



JIS Resource Book 2015

Disclaimer: Content is subject to change based on system updates and new legislation.

Administrative Office of the Courts

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JIS Resource Book

Courts of Limited Jurisdiction



2015 Edition

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Information Available For Clerk's Office and Court Employees (Legal Advice Disclaimer)

INFORMATION AVAILABLE FROM CLERK'S OFFICE AND COURT EMPLOYEES

(Clerk's) Court staff can:

- ✦ Tell you the status of a specific case, unless the case or information in the case is confidential. Confidential information is not available to the public because of state law or a judge's decision.
- ✦ Provide the court file on a specific case for you to review. If the case is confidential, you will need a court order to see the file.
- ✦ Give you general information on court rules, procedures and practices.
- ✦ Provide court-approved or required forms or tell you where you can find forms. There may be a charge for some forms. Forms are not available for all legal proceedings.
- ✦ Offer guidance on how to compute some deadlines and due dates.
- ✦ Provide court schedules and information on how to get matters scheduled.
- ✦ Provide the telephone number of the local attorney referral service or information about other agencies that may assist you.

PLEASE NOTE:

(Clerk's) Court staff do not know the answers to all questions about court rules, procedures and practices.

(Clerk's) Court staff cannot:

- ✦ Advise you about whether you should file a case or whether you should take any particular action in a case.
- ✦ Tell you what words to put in a form.
- ✦ Tell you what to say in court.
- ✦ Tell you what decision the judge will make or what sentence the judge will impose.
- ✦ Comment about specific persons you may name in a petition or pleading.
- ✦ Apply the law nor give directions about how to respond in any aspect of the legal process.
- ✦ Change an order signed by a judge.
- ✦ Let you talk to a judge outside of court.

LEGAL ADVICE:

(Clerk's) Court staff provides information, not legal advice. If you need legal advice, please contact an attorney. If you do not have an attorney, you may wish to call the Lawyer Referral Program of the County Bar, at (____) _____-_____, for the name of an attorney practicing in this area.

REMEMBER:

The court, including the judge and all staff, must remain impartial.
They do not take sides in any matter coming before the court.

See also: Inside Courts > Court Resources > [Support for the Public](#) for additional resource documentation.

Frequently Asked Questions

Frequently Asked Questions

In most cases, "X" marks the spot where you would go to seek an answer to the question indicated. Multiple "X's" for the same question indicate the location depends on your specific case/jurisdiction. The County Clerk and Superior Court are separate offices in 37 of the 39 counties.

QUESTIONS / WHERE DO I GO?	COUNTY CLERK	SUPERIOR COURT	DISTRICT COURT	MUNICIPAL COURT	PROSECUTOR	COUNTY SHERIFF	CITY POLICE	JAIL	HEALTH DISTRICT	DOL	COUNTY AUDITOR	COUNTY ASSESSOR	COUNTY TREASURER
GENERAL QUESTIONS													
Where can I report a crime?					X	X							
How do I schedule an interpreter?	X	X	X										
Where can I get a list of approved County arbitrators?	X												
Where do I get the list of approved Guardians Ad Litem (GAL) or how can I be added to the registries?	X												
How can I get a list of approved County mediators?	X												
Where do I get a concealed weapons permit?					X	X							
What level of court handles misdemeanor criminal offenses?		X	X										
Where do I get a passport?	Available most County Clerk & US Post Offices, some Municipal & Dist Court offices.												
Where can I register to vote?									X				
	Secretary of State http://www.sos.wa.gov/elections/print-voter-registration-forms.aspx												
I NEED AN ATTORNEY/HELP													
I don't have an attorney and cannot afford one. I might go to Jail. Who can I call?	X	X	X	X									
How do I find an attorney?	Contact your local bar association or visit www.wsba.org												
How do I find an attorney--I cannot afford one?	Contact NW Justice Project/CLEAR @ 1-888-201-1014.												
Where can I get general legal information?	http://www.WashingtonLawHelp.org OR http://www.lawforwa.org/												
FORMS													
Where do I go to buy forms?	X	X	X										
Where can I obtain legal forms on-line?	http://www.courts.wa.gov/forms/												
JURY DUTY													
How do I get excused from jury duty?	X	X	X	X									
How do I change the date of my jury duty?	X	X	X	X									
DRIVING/TRAFFIC													
Where can I file or get a copy of an accident report?					X	X							
Where do I get a copy of a police report?					X	X							
How do I get an officer to appear in court?	X		X	X									
Where can I get a copy of my driver's abstract?									X				
Where do I pay traffic, non-traffic and parking tickets?		X	X										
Will parking tickets go on my driving record?		X	X										
Where do I ask for a mitigation or contested hearing?		X	X										
How do I get a placard and/or handicapped license plates?									X				
Where do I get my car tabs renewed?									X	X			
I OWE FINES, FEES, ASSESSMENTS													
How do I make payments for court imposed obligations I owe?	X	X	X	X									
IN CUSTODY													
Where can I find out if someone was picked up?													X
Where do I find out if someone is in jail?													X
Where do I go to post bond/bail?	X	X	X										X
RESTORE RIGHTS													
How do I get my voting rights back?	X												
How do I get my gun rights back?	X												
FINDING/RESPONDING TO LAWSUITS													
How/where do I file a civil lawsuit over \$100,000?*	X												
How/where do I file a civil lawsuit under \$100,000?*	X	X											
Where do I file a small claims (\$5,000 and under) action?		X											
*Effective July 24, 2015													
DOMESTIC VIOLENCE													
Where do I get a DV protection order?	X	X	X	X									
Where do I get a protection order for unlawful harassment?	Go to District Court. If respondent is under 18 or if partners have a child together, go to Superior Court.												
Where do I get a no-contact order?	You can only get a no-contact order if a victim of a crime as a part of that action.												
How do I lift a no-contact order?	Go to the clerk of the court that issued the no-contact order.												
COURT DETAILS													
Can I talk to the judge?		X	X	X									
Where does an appeal from district or municipal court get filed?	X												
Where do I go to file a probate or guardianship action?	X												
Where do I go to review a court file?	X	X	X										

Frequently Asked Questions

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QUESTIONS / WHERE DO I GO?	COUNTY CLERK	SUPERIOR COURT	DISTRICT COURT	MUNICIPAL COURT	PROSECUTOR	COUNTY SHERIFF	CITY POLICE	JAIL	HEALTH DISTRICT	DOL	COUNTY AUDITOR	COUNTY ASSESSOR	COUNTY TREASURER
COURT DETAILS (continued)													
Where do I go to copy documents in a court file?	X		X	X									
How do I file documents into a Superior Court file?	X												
Where can I get a copy of the Local Court Rules?	X	X	X	X									
What are bench copies and who gets them?	X	X											
How do I schedule a trial date or hearing date?	X		X	X									
Who handles the regularly scheduled calendars (depends on calendar/court)?	X		X	X									
How can I find out if I'm on the trial calendar (depends on calendar/court)?	X	X	X	X									
I can't be there for court when I am scheduled. What can I do?	X		X	X	X								
FAMILY/MARRIAGE													
How can the courthouse facilitator help me? What are her/his hours?	X	X											
How do I file for a dissolution of marriage?	X												
Where do I go for a restraining order?	X												
Where do I get a marriage license?											X		
Can a judge marry us?		X	X	X									
Where can I get a name changed?	X		X										
Where do I get a birth certificate?									X				
Where do I get a copy of a death certificate?	Death Certificates after July 1, 1907 to the present, contact WA State Dept. of Health at 360-236-4300 or order online at www.vitalchek.com For a death that took place before July 1, 1907 in King, Pierce, and Spokane, contact the Washington State local health departments and districts For all other counties contact the county auditor's office in the county where the event occurred.												
Where do I file a will?	X												
PROPERTY													
Where can I ask about how the value on my property was assessed?												X	
Where do I go to contest the assessed value on my tax statement?												X	
Where do I pay my property taxes?													X
Local Variations of Above Questions for _____ [Local County/City]													

Local Resources

County Clerk's Office	
Superior Court Office	
District Court Office	
City Police	
City Prosecutor's Office	
Jail	
County Sheriff's Office	
County Prosecutor's Office	
County Assessor's Office	
County Auditor's Office	
County Health Department	
County Treasurer's Office	
Legal Help for Public:	CLEAR 1-888-201-1014 (M-F 9:15 AM-12:15 PM; Tue 3:30 PM-6:15 PM)
(See Also eService Answer # 795)	Washington Law Help: www.washingtonlawhelp.org
Administrative Office of the Courts (AOC)	General Information: (360) 753-3365
AOC Customer Services:	1-800-442-2169, Option 1 System Access, Security and Equipment Option 2 Accounting Option 3 Case Management Option 4 Data Warehouse
	Web site: https://inside.courts.wa.gov/ For Help select: eService Center
	Customer Services Fax: 360-956-5717
State Department of Licensing (DOL)	Driver: 360-902-3900 Vehicle: 360-902-3770 http://www.dol.wa.gov/
DOL - Deferred Prosecutions:	360-902-4068 Fax: 360-902-3802 Court Access Only
DOL - Forms	360-902-3965 Court Access Only
DOL - Fraud:	360-902-3195 Fax: 360-570-1246 Court Access Only
DOL - FTA Desk:	360-902-3966 Court Access Only
DOL - Firearms Division:	360-664-6611 Court Access Only
DOL - Records Corrections:	360-902-3988 Fax: 360-586-9044 Court Access Only
Washington State Patrol	360-596-4000 http://www.wsp.wa.gov/

See also: [Inside Courts > Court Resources > Support for the Public](#) for additional resource documentation

Public Access to Court Records: Important Caveats



PUBLIC ACCESS TO COURT RECORDS: IMPORTANT CAVEATS

General Rule 31.1 (GR31.1) takes effective January 1, 2016. See the [Court Records](#) page on Inside Courts for the most recent guidelines.

1. THE GRID ON THE FOLLOWING PAGES IS INTENDED AS A GUIDELINE ONLY. It is not intended to be a final, authoritative and complete statement of the laws relating to access of court records. The grid was compiled in order to assist courts in developing clearer and more authoritative standards.
2. The grid is intended to cover public access to both electronic and non-electronic court records.
3. General Rule 31 (GR 31) is the Access to Court Records court rule. There are several other court rules that address access to court records in specific situations (e.g., GR 15 and GR 22) and citations to these rules are set forth in this grid. There are several statutes that also address the confidentiality of certain court records. While courts are not necessarily bound by statutes regarding court records, the statutes should be followed absent good reason or judicial direction to the contrary. The [JIS Data Dissemination Policy](#) governs access to court record information in the Judicial Information System (JIS).
4. Except where indicated, the grid does not address the guidelines for disclosure to other governmental agencies nor does it address disclosure of administrative records. A proposed new court rule, GR 31.1, would govern access to a court's administrative records. See http://www.courts.wa.gov/court_rules/ for information on the status of this proposed rule.
5. This document should not be construed as legal advice. The final decision on what records to release must be made by the court of record. Your court's legal advisor (the city attorney or county prosecutor) is the appropriate entity to provide legal advice to the court.
6. FOR MORE INFORMATION, contact Stephanie Happold, AOC Data Dissemination Administrator, at (360) 705-5315 or Stephanie.Happold@courts.wa.gov.

February 2014

***Important: Please refer to caveats before using this information**

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
<p>COURT RECORDS: OVERVIEW (For particular categories of cases, see the following pages.)</p>	<p>A. In general. GR 31 defines “court record” as including, “but is not limited to: (i) Any document, information, exhibit, or other thing that is maintained by a court in connection with a judicial proceeding, and (ii) Any index, calendar, docket, register of actions, official record of the proceedings, order, decree, judgment, minute, and any information in a case management system created or prepared by the court that is related to a judicial proceeding.</p> <p>Court record does not include data maintained by or for a judge pertaining to a particular case or party, such as personal notes and communications, memoranda, drafts, or other working papers; or information gathered, maintained, or stored by a government agency or other entity to which the court has access but which is not entered into the record.”</p>	<p>As a general rule, most court records are open to public access.</p> <p>“The public shall have access to all court records except as restricted by federal law, state law, court rule, court order, or case law.” GR 31 (d)(1).</p> <p>Some of the limitations on this general rule are discussed throughout the rest of this chart.</p>	<p>GR 31; GR 22 (certain Family Law records); GR 15 (court records are open unless ordered sealed or destroyed); JISCR 15; <i>Rufer v. Abbott Labs</i>, 154 Wn.2d 530 (2005); <i>Nast v. Michels</i>, 107 Wn.2d 300 (1986).</p>

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
	<p>B. <u>Orders on accessibility</u>. All court records are the subject of a judge’s order regarding accessibility. Examples: orders to “destroy” records, orders to “seal” records, and orders granting access.</p> <p>C. <u>Statutes on access to public records</u>. Many statutes address confidentiality of public records including, but not limited to, the Public Records Act.</p>	<p><u>Follow the judge’s order</u>. A judge’s order regarding specific records takes precedence over any of the more generally applicable standards for accessibility of court documents. This is because accessibility of court documents is governed as a final matter by common law standards, which give great discretion to the judge making the initial determination. Specific procedures to be taken by a court clerk are outlined in GR 15.</p> <p><u>Statutes on access to public records do not necessarily apply to court records</u>, but they represent good guidelines for use by the courts and likely should be followed except when good reason exists for treating court records differently.</p>	<p><i>Rufer v. Abbott Labs</i>, 154 Wn.2d 530 (2005); <i>Nast v. Michels</i>, 107 Wn.2d 300 (1986), and other cases on common law right of access to court records.</p> <p><i>City of Federal Way v. Koenig</i>, 167 Wn.2d 341 (2009); <i>Nast v. Michels</i>, 107 Wn.2d 300 (1986), and other cases on common law right of access to court records.</p>
ADOPTION	<p>All records, including petitions, consent documents, decrees, pre- and post-placement reports, and all records of adoption-related proceedings for termination or relinquishment of parental rights under chapter 26.33 RCW.</p>	<p>All records are to be <u>sealed and open to inspection by any person [including the adopted person] only upon order of the court</u>. Courts may disclose “reasonably available non-identifying information” upon written request of an adoptive parent, an adopted person or a birth parent. Also, a judge may allow a confidential intermediary to review adoption records to assist in searches for birth parents or adopted children under certain circumstances.</p>	<p>RCW 26.33.330, RCW 26.33.340, RCW 26.33.343.</p>

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
ALCOHOL/ DRUG INVOLUNTARY COMMITMENT	All court records and case files of commitment proceedings under chapter 70.96A RCW .	<u>Unclear</u> . Policy would suggest that confidentiality should apply, just as in the mental illness commitment cases (see below). Yet, all the statute provides is that the records of “treatment programs” -- which do not include courts -- are confidential. Court clerks commonly treat alcohol/drug commitment case records in the same manner as mental illness commitment records.	RCW 70.96A.150 .
APPELLATE COURT WRITING ASSIGNMENTS		<u>Not open to public access</u> .	Common law principles of access, including the interest of protecting the efficient administration of justice.
ARREST WARRANTS	Arrest warrants and accompanying affidavits.	Courts generally allow public inspection of arrest warrants. Many (not all) courts also treat the supporting affidavits as public information absent a court order instructing otherwise. As to either the warrants or the affidavits, the key question is whether disclosure would hinder effective law enforcement.	Common law principles of access. Cases from other states (CA, PA, and IL) have generally held these materials to be open to inspection, but only PA has addressed the affidavits.

