filled alternately between a voting Board member who is a superior court judge and a voting Board member who is either a district or municipal court judge.

### **ARTICLE IV**

#### **Duties of Officers**

The Chief Justice Chair shall preside at all meetings of the Board, performing the duties usually incident to such office, and shall be the official spokesperson for the Board. The Chief Justice chair and the Member chair shall nominate for the Board's approval the chairs of all committees. The Member chair shall perform the duties of the Chief Justice chair in the absence or incapacity of the Chief Justice chair.

### **ARTICLE V**

#### **Vacancies**

If a vacancy occurs in any representative position, the bylaws of the governing groups shall determine how the vacancy will be filled.

## **ARTICLE VI** **Committees**

Standing committees as well as ad hoc committees and task forces of the Board for Judicial Administration shall be established by majority vote.

Each committee shall have such authority as the Board deems appropriate.

The Board for Judicial Administration will designate the chair of all standing, ad hoc, and task force committees created by the Board. Membership on all committees and task forces will reflect representation from all court levels. Committees shall report in writing to the Board for Judicial Administration as appropriate to their charge. The Chair of each standing committee shall be asked to attend one BJA meeting per year, at a minimum, to report on the committee's work. The terms of standing committee members shall not exceed two years. The Board for Judicial Administration may reappoint members of standing committees to one additional term. The terms of ad hoc and task force committee members will have terms as determined by their charge.

## **ARTICLE VII** **Executive Committee**

There shall be an Executive Committee composed of Board for Judicial Administration members, and consisting of the co-chairs, a Judge from the Court of Appeals selected by and from the Court of Appeals members of the Board, the President Judge of the Superior Court Judges' Association, the President Judge of the District Municipal Court Judges' Association, and non-voting members to include one Washington State Bar Association representative selected by the Chief Justice, President-elect judge of the Superior Court Judges' Association, President-elect judge of the District and Municipal Court Judges' Association and the Administrator for the Courts.

It is the purpose of this committee to consider and take action on emergency matters arising between Board meetings, subject to ratification of the Board.

The Executive Committee shall serve as the Legislative Committee as established under BJAR 3(b)(1). During legislative sessions, the Executive Committee is authorized to conduct telephone conferences for the purpose of reviewing legislative positions.

## **ARTICLE VIII** **Regular Meetings**

There shall be regularly scheduled meetings of the Board for Judicial Administration at least bi-monthly. Reasonable notice of meetings shall be given each member.

## **ARTICLE IX** **Special Meetings**

Special meetings may be called by any member of the Board. Reasonable notice of special meetings shall be given each member.

## **ARTICLE X** **Quorum**

Eight voting members of the Board shall constitute a quorum provided each court level is represented.

## **ARTICLE XI** **Voting**

Each judicial member of the Board for Judicial Administration shall have one vote. All decisions of the Board shall be made by majority vote of those present and voting provided there is one affirmative vote from each level of court. Telephonic or electronic attendance shall be permitted but no member shall be allowed to cast a vote by proxy.

## **ARTICLE XII** **Amendments and Repeal of Bylaws**

These bylaws may be amended or modified at any regular or special meeting of the Board, at which a quorum is present, by majority vote. No motion or resolution for amendment may be considered at the meeting in which they are proposed.

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

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## BOARD FOR JUDICIAL ADMINISTRATION

### PROCESS AND GUIDELINES FOR RESOLUTION REQUESTS

The Board for Judicial Administration (Board) was established to adopt policies and provide strategic leadership for the courts at large, enabling the Washington State judiciary to speak with one voice. To fulfill these objectives, the BJA may consider adopting resolutions on substantive topics relating to the administration of justice.

Resolutions may be aspirational in nature, support a particular position, or serve as a call to action. Resolutions may support funding requests, but do not stand alone as a statement of funding priorities or indicate an intent by the Board to proactively seek funding. Resolutions are not long-term policy statements and their adoption does not establish the Board's work plan or priorities.

