

ECR CONNECTIVITY 2000

Superior Court Business Analysis Process

Seven sessions are being held at the three Court locations in late March and early April, 2000.¹ DJA has already observed *Ex Parte*, Family Law, and Mental Illness courtrooms, after getting valuable information from the Commissioners. Judges and Bailiffs are now being asked to tell DJA how they typically use court files and documents in performing their duties.² Individually-arranged analyses will also be scheduled with Judges and Bailiffs in specialized Courts,³ to make sure their particular needs are understood. *Questions about ECR that are raised during these meetings will be noted, so DJA can prepare written responses for everyone to see.*

DJA has identified six questions for this business analysis:

- 1) *What work is performed by the Judge and/or Bailiff with the case file in the courtroom?*
- 2) *What work is performed by the Judge and/or Bailiff with the case file in chambers?*
- 3) *Who else in the courtroom now has access to the case file, for what purposes?*
- 4) *What, if any, review is done for you, prior to your working with the case file, by whom and in what location(s)? How is information from that review communicated to you?*
- 5) *How do “working papers” or “courtesy copies” figure in your courtroom’s operations?*
- 6) *What do you feel will be the effect of eliminating hard copy files from your work once ECR access to electronic images is provided for you?*

Following these meetings, the DJA Connectivity Committee will hold similar sessions with other Superior Court staff and DJA’s Courtroom Clerks to complete its understanding of Court file/document use. DJA will then conduct business analyses on Court case file use in the departments that comprise the rest of the King County Law, Safety, and Justice system.⁴

Based on our findings, we will identify technology required for ECR to support the business of the Court and others departments that use Court records. Technology needed will be checked against existing equipment. We will then know what technology must be obtained with ECR Connectivity Project funds. That equipment will be ordered, delivered, and installed. ECR access will be set up and user training and support will be provided.

The ECR Connectivity Project is scheduled to be completed by October 31, 2000. Following a transition period after Connectivity is in place, hard copy files from DJA will no longer be necessary.

¹ These sessions are: March 28, 29, and April 3 at the King County Courthouse, in the Judicial Conference Room; April 6 and 7 at the Regional Justice Center, in the Judicial Conference Room; and April 4 and 5, at the Youth Services Building, Courtroom #1.

² Written responses are also welcomed, e-mailed to Roger.Winters@metrokc.gov, or sent to “Roger Winters, ECR Manager, KC Mail Stop KCC-JA-0609.”

³ Specialized Courts include Presiding Judge, Chief Judge at RJC, Status Conference (SEA and RJC), Chief Civil Judge, Chief Criminal Judge, Drug Court, Fast Track Drug Court, Unified Family Court, SRA (at KC Jail), and Juvenile at RJC. Please let us know of other Courts you think we should analyze separately.

⁴ These departments are the Prosecuting Attorney, Office of Public Defense (and defender agencies), King County Jail, King County Sheriff, and District Court.