*Important: Please refer to caveats before using this information

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
ATTORNEY WORK PRODUCT	Memoranda, notes, files and research produced by staff attorneys and law clerks.	<u>Not accessible.</u>	Common law principles of access, including the interest of protecting the efficient administration of justice; also RCW 5.60.060(2) (attorney-client privilege); <i>Dawson v. Daly</i> , 120 Wn.2d 782 (1993); <i>Overlake Fund v. Bellevue</i> , 70 Wn. App. 789 (1993).
CALENDARS	Calendars of proceedings for a particular day or other time period.	<u>Open to public access.</u> These documents should not contain any confidential information. (Note-use the “lobby” version of the calendar if a copy is given to a person.)	Common law principles of access, including the importance of open administration of justice. See Wash. Const. Art I § 10.
CASE FINANCIAL INFORMATION	Records showing the payments a party has made or owes toward court-ordered obligations, including legal financial obligations and restitution.	Accessible on an individual case basis. Information about the paid or outstanding legal financial obligations in a case is allowed. Make sure that confidential information is not included (e.g. social security numbers, financial account numbers, driver’s license numbers; victim’s address (if sealed).	GR 31 ; GR 15.
CORRESPONDENCE	Judges' correspondence	Not accessible by the public, unless it becomes part of the official court record.	<i>City of Federal Way v. Koenig</i> , 167 Wn.2d 341 (2009).

***Important: Please refer to caveats before using this information**

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
COURT REPORTERS' NOTES AND TRANSCRIPTS		<p><u>Unclear</u>. At what point do these materials become public documents? After they have been transcribed? Once they are part of the file? Copyright issues?</p> <p><u>In capital cases</u> reporter's stenographic notes, any audio or video tapes, and any other electronic data medium containing notes of a hearing shall not be provided to anyone except the court reporter who produced the notes, unless a court order provides otherwise.</p>	SPRC 3
DRIVING RECORDS	Abstract of driving record maintained by the Department of Licensing.	<p>Driving record is available to limited group of agencies who need to know such information such as insurance companies and potential employers. For entire list please consult statute.</p> <p>The court may provide a copy of the driver's abstract to the individual named in the abstract, provided that the named individual has a pending or open infraction or criminal case in that court. RCW 46.52.130(2)(a)(ii)</p>	RCW 46.52.130
EXHIBITS		<p><u>Open to public access</u>, unless they are part of a case where access is restricted, and only to the extent consistent with the efficient administration of justice. Courts must be able to take special measures necessary to protect the evidentiary value of the exhibits.</p>	Common law principles of access, including the interest of protecting efficient administration of justice.

*Important: Please refer to caveats before using this information

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
FAMILY LAW COURT RECORDS	Examples - Dissolutions, Child Support Enforcement, Uniform Interstate Family Act, Domestic Violence Actions, Child Custody Action records.	<p><u>Restricted personal identifiers</u>—a party to a family law case is not required to provide social security numbers, driver’s license numbers, residential telephone numbers of parties and children and date of birth of the child(ren) on records which are open to the public. Residential address is not collected except on confidential forms. Residential address is not publicly accessible if it is available only on the confidential information form or if the address is sealed by the court.</p> <p><u>Sealed financial source documents</u>—documents filed under the “Sealed Financial Source” cover sheet are not open to the public. The cover sheet is open to the public.</p> <p><u>Confidential Information Form, Domestic Violence information Form, Notice of Intent to Relocate, and Personal Information Sheet (if required for JIS purposes)</u> are not open to the public. <u>Vital Statistics Form, Law Enforcement Information Form, Foreign Protection Order Information Form</u> are documents that the court collects for the benefit of other agencies and are not considered a court record. These are not available to the public.</p>	GR 22 ; GR 31

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
GRAND JURY AND SPECIAL INQUIRY JUDGE INFORMATION	<p>Grand jury report</p> <p>Grand jury and special inquiry judge information and evidence</p>	<p><u>Not open to the public.</u> Such report shall be released to the public only upon a determination by a majority of the judges of the superior court of the county court with specific findings set forth in RCW 10.27.160.</p> <p>Not open to the public. See RCW 10.27.090</p>	<p>RCW 10.27.160</p> <hr/> <p>RCW 10.27.090</p>
GUARDIANSHIP CASE FILES	<p>Cases filed under RCW Chapter 11.88 (guardianship of an incapacitated person) and RCW Chapter 73.36 (the Uniform Veterans' Guardianship Act.)</p>	<p>Open to public access except for those records to which access is restricted pursuant to GR 22 (Confidential Information Form, Sealed Financial Source Documents, Sealed Personal Health Care Record, Confidential Reports, etc.)</p>	<p>GR 22.</p>
INDEX REPORTS	<p>Reports generated from the JIS system.</p> <p>Note: Lists generated from the JIS system of individuals that will be used by the requestor to communicate with the individuals named in the list for the purpose of facilitating profit expecting activity is prohibited. GR 31(g)(3).</p>	<p>An index report containing some or all of the following information may be disseminated: filing date, case caption, party name and relationship to case, cause of action or charge, case number or designation, case outcome, disposition date.</p>	<p>GR 31; JIS Data Dissemination Policy, section III.B.6.</p>

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
JUDGE’S NOTES AND DRAFTS OF OPINIONS		Not open to public access. Our state Supreme Court has concluded that a judge’s notes in conference are not public, but this conclusion is only “dictum” (a conclusion that is not necessary to the opinion, and therefore not binding on other courts).	Common law principles of access, including the interest of protecting the efficient administration of justice; <i>Cowles Pub’g Co. v. Murphy</i> , 96 Wn.2d 584, 587 (1981), <i>Beuhler v. Small</i> , 115 Wash.App. 914 (2003); GR 31 .
JUROR INFORMATION		Individual juror information, other than name, is presumed to be private. Juror information in JIS - residential addresses, residential phone numbers, social security numbers, credit card and pin information are not available to the general public.	GR 31 (j) and (k). JIS Data Dissemination Policy, section IV.B.
JUVENILE COURT --OFFENSE RECORDS (Including Diversions)	A. Official juvenile court file, which is defined in RCW 13.50.010 to mean the legal file containing the information, motions, memorandums, briefs, findings of the court, and court orders.	“Open to public inspection” unless the judge orders that the file or records be sealed, destroyed, or expunged. Public indexes of court records should not reflect the existence of any sealed juvenile offense records. AOC public website “search case records” and bulk indices do not contain juvenile offense records.	The general rule is stated in RCW 13.50.050 (2). The exceptions are found in RCW 13.50.050 (11), (12), (14), (15), (17) and (24) and RCW 13.50.150 . JIS Data Dissemination Policy, section V.

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
JUVENILE COURT --OFFENSE RECORDS (Including Diversions) (Continued)	<p>B. Records other than official court file. These other records include the probation counselor’s file (“social file”) and any other juvenile court record that does not fall under the definition of “official court file” given above. RCW 13.50.010. This includes diversion records.</p>	<p>“Confidential,” with the following exceptions:</p> <ul style="list-style-type: none"> • court order • access by juvenile, parents, or their attorneys allowed for some records • access by other juvenile justice care agencies with on-going investigation of the child • access by schools allowed for cases involving violent, sex or stalking offenses • notification of law enforcement agencies or the public allowed for sex offenders • access allowed to public when disclosure will not result in identification of the juvenile or the juvenile’s family • victim (or victim’s family) can access identity of the alleged or adjudicated juvenile offender • prosecution or defense may have access to juvenile offense records of an adult criminal defendant or witness after the filing of charges, subject to discovery rules. 	<p>The general rule is stated in RCW 13.50.050(3). The exceptions are found in: RCW 13.50.010, RCW 13.50.050, RCW 13.40.215, and RCW 4.24.550.</p>

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
<p>JUVENILE COURT NON-OFFENSE CASES (Including Dependency, ARY, CHINS, Termination of Parent Relationship, Truancy)</p>	<p>All court records of juvenile court cases not related to juvenile offenses, including dependency actions, actions for the termination of the parent-child relationship, at-risk-youth (ARY) actions, child-in-need-of-services (CHINS) actions, and truancy actions.</p>	<p>“Confidential,” with the following exceptions:</p> <ul style="list-style-type: none"> • court order • other juvenile justice or care agencies may have access if relevant to their current investigative or supervisory activities • access allowed for the juvenile, parents or their attorneys, unless release would be harmful to the juvenile or parents, but records of certain counseling or medical services need to be withheld from parents • access allowed for parties bringing dependency or termination of parental rights actions, subject to the same restrictions described above for juveniles, parents and attorneys. 	<p>The general rule is stated in RCW 13.50.100. The exceptions are found in the same statute and in RCW 13.50.010. (As to truancy records, see AGO 1996 No. 1.)</p>
<p>LISTS OF INDIVIDUALS REQUESTED FOR BUSINESS PURPOSES</p>		<p>“The use of court records, distributed in bulk form, for the purpose of commercial solicitation of individuals named in the court records is prohibited.” GR 31(g)(3)</p> <p>Agencies are not authorized to “give, sell or provide access to lists of individuals. . .” if the lists are requested for business purposes. Access must be provided, however, to “raw data” from which a person could compile the list of names.</p>	<p>GR 31</p> <hr/> <p>RCW 42.56.070 (9); AGO 1975 No. 15.</p>

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
MENTAL ILLNESS COMMITMENT (Adults)	All files and records of the commitment proceedings under chapter 71.05 RCW , including petitions, orders, treatment records, notices, affidavits.	All files and records are to be “closed,” but certain people involved in the case have right to access. Also, the right of confidentiality can be waived in writing. Signed applications for concealed pistol licenses and for pistol purchases are counted as written waivers.	RCW 71.05.620 ; RCW 9.41.070(4) (concealed pistol license applications); RCW 9.41.094 (pistol purchase applications).
MENTAL ILLNESS COMMITMENT (MINORS)	All records and files maintained in court proceedings under chapter 71.34 RCW , including petitions, orders, treatment records, notices, affidavits.	Records and files of these court proceedings are “confidential.” They are available only to the minor, the minor’s parents, and the minor’s attorney, but the court may order additional release of information.	RCW 71.34.335
NAME CHANGES BY VICTIMS OF DOMESTIC VIOLENCE	All court records associated with the name change filing, proceeding or order, but only for cases with allegations of domestic violence that are brought in superior court.	Where name change is granted: The court “shall seal the file” if it finds that safety concerns justify the sealing. If the file is not sealed, then presumably access is allowed. Where name change is not granted: “No public access,” regardless of whether the file has been sealed.	RCW 4.24.130(5) . RCW 4.24.130(5) .

*Important: Please refer to caveats before using this information

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
PARENTAGE	<p>Uniform Parentage Act</p> <p>A. Final order (such as Order on Default, Dismissal for Want of Prosecution, Order Adjudicating Parentage) and certain records entered after the entry of a final order</p> <p>B. All other papers and records entered prior to the entry of a final order</p>	<p>Open to public inspection.</p> <p>Available only with the consent of the parties or on order of the court for good cause.</p>	<p>RCW 26.26.610 (2)</p> <hr/> <p>RCW 26.26.610(2)</p>
PERSONAL IDENTIFIERS	<p>Certain identifying information - social security numbers, financial account information, driver's license numbers, and juror information other than the juror's name.</p>	<p>Not open to public access. Parties shall not include these personal identifiers in documents filed with the court. However, the court or clerk need not review documents for compliance with this rule.</p>	<p>GR 31; For Family Law court records - see GR22.</p>
POLICE REPORTS			<p>Common law principles of access, including the interest of protecting the efficient administration of justice.</p>
PRESENTENCE REPORTS AND COMPLIANCE REPORTS	<p>Superior court presentence and compliance reports.</p>	<p>Case-by-case determination by judge. The Superior Court rules state that presentence reports generally do not contain sensitive information in our presumptive sentencing system, but judges should act to protect any confidential information that is included.</p>	<p>Official comment to CrR 7.1.</p>

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
SEALED FILES AND RECORDS	<p>Sealed court files and court records.</p> <p>Indexes showing the existence of sealed files or records.</p>	<p>Not open to public access.</p> <p>Except for restricted case types-case - number, names of the parties, the notation “case sealed”, the case type in civil cases and the cause of action or charge in criminal cases show on our public indexes. For indexes of juvenile offense records, see "Juvenile Court—Offense Records".</p>	GR 15.
SEARCH WARRANTS, AFFIDAVITS AND INVENTORIES		In general for all courts, the common law allows public access only after execution and return of the warrant. Confidentiality is warranted because disclosure would substantially threaten the interests of law enforcement and the safety of informants.	<i>Cowles Pub’g Co. v. Murphy</i> , 96 Wn.2d 584 (1981); <i>Seattle Times v. Eberharter</i> , 105 Wn.2d 144 (1986); See also RCW 42.56.240(1) .
SEXUALLY TRANSMITTED DISEASES (Hearings on)	Hearings for examination, restrictive orders or detention can be conducted. These hearings are to be closed and confidential unless the person requests a public hearing.	If a closed hearing was held, then the transcripts or records relating to the hearing are “confidential,” and “may be sealed” by the court.	RCW 70.24.024(5) (hearings for examination or restrictive orders); RCW 70.24.034(5) (hearings for detention).
SOCIAL SECURITY NUMBERS	In JIS computer records.	Social security numbers are considered confidential and should not be disseminated. GR 31(e)(1)(A) states that social security numbers shall be redacted or omitted prior to being filed.	GR 31(e)(1)(A) ; 42 U.S.C.S. § 405(c)(2)(C)(viii)(I).

*Important: Please refer to caveats before using this information

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
SPECIAL INQUIRY JUDGE INFORMATION AND EVIDENCE (See Grand Jury Above)	Information and evidence gathered in criminal investigation. Similar to grand jury, but uses judge instead of grand jury.	Not open to the public. See RCW 10.27.090	RCW 10.27.090
STATEWIDE SPECIAL INQUIRY JUDGE	Information and evidence gathered in statewide criminal investigation. This judge is a superior court judge specially designated by the Supreme Court	Confidential and not open to the public.	RCW 10.29.050 ; RCW 10.29.060
VICTIMS AND WITNESSES OF CRIME (continued below)	A. In juvenile court cases, information identifying child victims under age 18 who are victims of sexual assaults by juvenile offenders. Identifying information includes name, address, location, photographs, and any family relationship to the alleged perpetrator.	“Confidential and not subject to release” to the press or public without permission of the child victim or guardian. The information may be released to law enforcement, prosecutors, judges, defense attorneys or certain public or private agencies.	RCW 13.50.050(24)

Guidelines for Public Access to Court Records*			
CATEGORY	RECORD DESCRIPTION	ACCESSIBILITY	AUTHORITY
VICTIMS AND WITNESSES OF CRIME (Continued)	D. Witness information in JIS – residential addresses, residential phone numbers, social security numbers, credit card and PIN numbers.	Confidential information not to be released to the public.	GR 31 ; GR 15 ; GR 22 ; JISCR 15 , JIS Data Dissemination Policy , Section IV.B.
VULNERABLE ADULT PROTECTIVE ORDERS	Petitions and other case information filed pursuant to chapter 74.34 RCW for the protection of a vulnerable adult.	Open to public access except for those records to which access is restricted pursuant to GR 22 , such as sealed financial source documents, sealed personal health care records, and the confidential information form.	GR 22.
WIRETAPS, ELECTRONIC SURVEILLANCE, AND RELATED ORDERS	Wiretap warrants and affidavits. Court orders authorizing or approving the installation and use of a pen register or “trap and trace” device.	Unclear, but RCW 9.73.140 strongly implies that the information is confidential at least during the investigatory period. Policy interests suggest the same analysis as given for search warrants. Court clerks commonly handle these documents in the same manner as search warrants. The judge is to direct the order “be sealed until otherwise ordered by the court...”	Chapter 9.73 RCW. RCW 9.73.260(4)

<i>Guidelines for Public Access to Court Records*</i>			
WITNESS STATEMENTS			Common law principles of access, including the interest of protecting the efficient administration of justice.

Reset Your Password Instructions

Password Change/Reset Instructions¹

Password Standards

Note: When an Administrator resets your RACF Password, the default temporary password will be in ALL CAPS, then you must follow the mixed case rules when resetting to a new password.