The absence of a Resolution on a particular subject does not indicate a lack of interest or concern by the Board in regard to a particular subject or issue.

In determining whether to adopt a proposed resolution, the Board shall give consideration to the following:

- Whether the Resolution advances the Principal Policy Objectives of the Judicial Branch.
- The relation of the Resolution to priorities delineated in existing strategic and long range plans.
- The availability of resources necessary to properly act upon the resolution.
- The need to ensure the importance of resolutions adopted by the Board is not diluted by the adoption of large numbers of resolutions.

In order to ensure timely and thorough consideration of proposed resolutions, the following guidelines regarding procedure, form and content are to be followed:

- Resolutions may be proposed by any Board member. The requestor shall submit the resolution, in writing, with a request form containing a brief statement of purpose and explanation, to the Associate Director of the Board for Judicial Administration.
- Resolutions should not be more than two pages in length. An appropriate balance must be struck between background information and a clear statement of action. Traditional resolution format should be followed. Resolutions should cover only a single subject unless there is a clear and specific reason to include more than one subject. Resolutions must be short-term and stated in precise language.

- Resolutions must include a specific expiration date or will automatically expire in five years. Resolutions will not be automatically reviewed upon expiration of their term, but may be reviewed upon request for reauthorization. Resolutions may be terminated prior to their expiration date as determined by the Board.
- The Associate Director shall refer properly submitted resolutions to appropriate staff, and/or to an appropriate standing committee (or committees) for review and recommendation, or directly to the Board's Executive Committee, as appropriate. Review by the Board's Executive Committee will precede review by the full Board membership. Such review may be done via e-mail communication rather than in-person discussion when practical. Resolutions may be reviewed for style and content. Suggestions and comments will be reported back to the initiating requestor as appropriate.
- The report and recommendation of the Executive Committee shall be presented to the BJA membership at the next reasonably available meeting, at which time the resolution may be considered. Action on the proposed resolution will be taken in accordance with the BJAR and bylaws. The Board may approve or reject proposed resolutions and may make substantive changes to the resolutions.
- Approved resolutions will be numbered, maintained on the Board for Judicial Administration section of the Washington Courts website, and disseminated as determined by the Board for Judicial Administration.

**PRINCIPAL POLICY OBJECTIVES  
OF THE WASHINGTON STATE JUDICIAL BRANCH**

1. **Fair and Effective Administration of Justice in All Civil and Criminal Cases.** Washington courts will openly, fairly, efficiently and effectively administer justice in all criminal and civil cases, consistent with constitutional mandates and the judiciary's duty to maintain the highest level of public trust and confidence in the courts.
2. **Accessibility.** Washington courts, court facilities and court systems will be open and accessible to all participants regardless of cultural, linguistic, ability-based or other characteristics that serve as access barriers.
3. **Access to Necessary Representation.** Constitutional and statutory guarantees of the right to counsel shall be effectively implemented. Litigants with important interest at stake in civil judicial proceedings should have meaningful access to counsel.
4. **Commitment to Effective Court Management.** Washington courts will employ and maintain systems and practices that enhance effective court management.
5. **Appropriate Staffing and Support.** Washington courts will be appropriately staffed and effectively managed, and court personnel, court managers and court systems will be effectively supported.

# BOARD FOR JUDICIAL ADMINISTRATION

## RESOLUTION REQUEST COVER SHEET

(INSERT PROPOSED RESOLUTION TITLE HERE)

SUBMITTED BY: (INSERT NAME HERE)

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(1) **Name(s) of Proponent(s):**

(2) **Spokesperson(s):** (List who will address the BJA and their contact information.)

(3) **Purpose:** (State succinctly what the resolution seeks to accomplish.)

(4) **Desired Result:** (Please state what action(s) would be taken as a result of this resolution and which party/-ies would be taking action.)

(5) **Expedited Consideration:** (Please state whether expedited consideration is requested and, if so, please explain the need to expedite consideration.)

(6) **Supporting Material:** (Please list and attach all supporting documents.)