AOC requires the use of “hardened passwords,” which means passwords must have the following characteristics:

- Passwords **MUST** be exactly eight (8) characters: no more, no less.
- Passwords **MUST** contain at least one upper case letter.
- Passwords **MUST** contain at least one lower case letter.
- Passwords **MUST** contain at least one number.
- **Only three (3) special characters can be used, but are not required: @ # \$.**
- Passwords must not contain the user’s login name, or any part of the user’s full name. In other words, passwords may not contain any three or more consecutive characters from your name as it appears in the RACF database. For example, user “John Smith” may not use the consecutive characters, “Joh,” “John,” “Smi,” or “Smith” as part of his password.
- Passwords will expire every 90 days.
- Passwords are revoked after five (5) incorrect attempts.
- Your last ten (10) passwords are remembered by the system; each time a password is changed it should be unique.

Resetting Your Password

The Administrative Office of the Courts (AOC) offers a Password Self Service Reset function. This function is only available to Clients with a valid JIS RACF User ID and Password. AOC's Password Self Service Reset function allows you reset your own JIS RACF password if:

- you have forgotten your current password,
- you have REVOKED your User ID due to invalid sign-on attempts, or
- if your password has expired.

This service will save clients valuable time and reduce Customer Service calls. To use the Password Self Service Reset facility, you must first perform a one-time registration. The registration process requires your current JIS RACF User ID and Password, therefore, if you have forgotten your current Password, you will need to contact the [eService Center](#).

¹ Reset Your Password Instructions. *Original Source:* https://inside.courts.wa.gov/secure/pwr/dsp_pwr_home.cfm

Caution:

COURT STAFF:

The Password Self Service reset facility on Inside Courts **WILL NOT** change your password for the following systems:

- JIS Main Menu
- eService Center
- Local Area Network (LAN)

COURT STAFF WITH BOXI ACCESS TO THE DATA WAREHOUSE:

This **WILL** change your BOXI password so your RACF & BOXI Passwords are synchronized.

AOC STAFF, COA, and WSSC STAFF:

Your Local Area Network (LAN) Password **WILL BE** affected by this process.

Once you have completed a password change from Inside Courts, immediately **LOG OFF** all applications, including your LAN ID, and **log back on with your NEW PASSWORD.**

Procedures:

NOTE: IF YOU ARE NOT SIGNING ON TO INSIDE COURTS THROUGH THE STATE GOVERNMENT TRUSTED NETWORK (IGN/SGN), YOU WILL NOT HAVE ACCESS TO THE PASSWORD SELF-HELP SYSTEM.

Read and follow the directions.

- You may want to PRINT these instructions before proceeding.
- [Click here to begin SELF REGISTRATION](#) and then follow the seven steps below:
 1. Select Option SELF REGISTER from the Blockade Password Self Service page.
 2. Enter your current JIS RACF USER ID and PASSWORD. The SECURITY PROVIDER must remain: OAC2 z/OS.
 3. Select LOGON.
 4. After reading Administrative Challenges, select NEXT.
 5. Answer the following two Questions:
 - What is your Mother's Maiden Name? (**Note:** Any name is valid,

- but it should be one that you can remember.)
- What are the last 4 digits of your Social Security Number (SSN)? (**Note:** Any 4 Numbers in the SSN Field are valid, but it should be a number you can remember).
 - You **MUST** remember your responses for security purposes in order to sign back on to the Password Reset Selfserv facility in order to initiate a password change.
6. Enter the following additional information:
- Mainframe EMC2TAO Email ID (NOT required)
 - Internet-type e-mail address (NOT required)
 - Telephone Number (required).
7. Select **Next**. The final screen will display: "You have successfully registered into ManageID™ Selfserv. Do you want to associate additional accounts to your ManageID Selfserv profile?"
Select: **HOME**

You now have the ability to reset your JIS RACF Password if you forget or REVOKE your User ID, or if your Password has expired. If a Security Administrator has REVOKED your User ID, the Blockade Password Self Service Reset option appears to successfully update your password, but your User ID will remain in an inaccessible state.

Please note:

- When you are required to change your JIS RACF Password, follow the PASSWORD RESET options.
 - When changing a password, the **Password Standards** listed at the beginning of this section must be adhered to.
 - If you are an authorized requestor, or a site coordinator, contact [eService Center](#).
-

Assign New JIS Main Menu Password after Expiration

1. Type your **NEW** password in the New Password field. See the [Password Rules](#).
2. Press <ENTER>.

Result: The cursor remains in the New Password field and a message reads: "Reenter new password to confirm change".
3. Retype your **NEW** password in the New Password field.
4. Press <ENTER>.

Result: The cursor moves to the command field and a message reads: "New password now in effect.
XXXXXXX user is signed on"

Please note:

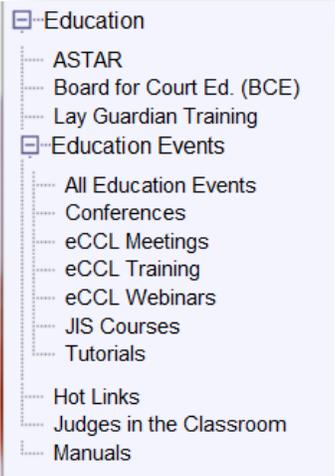
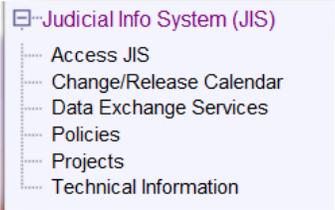
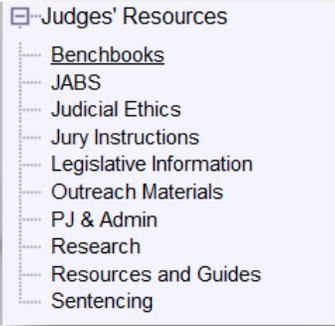
If the user is an AC or CH type of user (an accountant or cashier), a new Cashier ID must be entered and confirmed as well as a new password and a message reads: "New Cashier ID must be entered." Type the new cashier ID and press <ENTER>. Retype the ID to confirm and press <ENTER>. See the [Cashier ID Guidelines](#).

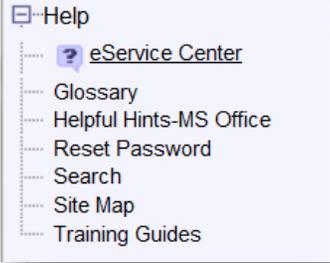
Suggested Online Resources to Review on Inside Courts and Washington Courts Websites

Suggested Online Resources to review on the Inside Courts website

<https://inside.courts.wa.gov>

Location on the Navigation Sidebar:	Links of interest to CLJ court staff:
	<p>Included in Court Resources:</p> <ul style="list-style-type: none"> • Court Forms (<i>Washington State Pattern Forms for protective orders, name changes, cover sheet, etc.</i>) • Court Interpreters (<i>identify interpreters for your area</i>) • Court Management (<i>Bail Schedule</i>) • Court Records (<i>Guidelines for the Courts on Public Access to Court Records, and Access to Court Records</i>) • Manuals <ul style="list-style-type: none"> ○ Manual for Courts of Limited Jurisdiction ○ Code Manuals (<i>cost fee codes, judgment codes</i>) ○ Electronic Ticketing Manual (<i>eTicketing</i>) ○ JIS Online Manual <ul style="list-style-type: none"> ☞ Case/Person Processing (<i>Calendaring, Case Initiation, Case Maintenance, Case Outcomes, Case History and Searching, Person Processing</i>) ☞ Financial Processing (<i>Banking, Collections, Disbursements, End of Day/Month, Miscellaneous Financial Tasks, Receipting, Receivables, Unclaimed Property</i>) ○ Person Business Rules • Support for the Public
	<p>Included in Directories & Contacts</p> <ul style="list-style-type: none"> • Court Directory (<i>Contact information for all courts in Washington</i>) • Court Interpreters

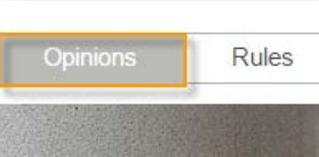
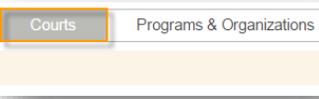
Location on the Navigation Sidebar:	Links of interest to CLJ court staff:
	<p>Included in Education:</p> <ul style="list-style-type: none"> • JIS Education (Course information, Tutorials, eCCL Webinars, and Online Training programs) • Conferences
	<p>Included in Judicial Info System (JIS)</p> <ul style="list-style-type: none"> • Access JIS applications (<i>ETP, JABS, BOXI</i>) • Projects (<i>CMS</i>)
	<p>Included in Judge's Resources</p> <ul style="list-style-type: none"> • Benchbooks (<i>Including Domestic Violence Manual</i>) • JABS

Location on the Navigation Sidebar:	Links of interest to CLJ court staff:
	<p>Included in Legal Resources</p> <ul style="list-style-type: none"> • Court Rules (State and Local) - <i>Rules of General Application (GR)</i> (GR 15, 22, and 31 refer to sealing, vacating and access to court records) • DUI Sentencing Grid • RCWs • WACs • WA State Court Forms (<i>again</i>)
	<p>Included in Organizations</p> <ul style="list-style-type: none"> • WA Courts: <ul style="list-style-type: none"> ○ Associations – link to DMCMA Web site ○ Associations – link to DMCJA Web site
	<p>Included in Help</p> <ul style="list-style-type: none"> • eService Center (also located in the purple ribbon near the top of every page on Inside Courts)  <ul style="list-style-type: none"> • Reset Password • Training Guides <ul style="list-style-type: none"> ○ eService Center Guide

Location on the Navigation Sidebar:	Links of interest to CLJ court staff:
	<h2 data-bbox="516 306 1463 369">Help Resources - Online Manuals</h2> <p data-bbox="521 394 886 426">https://help.courts.wa.gov</p>
	<h3 data-bbox="505 653 922 695">Statewide Resources</h3> <ul data-bbox="516 705 1130 852" style="list-style-type: none"> • Judicial Information System (JIS) • Judicial Access Browser System (JABS) • Adult Static Risk Assessment (ASRA) • Inside Courts
	<h3 data-bbox="505 1031 1360 1073">Courts of Limited Jurisdiction Resources</h3> <ul data-bbox="516 1104 1057 1293" style="list-style-type: none"> • Judicial Information Systems (JIS) • Judicial Access Browser (JABS) • Business Objects (BOXI) • Electronic Ticket Processing (ETP) • Plain Paper Print Warrants (PPP)
	<h3 data-bbox="505 1409 1341 1461">eService Answers (for Help Resources)</h3> <div data-bbox="516 1472 1430 1682"> <p> Answers Ask a Question Live Chat My Stuff - </p> <div data-bbox="545 1545 1425 1682"> <p data-bbox="867 1562 1013 1583">Advanced Search</p> <input data-bbox="565 1587 1013 1633" type="text"/> <input data-bbox="1024 1587 1127 1633" type="button" value="Search"/> </div> </div> <ul data-bbox="516 1724 1463 1839" style="list-style-type: none"> • Answer ID 2371 - Searching the online manuals • Answer ID 1083 - Using the personal bookmarks feature on the Inside Courts Web site

Suggested Online Resources to review on the Washington Courts website

(<http://www.courts.wa.gov/>)

Links across the top menu bar:	Links of interest to CLJ court staff:
	<p>Included under Forms</p> <ul style="list-style-type: none"> • Forms used statewide in Washington Courts. This is not a complete list of forms; your court may have local forms filers must use in a case.
	<p>Included under Court Directory</p> <ul style="list-style-type: none"> • Contact information for the Washington Courts and organizations related to official court business. This is a public version of the Court Directory.
	<p>Included under Opinions</p> <ul style="list-style-type: none"> • Supreme Court and Court of Appeals opinions.
	<p>Included under Rules</p> <ul style="list-style-type: none"> • State Court Rule • Local Court Rules
	<p>Included under Courts</p> <ul style="list-style-type: none"> • All courts with various links included here along with Drug & Therapeutic Courts.
	<p>Included under Programs & Organizations</p> <ul style="list-style-type: none"> • Also located here are Boards, Commissions, and Associations.

Links across the bottom of the home page:	Links of interest to CLJ court staff:
 <p>Access Court Records JIS LINK Find Your Court Date Search Case Records Records Request Judicial Info System (JIS) Caseload Reports</p>	<p>Included Access Court Records (located near the bottom of the Home Page)</p> <ul style="list-style-type: none"> • Judicial Info System (JIS). This link provides governance and technology information.
 <p>Find Resources State Law Library Education Resources Resources, Publications, & Reports Court Program Accessibility (ADA) Jury Service Information Whistleblower Employment Procurement</p>	<p>Included in Find Resources</p> <ul style="list-style-type: none"> • Education Resources • Employment Opportunities • Resources and Publications
 <p>From the Courts Court Forms Domestic Violence Forms Court Opinions Court Rules Pattern Jury Instructions Emergency Procedures Notice of Court Closures</p>	<p>Included in From the Courts</p> <ul style="list-style-type: none"> • Court Forms, including Domestic Violence • Court Opinions and Rules • Jury Instructions • Court Closures

Get Organizational Information

Administrative Office of the Courts
Supreme Court
Appellate & Trial Courts
Programs & Organizations
Washington Court News
Court Directory

Included in **Get Organizational Information**

- **Administrative Office of the Courts (AOC)**
- **Supreme, Appellate & Trial Courts**
- **Programs & Organizations**
- **Washington Court News**
- **Court Directory**

Where to Find Online Documentation

Where to Find Online Documentation

Topic	General Location	Sub-Location	Document
Address Maintenance	Court Resources (CR) > Manuals (M) > JIS Online Manuals (JOM)	Case/Person Processing	
Address Maintenance	CR > M > JOM > Case/Person Processing	About History Screens	Address History (ADH) Screen
Address Maintenance	CR > M > JOM > Case/Person Processing > Person Processing	About Person Record Maintenance	<ul style="list-style-type: none"> Address Data Entry Guidelines Maintaining Addresses for Related Persons (RAPC Screen)
After Court Checklist	CR > M > JOM > Case/Person Processing	Case Outcomes	After Court JIS Checklists (CLJ)
AKAs - Creating & Maintaining	CR > M > JOM > Case/Person Processing > Person Processing	About Person Record Maintenance	Creating & Maintaining True/AKA Relationships
AKAs - Removing, is Same Person	CR > M > JOM > Case/Person Processing	Person Processing	Case/Person Change (NPC) Process
AKA/True Name Worksheet	Inside Courts > eService > In Search Box Enter Key Words or Phrase >	1675 (Multiple person records for one person.)	Word Document Attachment: Worksheet to resolve multiple person records for one human being.
Calendaring	CR > M > JOM > Case/Person Processing	Calendaring	About Calendaring (CLJ)
Calendaring Reports & Notices	CR > M > JOM > Case/Person Processing	Calendaring	Calendar Reports & Notices (CLJ)
Case Disposition	CR > M > JOM > Case/Person Processing	Case Outcomes	Case Disposition Recording (CLJ)
Case Filing – Civil	CR > M > JOM > Case/Person Processing	Case Initiation	Civil Case Filing (CLJ)
Case Filing - Non-Civil	CR > M > JOM > Case/Person Processing	Case Initiation	Non-Civil Case Filing (CLJ)
Case Filing - Parking	CR > M > JOM > Case/Person Processing	Case Initiation	Parking Case Filing (CLJ)

Topic	General Location	Sub-Location	Document
Case Filing - Probable Cause	CR > M > JOM > Case/Person Processing	Case Initiation	Processing Probable Cause Cases (CLJ)
Case Maintenance - Non-Civil	CR > M > JOM > Case/Person Processing	Case Maintenance	About Case Maintenance (CLJ)
Case Outcomes - Civil	CR > M > JOM > Case/Person Processing	Case Outcomes	Civil Case Outcomes (CLJ)
Case Processing - Civil	CR > M > JOM > Case/Person Processing	Case Maintenance	Civil Case Processing (CLJ)
Case Processing - Parking	CR > M > JOM > Case/Person Processing > Case Maintenance	Parking Case Processing	<ul style="list-style-type: none"> • Parking Case Maintenance • Parking Financial Processes • Parking Vehicle Related Processes
Create Accounts Receivable (CAR)	CR > M > JOM > Financial Processing > Receivables	About Accounts Receivable Processing (CLJ)	Basic Information About Accounts Receivable
Docketing	CR > M > JOM > Case/Person Processing	Case Maintenance	<ul style="list-style-type: none"> • Docketing (CLJ) • Batch Docketing Screen (BDK) • Case Docket Update (CDK)
Family Relationship Screen (FRC)	CR > M > JOM > Case/Person Processing > Case Initiation	Non-Civil Case Filing (CLJ)	Case Participant Relationships in DV Related Cases
FTAs	CR > M > JOM > Case/Person Processing	Case Outcomes	FTA Processes (CLJ)
Financial History	CR > M > JOM > Case/Person Processing > Case History and Searching	About History Screens	Case Financial History Screen (CFHS)
Financial Processes - Parking	CR > M > JOM > Case/Person Processing > Case Maintenance	Parking Case Processing	Parking Financial Processes
GR15	www.courts.wa.gov > Court Rules > Rules of General Application	GR General Rules	15 - Destruction, Sealing & Redaction of Court Records

Topic	General Location	Sub-Location	Document
GR 31	www.courts.wa.gov > Court Rules > Rules of General Application	GR General Rules	31 - Access to Court Records
HELP	CR > M > JOM	Printing, Sign-on and other General Tasks	Using Help
JIS Keyboard Functions	CR > M > JOM > Printing, Sign-on, and Other General Tasks	JIS Sign-on, Navigation and Sign-off	Keyboard Basics
JIS Screen Navigation	CR > M > JOM > Printing, Sign-on, and Other General Tasks	JIS Sign-on, Navigation, and Sign-off	JIS Screen Navigator
JIS Sign-off	CR > M > JOM > Printing, Sign-on, and Other General Tasks	JIS Sign-on, Navigation, and Sign-off	Exit Applications and Sign-off
Orders - Criminal & Civil	CR > M > JOM > Case/Person Processing > Case Initiation	Domestic Violence, Anti-Harassment, Stalking Protection, & Sexual Assault Case Processing	Processing Protection Orders
Order History Screens	CR > M > JOM > Case/Person Processing > Case History and Searching	About History Screens	<ul style="list-style-type: none"> • Order History Screens • Domestic Violence Inquiry (DVI) Screen
Passwords	CR > M > JOM > Printing, Sign-on and Other General Tasks	JIS Sign-on, Navigation, and Sign-off	<ul style="list-style-type: none"> • Sign-on Password Rules • Cashier ID Guidelines • Changing Passwords • Password Self-Reset Utility
Person Business Rules	CR > M > JOM	Person Business Rules	

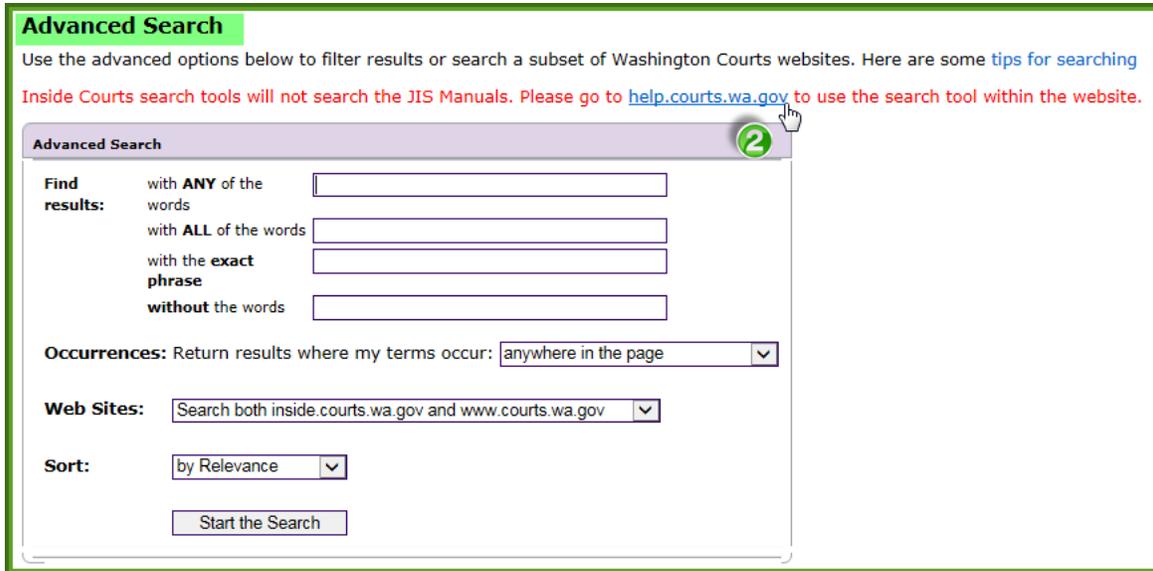
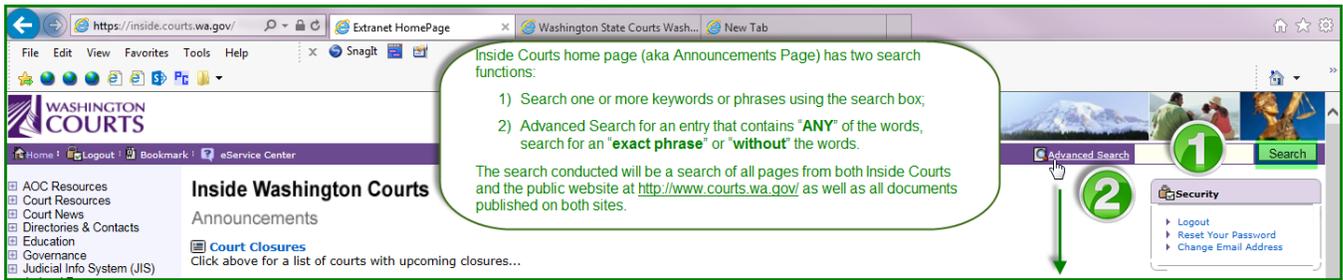
Topic	General Location	Sub-Location	Document
Person Business Rules - Tutorials	Education > Education Events > JIS Courses	Launch Course Catalog	Person Business Rules Tutorial for CLJ
Person Record Maintenance	CR > M > JOM > Case/Person Processing > Person Processing	About Person Record Maintenance	<ul style="list-style-type: none"> • About Person Record Maintenance • Name Data Entry Guidelines • Maintaining JIS Person Records
Plea/Sentence (PLS)	CR > M > JOM > Case/Person Processing	Case Outcomes	About Plea/Sentence (CLJ)
Print Menu	CR > M > JOM > Printing, Sign-on, and Other General Tasks	About the JIS Print Menu	The Print Menu
Printing	CR > M > JOM > Printing, Sign-on, and Other General Tasks	About the JIS Print Menu	Printing Reports
Receipting - Appeal Fees	CR > M > JOM > Financial Processing	Receipting	Appeal Filing Fee Procedures (CLJ)
Receipting - Bail / Bonds	CR > M > JOM > Financial Processing	Receipting	About Bail/Bond: Receipting Bail/Bond (CLJ)
Receipting - Early Payments	CR > M > JOM > Financial Processing > Receipting	Special Receipting Procedures (CLJ)	Early Payment (Pre-Paid Case) Procedures
Receipting - Payments	CR > M > JOM > Financial Processing > Receipting	About Receipting and Reversals	<ul style="list-style-type: none"> • Receipt Payment Screen (RCP) • Miscellaneous Payment Screen (MSP) • Reversals
Restitution	CR > M > JOM > Financial Processing	Receivables	Restitution Processing
Sealed Cases	CR > M > JOM > Case/Person Processing	Case Maintenance	Sealed Cases
Searching	CR > M > JOM > Case/Person Processing > Case History and Searching	About Searching	<ul style="list-style-type: none"> • Searching Screens • Search for Officials and Organizations • Search for an Abstract of Driving Record • Searching for Case Indexes

Topic	General Location	Sub-Location	Document
Time Payments	CR > M > JOM	Receivables	Time Pay Process
Warrant Processes	CR > M > JOM > Case/Person Processing > Case Outcomes	Warrant Processes	<ul style="list-style-type: none"> • Warrant Order (WRO) Screen • Warrant Update (WRU) Screen

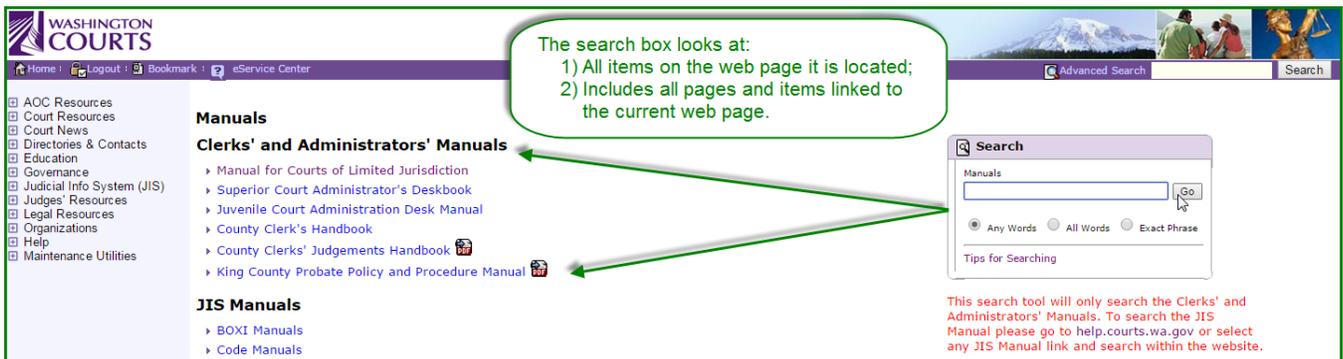
Web Resources on Inside Courts

Web Resources - Inside Courts

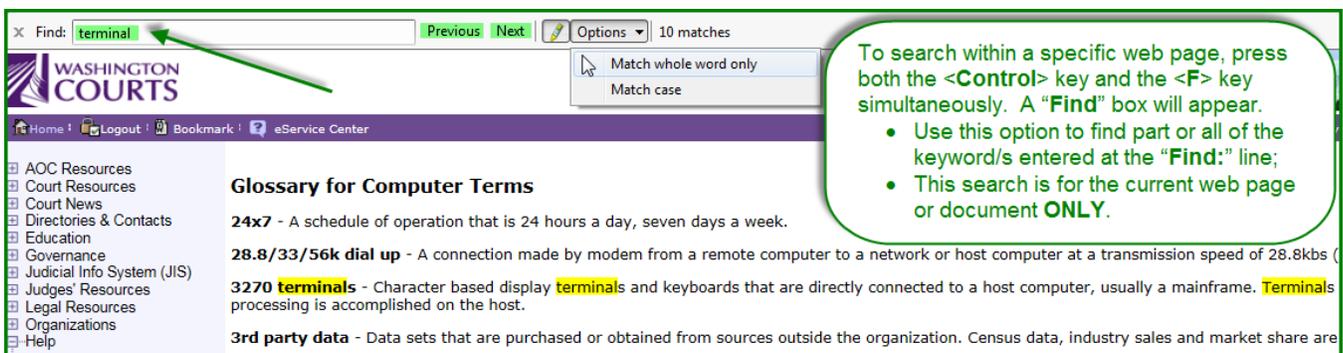
Search AOC Web pages and postings:



Search for items in a SPECIFIC section of Inside Courts:



Search within a specific Web page:



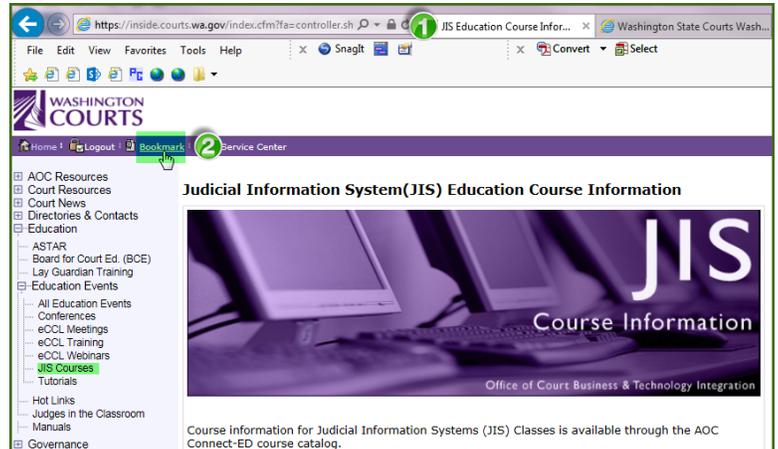
Inside Courts Bookmark:

Inside Courts Bookmarks are available to you from any PC. In contrast, Favorites are accessible ONLY from the PC on which you added the Favorite. If your job takes you to PCs other than your own (such as in the courtroom), the AOC recommends using the Bookmark feature on Inside Courts to bookmark all your "favorite" work sites.

Add a New Bookmark from the Inside Courts Web Site

1. Go to the page you wish to bookmark on the Inside Courts Web site.
(<https://inside.courts.wa.gov>)

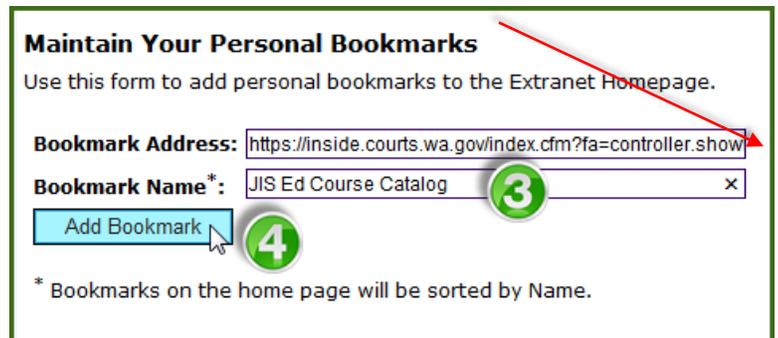
2. Click the **Bookmark** link located in the purple title bar, near the top of the page.



Result: The URL (Web site address) automatically populates the **Bookmark Address** field.

3. Put your cursor in the Bookmark Name field and type a name for the bookmark.

4. Click **Add Bookmark**.



Add a New Bookmark from a Different Web Site (this is also the process for bookmarking a section of the new Help Manuals – see *more on Page 50.*)

1. Go to the Web site you wish to bookmark.

2. Copy the Web site address:

- Click once in the Address Bar to highlight the address.
- Hold down the <CTRL> key and press the <C> key to copy the address.

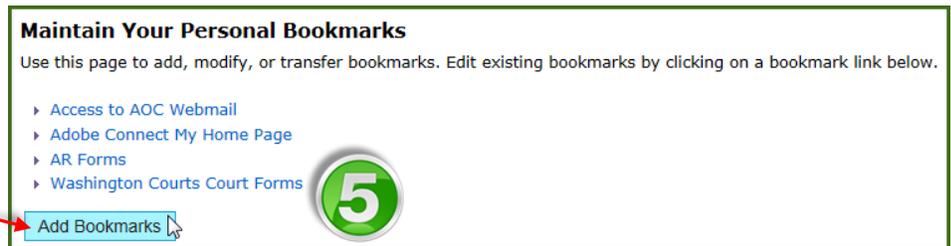


3. Return to your **Inside Courts** home page. (<https://inside.courts.wa.gov>)

4. Click the **Maintain** link in the **Site Bookmarks** box on the right side of the screen.



5. Click **Add Bookmarks** on the **Maintain Your Personal Bookmarks** page:

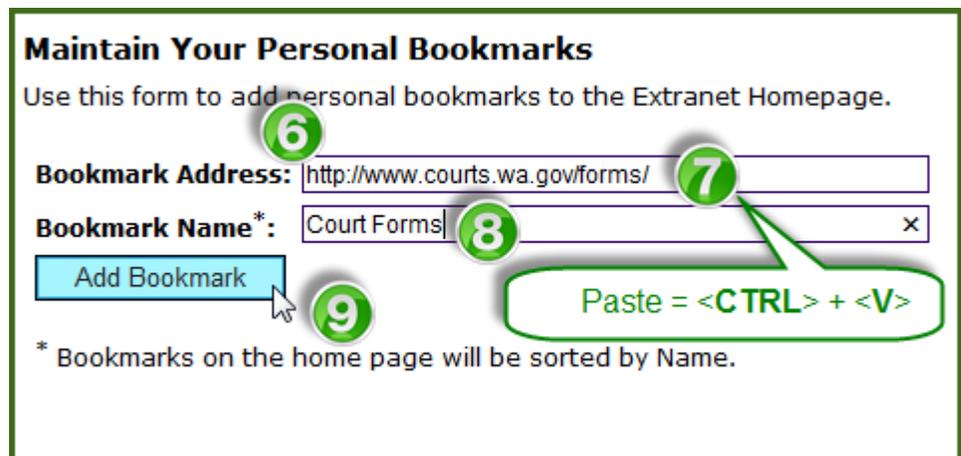


6. Put your cursor in the **Bookmark Address** box.

7. Hold down the <CTRL> key and press <V> to paste in the Web site address you copied at Step 2 above.

8. Put your cursor in the **Bookmark Name*** field and type a name for the bookmark.

9. Click **Add Bookmark**.



Web Resources - Inside Courts

Maintain Your Personal Bookmarks

1. Click **Maintain** at the bottom of the Site Bookmarks box on the Inside Courts homepage.



2. Click the **Bookmark** you wish to Change or Delete. (If you are not a Site Coordinator, you will not see the button to Transfer Bookmarks.)

Maintain Your Personal Bookmarks

Use this page to add, modify, or transfer bookmarks. Edit existing bookmarks by clicking on a bookmark link below.

- ▶ [Access to AOC Webmail](#)
- ▶ [Adobe Connect My Home Page](#)
- ▶ [AR Forms](#)
- ▶ [Copy Center Deadlines](#)
- ▶ [Group Health](#)
- ▶ [Help.courts.wa.gov](#)

2

3. To **Change** the Bookmark name or its address, enter the new text in the **Bookmark Address** and/or **Bookmark Name** box and then click **Update Bookmark**.

Update/Delete Your Personal Bookmark

Use this form to either modify or delete this saved bookmark.

Bookmark Address:

Bookmark Name*:

3

* 3 marks on the home page will be sorted by Name.

4

4. To **Delete** the Bookmark, click **Delete Bookmark** and then **Delete Bookmark** again when prompted to verify the deletion.

Web Resources - Inside Courts

Searching for answers in the eService Center:

1

Home : [eService Center](#)

Welcome to Inside Washington Courts
Inside Washington Courts is a secured website for

Login to Inside Washington Courts

JIS User ID:
Password:

[Reset Password](#)

You can still access JIS applications directly via

From the Inside Courts login page.

- (CAPS) JIS Calendaring
- (ETP) Electronic Ticket Processing (Reports)
- (JABS) Judicial Access Browser System
- JCS Juvenile and Corrections System
- (PACT) Positive Achievement Change Tool
- Training - JABS (accessible from any internet connection)

WASHINGTON COURTS

Home | Logout | Bookmark | [eService Center](#)

Inside Washington Courts
Announcements

Or from the purple toolbar on any page of Inside Courts.

NOTE: Do not select the eService Center link from www.courts.wa.gov.

The information accessed from that site is limited to public information **ONLY**.

- AOC Resources
- Court Resources
- Court News
- Directories & Contacts
- Education
- Governance
- Judicial Info System
- Judges' Resources
- Legal Resources
- Organizations
- Help
- Maintenance

3

Answers | Ask a Question | Live Chat | My Stuff

Advanced Search

keyword, phrase, Answer ID here x

Contact Us

Announcements

Click Here for current announcements

Top Topics

- [2010 Legislative changes impacting the Courts of Limited Jurisdiction](#)
- [2012 Legislative changes impacting Superior Courts and Juvenile Departments](#)
- [2012 Legislative changes impacting Courts of Limited Jurisdiction](#)
- [Resetting my JIS/JCS \(RACF ID\) password](#)
- [County Clerk Resources](#)
- [Multiple person records or juvenile numbers for one person](#)
- [YEAR-END CHECKLIST FOR ALL COURT LEVELS](#)
- [Handling inappropriate PER information in JIS](#)
- [CLJ Resources](#)
- [New Judge Checklist](#)
- [Locate a reply to a question submitted using the Ask A Question feature](#)
- ["Access Denied" error message when logging into JCS](#)
- [Update JIS User Security for the enhanced security in JABS](#)
- [2015 Legislative changes impacting Courts of Limited Jurisdiction](#)
- [2015 Legislative changes impacting Superior Courts and Juvenile Departments](#)

Results 1 - 10 of 51 for 2015 legislative changes

1. [2015 Legislative changes impacting Superior Courts and Juvenile Departments](#)
A number of bills passed during the 2015 legislative session that impact the Superior Courts or Juvenile Departments. This answer contains: The Bill number and a link to the complete text of the bill...
Date Updated: 07/24/2015
Answer ID: 2375

ENTER a keyword, phrase or Answer ID in the Search Box.

The AOC Top Topics appear in the upper half of the screen.

Answers best matching your search will appear in the second half of the screen.

NOTE: The most viewed answers appear when you first access the eService center, before a search is entered.

Searching and bookmarking Help manuals at <https://help.courts.wa.gov>:

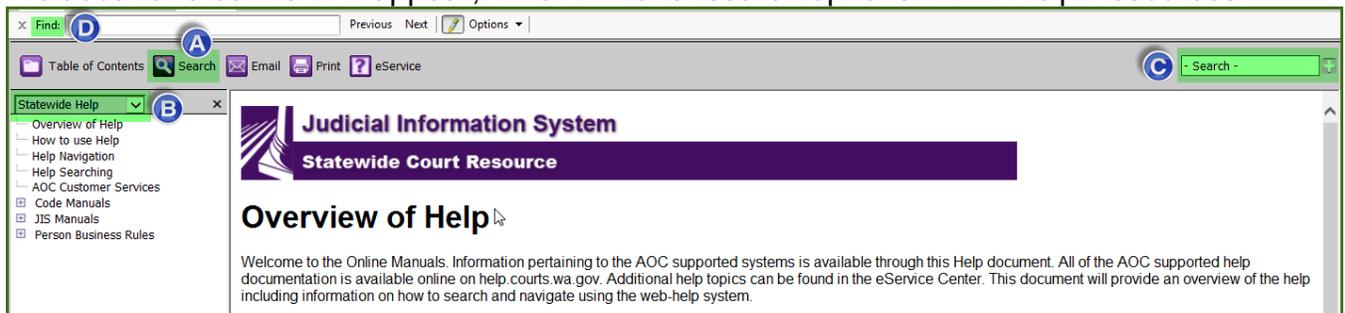
Washington Courts Help Resources are available outside the Inside Courts extranet. Therefore, searching the Help Resources and bookmarking the Online Manuals pages to your Inside Courts Site Bookmarks follow different processes.

Searching the Help Resources Site

1. At the <https://help.courts.wa.gov> Help Resources site, select and click a manual or resource to open the search options. It does not matter which manual or resource you choose to open the search options.



2. A sidebar and banner will appear, which will offer search options within Help Resources.



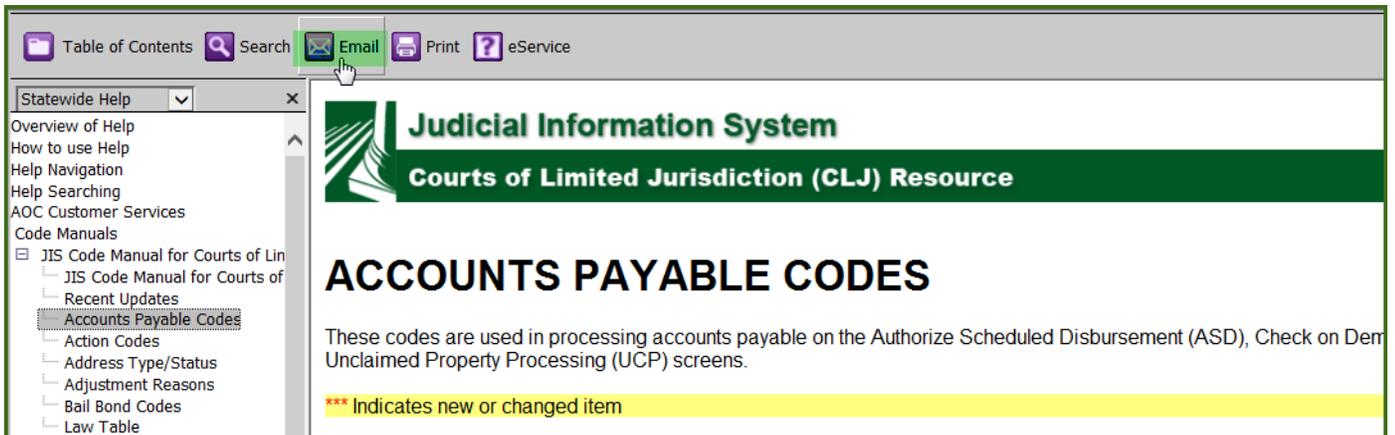
- A. Opens an advanced type Search Box at the sidebar;
- B. Selects a Help content category to browse or search;
- C. Search from the banner which directs you the search at the sidebar;
- D. <CTRL> + <F> Find to open a search bar for just the current page or document.

Add a Bookmark from the Help Resources Site

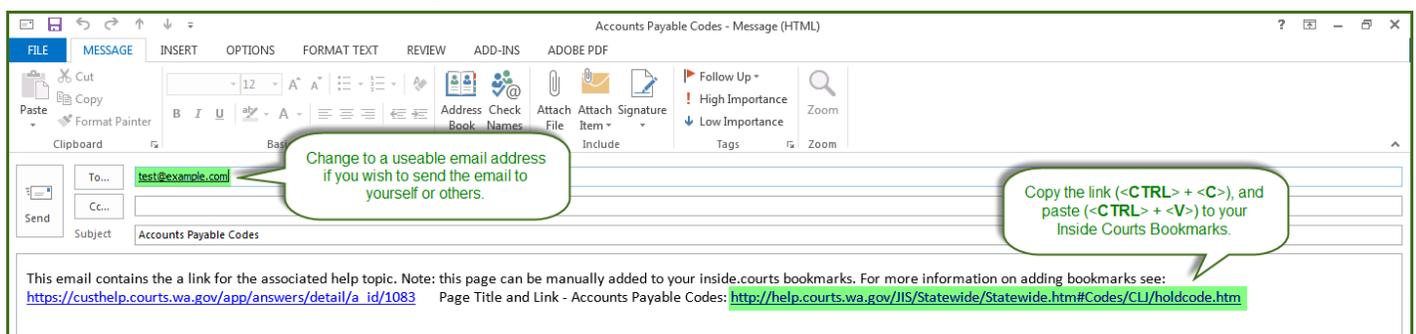
Bookmarking pages from the Help Resources manuals is done differently than in Inside Courts or from a web page, as the Help Resources manuals are generated from a different source.

To bookmark a page from Help Resources:

1. Go to the Help Resources page you wish to bookmark.
2. Select the Email option in the banner near the top of the page.



- An email form will open with an invalid Send To: test@example.com address. The body of the email will contain a valid web link to the Help Resources page you selected.
- The email address may be changed to a useable email address to yourself or others, and sent as a reference link; and/or
- The Help Resources link contained in the body of the email form may be copied and pasted to your Inside Courts Site Bookmarks using the same method outlined in **Add a New Bookmark from a Different Web Site**, above, at pages 45 and 46.
- The body of the email also contains a link to [eService Answer 1083](#) for additional information on adding bookmarks.



Suggested Bookmarks and eService Answers

Suggested Bookmarks

Staff

Bookmarks (Must be limited to 50 characters or less)	
Person Business Rules	AOC Home Page (INSIDE COURTS) > Court Resources (CR) > Manuals (M) > Person Business Rules (PBRs)
Code Manuals	INSIDE COURTS > CR > M > JIS Code Manuals
Person Processing	INSIDE COURTS > CR > M > Case/Person Processing (CPP) > Person Processing
Case Initiation	INSIDE COURTS > CR > M > CPP > Case Initiation
Civil (w/links to other Civil sections) –	INSIDE COURTS > CR > M > CPP > Case Initiation > Civil Case Filing (CLJ)
Orders (w/Crim/Civil) –	INSIDE COURTS > CR > M > CPP > Case Initiation > Domestic Violence, Anti-Harassment, Stalking & Sexual Assault Case Processing (CLJ) > Processing Protection Orders
Case Maintenance	INSIDE COURTS > CR > M > CPP > Case Maintenance
Probable Cause Cases	INSIDE COURTS > CR > M > CPP > Case Initiation > Processing Probable Cause Cases (CLJ)
Case Outcomes – Warrants/FTAs	INSIDE COURTS > CR > M > CPP > Case Outcomes
After Court Checklists	INSIDE COURTS > CR > M > CPP > Case Outcomes > After Court Checklist (CLJ)
ARs (Includes Restitution)	INSIDE COURTS > CR > M > Financial Processing > Receivables > About Accounts Receivable Processing
Receipting/Reversing (Includes Civil/Parking	INSIDE COURTS > CR > M > Financial Processing > Receipting
Interpreters	INSIDE COURTS > CR > Court Interpreters
Support for Public	INSIDE COURTS > CR > Support for the Public

eService Answers - Key Word Search

DV, ETP, PBR, PLS, Civil, Parking, Person, Small Claims, Acronyms

Recommended Answer Section

1982 – CLJ Related Answers in eService

1966 – Multiple DOL #'s

1564 – Providing legal help to the public by court staff

Most Popular Subjects Section

1960 – Updating a residential address in JIS

1848 – Person record information seen in Public Access version of JIS

1972 – Data Entry Guidelines for recording mailing and residence addresses

1704 – Directions on filing an appeal from a CLJ court

1854 – Enter a business or person with one name into JIS

1867 – Handling inappropriate PER information in JIS

SITE COORDINATORS

Bookmarks (Must be limited to 50 characters or less)	
About Security	AOC Home Page (INSIDE COURTS) > Court Resources (CR) > Manuals (M) > Administrative Tasks (AT) > About Security
Miscellaneous Reports	INSIDE COURTS > CR > M > AT > Miscellaneous Tasks
JABS User Security	INSIDE COURTS > CR > M > AT > JABS User Security
OFO (w/Staff & LEAs)	INSIDE COURTS > CR > M > AT > Officials & Organizations
Profile Authorization Report	INSIDE COURTS > CR > M > AT > Profile Authorization Report
Printing & General Tasks	INSIDE COURTS > CR > M > Printing, Sign-on, and Other General Tasks
Court Forms	INSIDE COURTS > CR > Court Forms
JIS User ID Requests	INSIDE COURTS > CR > Court Management > Manage JIS User IDs
JIS Tutorials	INSIDE COURTS > Education > Education Events > Tutorials OR INSIDE COURTS > Education > Education Events > JIS Courses – Launch Course Catalog

eService Answers - Key Word Search

Site Coordinator, Sign-on, Listserv

ACCOUNTANTS

Bookmarks (Must be limited to 50 characters or less)	
Financial Processing	AOC Home Page (INSIDE COURTS) > Court Resources (CR) > Manuals (M) > Financial Processing
End of Day Check-list	INSIDE COURTS > CR > M > Financial Processing > End-of-Day Checklist
Auditor's Recommendations	INSIDE COURTS > CR > M > Administrative Tasks > Auditor's Recommendations (CLJ)
Collection Profile	INSIDE COURTS > CR > M > Financial Processing > Collections > Collection Profiles (CLJ)
DCXT (County Department Cross Reference Table)	INSIDE COURTS > CR > M > Administrative Tasks >

eService Answers - Key Word Search

Accounting (**NOTE:** Superior Court accounting answers will also appear)

DCXT

Overpayment

Unclaimed Property

ADMINISTRATORS

Bookmarks (Must be limited to 50 characters or less)	
CLJ Manual (Green book)	AOC Home Page (INSIDE COURTS) > Court Resources (CR) > Manuals (M) > Manuals for Courts of Limited Jurisdiction
ETP	INSIDE COURTS > CR > M > Electronic Ticketing Manual (eTicketing)
Calendar Set-up	INSIDE COURTS > CR > M > Administrative Tasks (AT) > Calendar Set-up Tasks Cross Reference (CLJ)
Caseload in JIS	INSIDE COURTS > CR > M > AT > Caseload Report
Court Profile	INSIDE COURTS > CR > M > AT > Court Profile Maintenance
Destruction of Records Reports	INSIDE COURTS > CR > M > AT > Destruction of Records Report
DUI Reports	INSIDE COURTS > CR > M > AT > DUI Reports (CLJs)
JIS Tables	INSIDE COURTS > CR > M > AT > JIS Tables (CLJs)
Photo Enforcement/ Parking Ticket Setup Tasks	INSIDE COURTS > CR > M > AT > Photo Enforcement and Parking Setup Tasks)
Caseloads (SW)	INSIDE COURTS > CR > Caseloads
Court Records (Rules/Instructions)	INSIDE COURTS > CR > Court Records
Travel Information	INSIDE COURTS > CR > Travel Information
Conferences	INSIDE COURTS > Education > Conferences
Educational Resources	INSIDE COURTS > Education > Educational Resources
Court Rules	INSIDE COURTS > Legal Resources > Court Rules (State & Local)
RCWs	INSIDE COURTS > Legal Resources > RCWs
WACs	INSIDE COURTS > Legal Resources > WACs

eService Answers - **Key Word Search**

Administrator, Checklists, DMCMA, Education, Judicial, Supplies

Most Popular Subjects

901 – Virtual Institute for New Court Employees (VINCE)

113 – Reporting a DUI to the Department of Licensing (DOL)

1191 – Submitting a code request

890 – Getting a copy of the detailed statewide bail schedule

Searching in JIS

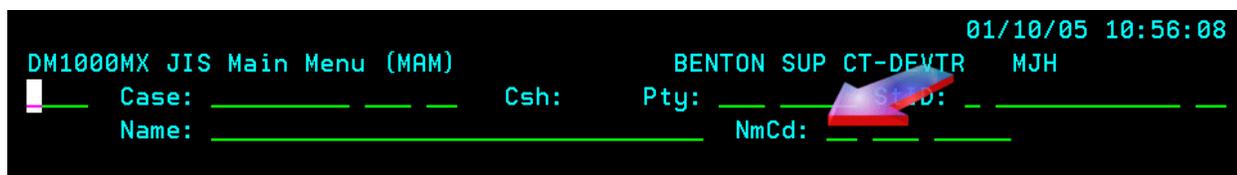
Searching in JIS

Searching Overview

JIS person records fall into three major categories: Individuals, Officials, and Organizations. Refer to the [Officials and Organizations](#) topic for more information related to searching for official and organization types of persons. The techniques to search for information related to a person record are outlined below.

Method 1: Using the Navigator's NmCd (Name Code) Field

The **NmCd** field may be used to search for any type of JIS person using the unique number assigned by JIS when a person record is created. Refer to the [JIS Person Database](#) topic for a discussion of person types and name codes. The JIS **Name Code** field (NmCd) is located in the JIS navigator area as illustrated below.



1. Type the desired command in the **Navigator Command** field.
2. Type the name code for the person in the **NmCd** field.

Examples:

- PER IN 123 4567 Searches for an Individual type person
- OFO JG RRR S03 Searches for a judicial officer
- OFO OF WSP 12345 Searches for a law enforcement officer
- OFO PO ABC J03 Searches for a juvenile probation officer

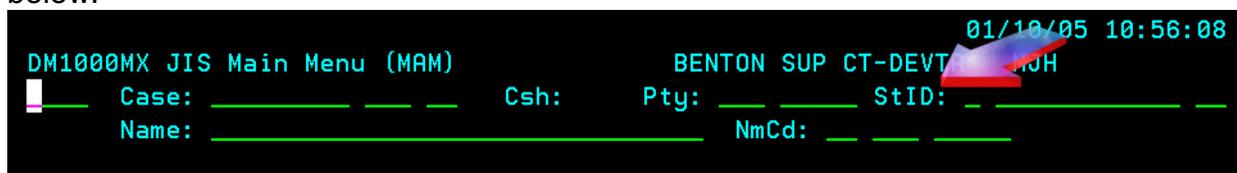
3. Press <ENTER> to continue the process or display desired information.

Method 2: Using the Navigator's StID Fields

Use this method when any of the following identifying information for an IN-type person is available.

• Driver's License or ID Card Number and State (DL#)
• Washington State Criminal ID Number (SID#)
• Department of Corrections Number (DOC#)
• Juvenile Number (JUV#)
• Juvenile Referral or Detention Episode Number
• Seattle Municipal Court Defendant or Victim Number (<i>for Seattle Municipal Court users only</i>)

The **StID** field is used to search with any of the above identifiers associated with an Individual-type person. The **Standard ID** field (StID) is located in the JIS navigator area as illustrated below:

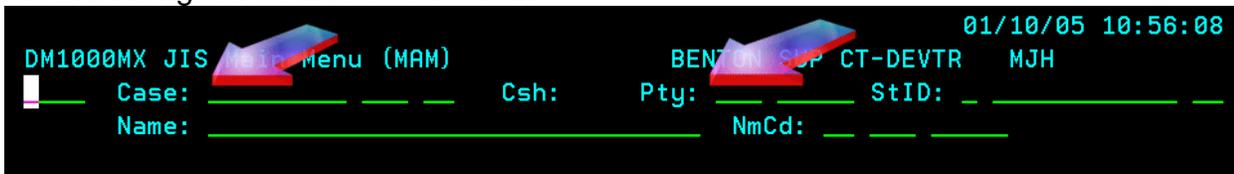


1. Type the desired command in the **Navigator Command** field.
2. Type the identifier code in the first part of the **StID** fields.
StID Identifier Type Codes
J Juvenile Number (JUV#)
D Driver's License or State ID Card Number
P Department of Corrections Number (DOC#)
C Washington State ID Number (SID#)
R Juvenile Referral or Detention Episode Number
N Seattle Municipal Court Defendant/Victim Number
(for Seattle Municipal Court users only)
3. Type the associated identifier in the second portion of the **StID** field.
Example: StID: J 658975
4. If the identifier is a driver's license number and the issuing state is not Washington, type the issuing state code in the third portion of the StID field.
Example:
StID: D ABBOTRL531RH AK
5. Press <ENTER> to continue the process or display the desired information.

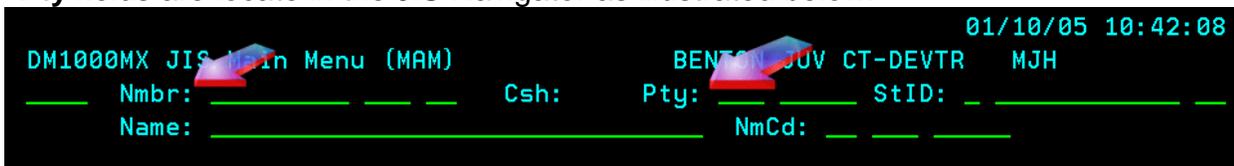
Method 3: Using the Navigator's Case/Nmbr and Pty Fields

Use this method when a case, juvenile referral, or detention episode number and participant type is available.

For limited jurisdiction and superior courts, the combination of Case number, Party Code, and Sequence number uniquely identifies a person in JIS. The **Case** and **Pty** fields are located in the JIS Navigator as illustrated below:



For Juvenile Departments, the combination of a Referral or Detention Episode Number, Party Code, and Sequence number uniquely identifies a person in JIS. The **Nmbr** and **Pty** fields are located in the JIS Navigator as illustrated below:



1. Type the desired command in the **Navigator Command** field.
2. Type the case, referral, or detention episode number in the **Case/Nmbr** fields.

Examples:

Case: **C00012345 WSP CT**
 Case: **992000269 S2**
 Nmbr: **04R00051**
 Nmbr: **04T00003**

Type the person's case or referral participant code and sequence number in the **Pty** fields.

Examples:

Pty: DEF 01

Pty: PET 01

Pty: DEP 01

Pty: DET 01

Press <ENTER> to continue the process or display desired information.

Method 4: Using a Search Screen

A search screen can be used independently or as part of another command or process. When a person-related command is used but a positive identifier is not entered in the Navigator, a search screen displays.

COMMAND/PROCESS	LINKED SEARCH SCREEN
ADH - Address History	SND Search Name Duplicate
AKA - AKA/DBA	NMD Name Duplicate
DCH - Defendant Case History	DND Defendant Name Duplicate
CSPA – Case Participant Add (person type is IN)	SND Search Name Duplicate
CSPA – Case Participant Add (person type is not IN)	OOD Official/Organization Duplicate
DST – Destroy Records (for Juvenile Departments)	SND Search Name Duplicate
PER - Individual Information	SND Search Name Duplicate
FRH - Family Relationship History	SND Search Name Duplicate
ICH - Individual Case History	SND Search Name Duplicate
IOH - Individual Order History	SND Search Name Duplicate
JCRA – Juvenile Court Referral Add (for Juvenile Departments only)	SND Search Name Duplicate
JMOV – JUV Number Move	SND Search name Duplicate
NCCA – Non Civil Case Add (for District/Municipal Courts only)	SND Search name Duplicate
OFO - Official/Organization Update	OOD Official/Organization Duplicate
PERC – Person Convert (for Juvenile Departments only)	SND Search Name Duplicate
PCMT – Person Comment	SND Search Name Duplicate
PERD – Person Delete	SND Search Name Duplicate
RAPC - Related Address/Phone Change	SND Search Name Duplicate
SCCA – Superior Court Case Add (for Superior Courts only)	SND Search Name Duplicate
SCCR – Superior Court Case Referral (for Superior Courts)	SND Search Name Duplicate
SNCI - State Name/Case Index (if person type is IN)	NMD Name Duplicate
SNCI - State Name/Case Index (if person type is not IN)	OOD Official/Organization Duplicate

Search Screens

Search Name/Address Duplicate Screen (SND/SAD)

SND/SAD Overview

The Search Name/Address Duplicate screens (SND/SAD) are used to enter search criteria and initiate a search of the JIS Person Database.
The SND command can be used to search for: <ul style="list-style-type: none"> • Statewide individuals. • Statewide organizations (i.e. school, school district, law enforcement agency, jurisdiction, detention facility). • Local officials (i.e., judge, administrator, accountant, cashier, clerk, probation officer, juvenile unit).
SND/SAD searches for a person within a specified Name Type using one or more of the following identifiers: <ul style="list-style-type: none"> • Name • Driver's License or State ID Card Number (DL#) and issuing state • Washington State ID Number (SID#) • Juvenile Number (JUV#) • Department of Corrections Number (DOC#) • Date of Birth • Address • Sex

The SND screen uses either an **Alpha Weighted** or a **Phonetic Weighted** search type to return a list of names from the database. The Search Type can be changed to broaden or narrow the search results.

For superior courts and courts of limited jurisdiction, the Search Type defaults to **A** (Alpha Weighted). For juvenile departments, the Search Type defaults to **P** (Phonetic Weighted). For a detailed discussion of search types and search results, refer to [Phonetic Search Guidelines and Results](#) in this section.

When searching for person types other than IN (individuals), the only valid Search Type for all court levels is **A** (Alpha Weighted).

For a detailed discussion of search types and search results, refer to [Alpha Search Guidelines and Results](#) in this section.

SND/SAD Screen Samples for IN-Type Persons

Samples of the SND/SAD screens with the results of an **Alpha** search for an IN-type person are shown below:

```

12/08/04 11:22:01
DG1351MX Search Name Duplicate (SND) TRAINING SUP DEVD MJH 1 of 1
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: _____ NmCd: _____
IN Individual CONFIDENTIAL--NOT FOR RELEASE COMMAND: PER
Name..: ZACKS, MARTHA DOB: _____
Dr Lic: _____ St: _____ Wash St ID: _____ JUV#: _____ DOC#: _____
Addr..: _____ Sex: _____
City..: _____ St: _____ Zip: _____ Cy: _____ Co: _____
Search Type: A (P=Phonetic Weighted A=Alpha Weighted)
Sel Last, First MI Suffix Name Code Sex Age DOB
- ZACKS, MARTHA IN 014 06492 F 57 12/08/1947
Dr Lic: 496804ZM OR SID: 98456793 DOC: 123456
- ZACKS, MARTHA IN 123 04754 F 17 01/01/1987
Dr Lic: ZACKSM*504J4 OR JUV#: 561442
- ZACKS, MARTHA IN 137 19280 U 17 04/18/1987
JUV#: 554876

(Alpha Search Results)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help PERA SAD PER Rfsh ICH DOL FRH EXIT
    
```

```

12/08/04 11:51:10
DG1352MX Search Address Duplicate (SAD) TRAINING SUP DEVD MJH 1 of 1
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: _____ NmCd: _____
IN Individual CONFIDENTIAL--NOT FOR RELEASE
Name..: ZACKS, MARTHA DOB: _____
Dr Lic: _____ St: _____ Wash St ID: _____ JUV#: _____ DOC#: _____
Addr..: _____ Sex: F
City..: _____ St: _____ Zip: _____ Cy: _____ Co: _____
Search Type: A (P=Phonetic Weighted A=Alpha Weighted)
Sel Last, First MI Suffix Name Code Sex DOB
- 91 ZACKS, MARTHA IN 014 06492 F 12/08/1947
4567 WASHINGTON OLYMPIA,WA 98501 Co:34 On:12/08/2004By: MJH at:S99
- 91 ZACKS, MARTHA IN 123 04754 F 01/01/1987
123 MAIN OLYMPIA,WA 98501 Co:34 On:12/03/2004By: MJH at:J03
- 90 ZACKS, MARTHA IN 137 19280 U 04/18/1987
U U,WA Co:99 On:11/23/2004By: JAE at:J03

(Alpha Search Results)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help PERA SND PER Rfsh ICH DOL FRH EXIT
    
```

Samples of the SND screen with the results of a **Phonetic** search for an IN-type person are shown below:

```

D1884I JIS persons displayed                                     DG0060SX
                                                                12/08/04 16:08:28
DG1351MX Search Name Duplicate (SND)      BENTON JUV DEVD      MJH      1 of 1
  Nbr: _____ Csh: _____ Pty: _____ StID: _____
  Name: ZACKS, MARTHA _____ NmCd: IN _____
        IN Individual          CONFIDENTIAL--NOT FOR RELEASE
Name..: ZACKS, MARTHA _____ DOB: _____
Dr Lic: _____ St: _____ Wash St ID: _____ JUV#: _____ DOC#: _____
Addr..: _____ Sex: _____
City..: _____ St: _____ Zip: _____ Cy: _____ Co: _____
Search Type: P (P=Phonetic Weighted A=Alpha Weighted)
Sel   Last, First MI Suffix      Name Code Sex Age   DOB
  _ ZACKS, MARTHA                IN 014 06492 F   57 12/08/1947
      Dr Lic: 496804ZM          OR SID: 98456793
  _ ZACKS, MARTHA                IN 123 04754 F   17 01/01/1987
      Dr Lic: ZACKSM*504J4 OR          JUV#: 561442
  _ ZACKS, MARTHA                IN 137 19280 U   17 04/18/1987
                                      JUV#: 554876
  _ ZACK, MARTHA                 IN 198 55278 F   17 02/01/1987

(Phonetic Search Results)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help PERA SAD PER Rfsh ICH          DOL FRH          EXIT
    
```

When a date of birth is used as search criteria for a phonetic search, only names that phonetically match the search name AND have a DOB within 13 months of the search criteria DOB are returned as illustrated below:

```

D1884I JIS persons displayed                                     DG0060SX
                                                                12/08/04 16:12:44
DG1351MX Search Name Duplicate (SND)      BENTON JUV DEVD      MJH      1 of 1
  Nbr: _____ Csh: _____ Pty: _____ StID: _____
  Name: ZACKS, MARTHA _____ NmCd: IN _____
        IN Individual          CONFIDENTIAL--NOT FOR RELEASE
Name..: ZACKS, MARTHA _____ DOB: 01 01 1987
Dr Lic: _____ St: _____ Wash St ID: _____ JUV#: _____ DOC#: _____
Addr..: _____ Sex: _____
City..: _____ St: _____ Zip: _____ Cy: _____ Co: _____
Search Type: P (P=Phonetic Weighted A=Alpha Weighted)
Sel   Last, First MI Suffix      Name Code Sex Age   DOB
  _ ZACKS, MARTHA                IN 123 04754 F   17 01/01/1987
      Dr Lic: ZACKSM*504J4 OR          JUV#: 561442
  _ ZACKS, MARTHA                IN 137 19280 U   17 04/18/1987
                                      JUV#: 554876
  _ ZACK, MARTHA                 IN 198 55278 F   17 02/01/1987

(Phonetic Search Results using DOB as search criteria)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help PERA SAD PER Rfsh ICH          DOL FRH          EXIT
    
```

SND/SAD Field Descriptions for IN-Type Persons

FIELD NAME	DESCRIPTION
IN Individual	Indicates the type of person to be searched. This is carried over from the Navigator NmCd field.
Command	When the SND screen displays as part of a search process linked to another command, this area of the screen displays the "destination" screen. When a search is performed, a person selected, and <ENTER> is pressed, the "destination" screen displays. This area is blank if the SND command is used to directly access the Search Name Duplicate screen.
SEARCH CRITERIA FIELDS:	
<i>The following search criteria fields will impact the search results:</i>	
Name	Person's name. This is carried over from the Navigator Name field.
DOB	Date of Birth.
Dr Lic	Driver's License or State ID card number.
St	Code which indicates the state in which the person's driver's license or ID card was issued. State is required if Dr Lic is entered.
Wash St ID	Washington State Criminal Identification number assigned by the Washington State Patrol. This is the SID # recorded on the Individual Information record (PER).
JUV#	Juvenile Number. The unique identifying number assigned when a juvenile department adds a person record using the Juvenile Court Referral Add (JCRA) process. A JUV# can also be assigned when a superior court creates a person record and generates an automatic referral when filing a juvenile offender or dependency case.
DOC#	Identification number assigned by the Department of Corrections (DOC) to a criminal offender.
Sex	Code which indicates the person's gender.
Search Type	The type of search (Phonetic Weighted or Alpha Weighted) determines the order in which the results display.
<i>The following search criteria fields will NOT impact the search results (i.e., they will neither help nor hinder the search).</i>	
Addr	The person's mailing address..
City	The city associated with the person's mailing address.
St	Code that represents the state associated with the address city.
Zip	Zip code associated with the address.
Cy	The country code associated with the person's address.
Co	The county code associated with the address city.
RESULTS FIELDS on SND (for an IN-type person search):	
Sel	A selection field. Typing an X in this field "selects" a person record to be used for a subsequent command.
Last, First MI Suffix	Name from the Individual Information (PER) screen.

Name Code	Unique identifier assigned to a person in the JIS Person Database.
Sex	Code which indicates the person's gender from the Individual Information (PER) screen.
DOB	Date of birth from the Individual Information screen (PER).
Age	The age of the person (calculated based on DOB and current date).
TRUE/AKA	This indicator displays if the person is linked in a True/AKA relationship. True indicates a True Name person record and AKA indicates an Alias Name person record.
Dr Lic	Driver's License or State ID Card number from the Individual Information screen (PER) and the state in which the driver's license or ID was issued from the Individual Information screen (PER). If there is no DL# on the PER screen, this label does not display.
SID	Washington State Criminal Identification number (SID#) from the Individual Information screen (PER). If there is no SID# on the PER screen, this label does not display.
JUV#	The unique identifying number assigned when a juvenile department adds a person record using the Juvenile Court Referral Add (JCRA) process. A JUV# can also be assigned when a superior court creates a person record and generates an automatic referral when filing a juvenile offender or dependency case. If there is no JUV# on the PER screen, this label does not display.
DOC	Identification number assigned by the Department of Corrections (DOC) to a criminal offender from the Individual Information screen (PER). If there is no DOC# on the PER screen, this label does not display.
RESULTS FIELDS on SAD (for an IN-type person search):	
Sel	A selection field. Typing an X in this field "selects" a person record to be used for a subsequent command.
Nn	A number displays in this field indicating the "weight" of the result name.
Last, First MI Suffix	Name from the Individual Information screen (PER).
Name Code	Unique identifier assigned to a person in the JIS Person Database.
Sex	Code which indicates the person's gender from the Individual Information screen (PER).
DOB	Date of birth from the Individual Information screen (PER).
Address	The mailing address from the Individual Information (PER) screen including the County code associated with that address and the date the address was last updated. The initials and court ID of the updater also display.

SND/SAD Screen Samples for Local Officials

The following types of officials are defined locally. These types of officials can be searched for locally using the Search Address/Name Duplicate screen (SAD/SND):

- AC (Accountant)
- AM (Administrator)
- CH (Cashier)
- CL (Clerk)
- JG (Judicial officer)
- JU (Juvenile Unit)
- PO (Probation Officer)

To locate an official in a court other than your own, use the [Official/Organization Duplicate \(OOD\)](#) screen to search statewide.

When searching for a local official, the **SAD** screen displays as illustrated below:

```

D1884I JIS persons displayed                                DG1350SX
                                                         12/07/04 14:44:53
DG1352MX Search Address Duplicate (SAD) TRAINING SUP DEVD MJH 1 of 1
Case: _____ Csh: _____ Pty: _____ StID: _____
Name: SMITH _____ NmCd: CL _____
CL Clerk CONFIDENTIAL--NOT FOR RELEASE
Name..: SMITH, J _____ DOB: _____
Dr Lic: _____ St: _____ Wash St ID: _____ JUV#: _____ DOC#: _____
Addr..: _____ Sex: _____
City..: _____ St: _____ Zip: _____ Cy: _____ Co: _____

Sel      Last, First MI Suffix      Name Code  Eff
- 90 SMITH, JACKSON J              CL JJS S99  Y
  TRAINING COURT OLYMPIA,WA 98501 Co:34      On:12/07/2004By: MJH at:S99
- 90 SMITH, JANET M                CL JMS S99  Y
  TRAINING COURT OLYMPIA,WA 98501 Co:34      On:12/07/2004By: MJH at:S99

(Alpha Search Results for a local official)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help OF0A SND OF0 Rfsh                                EXIT
    
```

SND/SAD Field Descriptions for Local Officials

FIELD NAME	DESCRIPTION
Person Type	Indicates the type of person to be searched. This is carried over from the Navigator NmCd field.
SEARCH CRITERIA:	
Name	When searching for an official the only search criteria used is the official's Name in the format LASTNAME<comma><space>FIRSTNAME or Initial.
RESULTS FIELDS (for an Official search):	
Sel	A selection field. Typing an X in this field “selects” a person record to be used for a subsequent command.
Nn	A number displays in this field indicating the “weight” of the result name.
Last, First MI Suffix	Name and current address including the County code as entered on the Official/Organization screen (OFO). Also displays the date the address was last updated and the initials and court ID of the person who made the update.
Name Code	Unique identifier assigned to an official or organization in the JIS Person Database.
Eff	When searching for official person types, this field displays Y for currently effective officials/organizations. This field displays N if an end-effective date is recorded on the Official/Organization record (OFO).

Alpha Search Guidelines and Results

<ul style="list-style-type: none"> The Alpha Weighted Search does not ignore punctuation, special characters, embedded spaces, or common words in the search name.
<ul style="list-style-type: none"> The Alpha Weighted Search will not find derivative/diminutive names, spelling variations, or sound-alikes unless there is a match on other search criteria (i.e., a personal identifier).
<ul style="list-style-type: none"> Enter the complete name. If the desired name is not found, either conduct a Phonetic Weighted search, conduct another Alpha Weighted search with alternate name spelling, or include additional personal identifiers as search criteria. Note: Special characters or embedded spaces in a search name will affect the Alpha search results.
<ul style="list-style-type: none"> Enter any personal identifiers that are available. Examples: Date of Birth Sex Juvenile Number (JUV#) Washington State ID (SID#) DOC Number (DOC#) Driver's License or State ID Card Number and State
<ul style="list-style-type: none"> Result names are listed alphabetically in the following sequence: <ol style="list-style-type: none"> Names with matching Personal Identifiers Names with matching Sex Names with matching date of birth Names with different date of birth but matching name

Phonetic Search Guidelines and Results

<ul style="list-style-type: none"> The Phonetic Weighted Search ignores the following in a search name: <ul style="list-style-type: none"> punctuation special characters (e.g., &, ^, @, # \$, %, *, -, +, =) embedded spaces (e.g., Van Gough, La Center) common words (e.g., the, and, or)
<ul style="list-style-type: none"> Exact spelling is not required. The Phonetic Weighted search is based on how names sound rather than on how they are spelled. In a phonetic search, consonants are more important than vowels. For best results, include consonants you think are in the name and include those consonants in the proper order. For a complicated name, the first few consonants are more important than consonants that occur later in the name. Using the correct vowels is less important unless the first letter of a name begins with a vowel. Example: Johnson = Johnsen = Jonsen Scott = Scot Bott does not equate to Abbott
<ul style="list-style-type: none"> Do not search for partial names. If you search for Smi, the system will not find Smith. If you search for Smith, Sco the system may not find Smith, Scott.

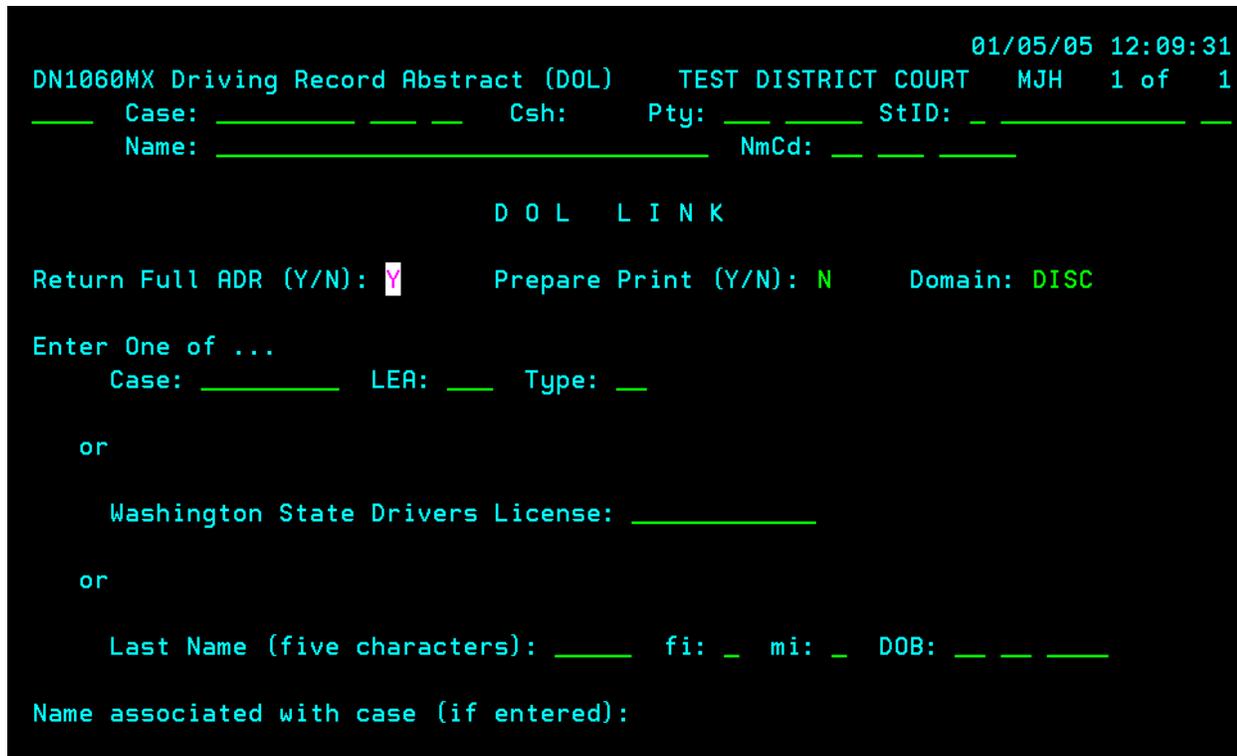
<ul style="list-style-type: none"> You may use a diminutive or derivative name in your search and the Phonetic Weighted Search will find the full name from which the diminutive or derivative is derived. Examples: Al = Albert Dan = Daniel Beth = Elizabeth; Joe = Joseph However, there is a difference between a diminutive or derivative name and a partial name. The search program may not find partial names. Examples: If you search for Smith, Al, the system will find Smith, Albert. If you search for the partial name Smith, Alb, the system may not find Smith, Albert.
<ul style="list-style-type: none"> Do NOT search using a single letter in the search name.
<ul style="list-style-type: none"> If a date of birth is entered as part of the search criteria, only those persons who have a birth date within 13 months of birth entered will the display in the search results.
<ul style="list-style-type: none"> Enter as search criteria any personal identifiers that are available. Examples: Date of Birth Sex Juvenile Number (JUV#) Washington State ID (SID#) DOC Number (DOC#) Driver's License or State ID Card Number and State
<ul style="list-style-type: none"> The order in which result names display is based on exact matches with the search criteria. The combination of the "weights" assigned to the search criteria determines how high on the list a name displays. Persons that have exact matches will always display higher on the list than other persons.

Search for an Abstract of Driving Record

DOL Search Overview

In the process of case filing and adding persons to the JIS Person Database, the JIS Person Business Rules require a DOL search. This search is provided through the Search Name Duplicate (SND) screen. However, JIS also provides a direct link to the Department of Licensing's computer system using the DOL-Link screen. The DOL-Link screen is accessed directly with the **DOL** command and is also available via the F9 key on the Defendant Case History (DCH) and Individual Case History (ICH) screens. The DOL Link screen is used to display and/or print a person's Abstract of Driving Record (ADR).

Driving Record Abstract (DOL-Link) Screen Sample



Field Descriptions for the DOL-Link Screen

FIELD NAME	DESCRIPTION
Return Full ADR (Y/N)	This field controls whether all pages or only the first page of the person's Abstract of Driving History displays or is printed. Defaults to Y . Type N in this field to display or print only the first page of the ADR.
Prepare Print (Y/N)	This field controls whether an ADR is sent to the print domain. The default is N .
Domain	The print domain where the prepared ADR will be available for printing.
Case LEA Type	The case number fields are valid only when searching for the ADR for a DEFENDANT in CLJ non-civil cases or superior court criminal or juvenile offender cases.
Washington State Driver's License	The person's Washington driver's license or State ID Card number.
Last Name	The first five characters of the person's last name. Use asterisks (*) if necessary to fill in the full five characters (e.g., for last name LEE type LEE**).
fi	The first character of the person's first name.
mi	The first character of the person's middle name. Use an asterisk (*) if there is no middle name.
DOB	The person's date of birth (MM DD YYYY)
Name associated with case	When a case number is used to access the DOL-Link screen, this field displays the name of the defendant in the associated case.

Abstract of Driving Record Sample

```

08-11-08 01 ABSTRACT OF COMPLETE DRIVING RECORD
LIC# GROSE-TR-992BA      AL      STATUS: PDL DWLS/R 1ST DG
GROSECLOSE,TEST RECORD      DOB 01-01-1901      IID      CDL REVOKED
123 UAR STREET      SEX F EYES BLU      LICENSE ISSUED      01-16-99
LACEY      WA 98507      HGT 5'00" WGT 135      LICENSE EXPIRED      01-01-03
M/PO BOX 9030
M/OLYMPIA      WA 98507

CDL CLASS: A      ENDORSEMENTS: M/C3 NP2TS2      PMTS: M/C EXP 010102
RESTRICTIONS: CORR LENSES FIN RESP
PROB LICENSE STATUS EFF DATE 042208 ENDS 042213

```

Refer to the Department of Licensing's online page [Resources for the Courts](#) for an explanation of the ADR information.

Use the DOL-Link Screen to Display a Driving Record Abstract

1. Access the DOL-Link screen using either the DOL command or the F9 key from DCH/ICH.
2. Complete ONE of the following options:
 - a. Case number (valid only for Defendants in CLJ non-civil cases or superior court criminal or juvenile offender cases).
 - b. Washington State Driver's License or State ID Card number.
 - c. The person's Name and DOB.
 - d. Type the first five characters of the person's last name in the **Last Name** field. Use asterisks (*) to complete the five character field.
 - e. Type the first character of the person's first name in the **FI** field.
 - f. Type the first character of the person's middle name in the **MI** field. Use an asterisk (*) if there is no middle initial.
3. Press <ENTER>.

Result:
The Abstract of Driving Record displays.
4. (Optional) Press <F4> to send the ADR to your print domain. The print job will be labeled with your initials and the first seven characters of the DL# (e.g., SLC HICKEMJ).
5. Press <F12> to return to the DOL-Link screen.

Use the DOL-Link Screen to Print a Driving Record Abstract

1. Access the DOL-Link screen using either the DOL command or the F9 key from DCH/ICH.
2. Type **Y** in the **Prepare Print** field and verify the correct print domain is in the **Domain** field.
3. Complete ONE of the following options:
 - a. Case number (valid only for Defendants in CLJ non-civil cases or superior court criminal or juvenile offender cases).
 - b. Washington State Driver's License or State ID Card number.
 - c. The person's Name and DOB.
 Type the first five characters of the person's last name in the **Last Name** field. Use asterisks (*) to complete the five character field.
 Type the first character of the person's first name in the **FI** field.
 Type the first character of the person's middle name in the **MI** field. Use an asterisk (*) if there is no middle initial.
4. Press <ENTER>.

Result:
 The Abstract of Driving Record is prepared and will be in the court's print domain that same day. The print job will be labeled with your initials and the first seven characters of the DL# (e.g., SLC HICKEMJ).
5. Press <F12> to exit the DOL-Link screen.

Search for Case Indexes

General Case Index Information

Searches for case indexes (i.e., case listings for a person) can be performed in JIS either statewide using the State Name/Case Index (SNCI) screen or in a specific court using the Court Name/Case Index (CNCI) screen.

See also the [History Screens](#) topic for information about compiled case listings for an individual name AND all linked alias (AKA) names (i.e., Defendant Case History - DCH and Individual Case History - ICH).

COMMAND	SEARCHES	TYPES OF CASES FOUND
SNCI	Statewide JIS cases	<p><i>For superior courts and courts of limited jurisdiction</i> All cases associated with one IN-type name code regardless of the person's case participation.</p> <p><i>For juvenile departments</i> All cases, juvenile referrals, and detention episodes associated with one IN-type name code regardless of the person's case/referral participation. A positive identification of a person is required. Cases for any alias (AKA) names linked to a person do not display on SNCI. <i>The user's home court and cross court case type security controls which types of items are listed.</i></p>

CNCI	One court's JIS cases	All cases in ONE COURT that match the name and Name Type used in the Navigator when initiating the search. This screen does NOT positively identify a person. This command is valid only for superior and district/municipal courts. <i>The user's home court and cross court case type security controls which types of items are listed.</i>
-------------	-----------------------	--

State Name/Case Index Screen (SNCI)

The State Name/Case Index screen (SNCI) displays a statewide list of cases, juvenile referrals, and detention episodes associated with **one Name Code** of an IN-type person. ***The user's home court and cross court case type security controls which types of items are listed.***

Cases for any alias (AKA) names linked to a person do not display on SNCI. Use the Defendant Case History (DCH) or Individual Case History (ICH) screens to see compiled case listings for an individual name AND all linked alias (AKA) names (refer to the [History Screens](#) topic for information).

SNCI can also display a statewide list of cases for **one Name Code** of an official or organization type person who is a case or referral participant.

When the SNCI command is used without a positive identifier in the Navigator, a search screen displays to select the appropriate person, official, or organization.

The SNCI screen is sorted first by Court ID and then by Case Number.

Person Type		Linked Search Screen
IN	Individual	NMD
AT	Attorney	OOD
CA	Collection Agency <i>(may be linked to CLJ civil cases as a plaintiff)</i>	OOD
GV	Government Agency	OOD
OF	Law Enforcement Officer	OOD
OT	Other Agency (e.g., bonding or towing companies)	OOD
PO	Probation Officer <i>(may be linked to superior court criminal or juvenile offender cases using the Assign Probation Officer (APO) screen)</i>	OOD

Court Name/Case Index Screen (CNCI)

The Court Name/Case Index displays a list of cases in one court when a name is entered in the **Navigator Name** field and a Name Type is entered in the first part of the **NmCd** field. Only cases for the court identified in the **Court** field on the Main Menu are displayed. This screen does **not** display a statewide list of cases. The cases which display are limited by the user's home and cross court case type security. **CNCI is not a valid command for Juvenile Departments.**

Caution:

The **CNCI** screen does NOT positively identify persons. It does not display the Name Code or any other positive identifier for listed names.

The CNCI screen is sorted by case number.

Person Type	CNCI lists cases in one superior or CLJ court for
IN	Individuals
PR	Parking Persons Linked to court of limited jurisdiction parking cases when a defendant name is entered on the Parking Special Request (PSR) screen.
AT	Attorney Linked to court of limited jurisdiction cases on the Case Participant Add (CSPA), Post Bail/Bond (PBB), or Civil Case Update (CIV) screens.
CV	Civil type person Linked on the Civil Case Update (CIV) screen to court of limited jurisdiction civil and small claims cases.
CA	Collection Agency Linked on the Civil Case Update (CIV) screen to court of limited jurisdiction civil or small claims cases.
GV	Government Agency Linked to court of limited jurisdiction cases on the Case Participant Add (CSPA), Post Bail/Bond (PBB), Restitution Recipient (RST), or Civil Case Update (CIV) screens.
OF	Law Enforcement Officer Linked to court of limited jurisdiction cases on the Case Filing/Update (NCCA/NCC) or Case Participant Add (CSPA) screens.
OT	Other Agency (e.g., bonding or towing companies) Linked to court of limited jurisdiction cases on the Case Participant Add (CSPA), Post Bail/Bond (PBB), Restitution Recipient (RST), or Civil Case Update (CIV) screens.
PO	Probation Officer (<i>Superior Courts</i>) Linked to superior court cases on the Assign Probation Officer (APO) screen.
SD	School District Linked to superior court truancy cases on the Civil Case Add/Update (CIVA/CIV) screens.
ED	Educational Institution Linked to superior court truancy cases on the Civil Case Add/Update (CIVA/CIV) screens.

JIS Commands

JIS COMMANDS

Person & History Commands			Searching Commands		
Code	Description and Use	Help Screen	Code	Description and Use	Help Screen
ADH	Address History	H	CNCI	Court Name Case Index	H
AKA	AKA/DBA	H	NAD	Name Address Duplicate	H
DCH	Defendant Case History	H	NMD	Name Duplicate	H
DCHB	Defendant Case History Batch Print	H	OOD	Official Organization Duplicate	H
DOL	DOL Display	H	SAD	Search Address Duplicate	H
DVI	Domestic Violence Inquiry	H	SNCI	State Name/Case Index	H
FRH	Family Relationship History	H	SND	Search Name Duplicate	H
ICH	Individual Case History	H	TABL	Codes Tables List	
ICHB	Individual Case History Batch Print	H	TABM	Codes Tables Maintenance	
IOH	Individual Order History	H			
IOHB	Individual Order History Batch Print	H			
JMOV	Juvenile Control Number Move	H			
OFO	Official Organization Inquiry Update	H			
OFOA	Official Organization Add	H			
OFOD	Official Organization Delete	H			
PCMT	Person Comment				
PER	Individual Info. Inquiry Update	H			
PERA	Individual Information Add	H			
PERD	Individual Information Delete	H			
RAPC	Related Address Phone Change	H			

Non-Civil Case Processing Commands

Code	Description and Use	Help Screen	Code	Description and Use	Help Screen
BDK	Batch Docket	H	NCCD	Case Filing Delete	H
BPD	Batch Printed Dockets	H	NPC	Case Person Change	H
CDK	Case Docket	H	ORD	Order Update	H
COH	Case Order History	H	ORDA	Order Add	H
CRS	Case Review Report Selection	H	ORDD	Order Delete	H
CSD	Case Disposition	H	ORDI	Order Inquiry	H
CSP	Case Participant Inquiry/Update	H	PAR	Participants Inquiry	H
CSPA	Case Participant Add	H	PLS	Plea/Sentencing Update	H
CSPD	Case Participant Delete	H	PLSD	Plea/Sentencing Delete	H
EXP	Expunge Defendant	H	VIO	Additional Violations Update/Inquiry	H
FRC	Family Relationship Case	H	VPI	Vehicle Participant Info. Inquiry Update	H
NCC	Case Filing Inquiry/Update	H	VPID	Vehicle Participant Delete	H
NCCA	Case Filing Add	H			

Cashier and Time Pay Commands

Code	Description and Use	Help Screen	Code	Description and Use	Help Screen
BBD	Bail Bond Disposition	H	PBP	Parking Ticket Batch Payment	H
CAR	Create Accounts Receivable	H	PTP	Parking Ticket Payment	H
CARI	Create Accounts Receivable Query	H	RCP	Receipt Payment	H
CFH	Case Financial History Report (<i>batch print submission</i>)	H	RREV	Receipt Payment Reversal	H
CFHS	Case Financial History Summary	H	RST	Restitution Recipient	H
CVB	Civil Batch Fees	H	TPR	Delinquent Time Pay Removal	H
CVF	Civil Fee	H	TPS	Time Pay Management Reports	
CVP	Civil Payment	H	TPSO	Time Pay Statement Options	
MSP	Receipt Miscellaneous Payment	H	TPSC	Time Pay Schedule	H
PBB	Post Bail Bond	H	TPSE	Time Pay Select	H

JIS COMMANDS

Miscellaneous Commands (and Keys)			FTA and Warrant Commands		
Code	Description and Use	Help Screen	Code	Description and Use	Help Screen
BYE	Exit and return to TPX		FTS	FTA Reports Management	H
END	Exit and return to TPX		FTA	Process FTA	H
EXIT	Exit and return to TPX		WRU	Warrant Update	H
F2 (key)	Clear the Navigator		WRO	Warrant Order	H
HOME	Home Court		WRS	Warrant Reports Management	H
LOGO	Exit and return to TPX				
MAM	Main Menu	H			
OUT	Exit and return to TPX				
QUIT	Exit and return to TPX				
SOFF	Signoff JIS but remain at Main Menu				
STOP	Exit and return to TPX				
TERM	Exit and return to TPX				

Report Commands (Single, Batch and Grouped Reports)

Code	Description and Use	Help Screen	Code	Description and Use	Help Screen
ARS	Audit Reports Select	H	ICHB	Individual Case History Batch Print	H
BPD	Batch Print Dockets	H	IOHB	Individual Order History Batch Print	H
CLS	Calendar Load Report Select	H	MRS	Misc Reports Select	H
CFH	Case Financial History Report	H	RVS	Misc Revenue Reports	H
CRS	Case Review Report Select	H	NTP	Non-Timepay Reports Select	H
CSL	Case Setting List Selection	H	PKS	Parking Report Preparation	H
CDS	Clerks Dismissal Select (civil)	H	PCS	Prepare Calendar Select	H
DCHB	Defendant Case History Batch Print	H	PNS	Prepare Notices Select	
TPR	Delinquent Timepay Removal	H	SRS	Statistical Reports Select	H
DRS	Disbursal Report Select	H	TPS	Timepay Reports Select	H
EPS	End of Period Report Select	H	UPS	Unclaimed Property Select	H
FTS	FTA Reports Management	H	WRS	Warrant Reports Management	H

Civil Case Processing and Civil Financial Processing Commands

Code	Description and Use	Help Screen	Code	Description and Use	Help Screen
BDK	Batch Docket	H	CVF	Civil Fee	H
CDK	Case Docket	H	CVJ	Judgment/Disposition Inquiry/Update	H
CDS	Clerk's Dismissal Selection	H	CVJI	Judgment/Disposition Inquiry	H
CIV	Civil Case Filing Inquiry/Update	H	CVP	Civil Payment	H
CIVA	Civil Case Filing Add	H	FRC	Family Relationship Case	H
CIVC	Civil Case Conversion	H	ORD	Order Update	H
CIVD	Civil Case Filing Delete	H	ORDA	Order Add	H
CIVI	Civil Case Filing Inquiry	H	ORDD	Order Delete	H
CIVT	Transfer Case Type		ORDI	Order Inquiry	H
COH	Case Order History	H	PAR	Participant Inquiry	H
CVB	Civil Batch Fees				

JIS COMMANDS

Parking Case Processing and Parking Financial Processing Commands					
Code	Description and Use	Help Screen	Code	Description and Use	Help Screen
BDK	Batch Docket	H	PKS	Parking Report Preparation	H
CDK	Case Docket	H	PKV	Parking Vehicle Inquiry	H
CSD	Case Disposition	H	PLSD	Plea/Sentencing Delete	H
PADJ	Parking Payment Adjustment		PTP	Parking Ticket Payment	
PAR	Participant Inquiry	H	PSR	Parking Special Request	H
PBP	Parking Ticket Batch Payment	H	PVM	Parking Vehicle Owner Maintenance	H
PKB	Parking Ticket Batch Entry	H	VPI	Vehicle Participant Info Inquire/Update	H
PKT	Parking Ticket Maintenance	H	VPID	Vehicle Participant Info Delete	H
Collection Processing/Profile Commands			Court Administration Commands		
Code	Description and Use	Help Screen	Code	Description and Use	Help Screen
ARMS	Accounts Receivable Management	H	ATH	Authorization Modify	H
BOS	Batch Obligation Status	H	ATHA	Authorization Add	H
CAA	Collection Agent Assignment	H	ATHD	Authorization Delete	H
CAS	Collection Auto Select	H	AHTX	Authorization Overrides	H
CAT	Collection Agent Transfer	H	CCD	Court Closed Days	H
CGR	Collection Agent Report Select	H	CPFM	Court Profile Maintenance	H
CLNO	Court Collection Options	H	DCXT	County Department X-Ref Codes	H
CNO	Collection Notices	H	FPSU	Fine Penalty Schedule Update (law	
CNP	Court Notice Profile	H	OFO	Official/Organization Information	H
COS	Case Obligation Status	H	OFOA	Official/Organization Add	H
CTID	Case Type Issue Dispositions	H	OFOD	Official/Organization Delete	H
CTO	Case Type Options	H	ORA	Organization Association	H
CTS	Case Type Select	H	PRFI	Profile Inquiry	H
CTSC	Case Type Sentence Conditions	H	TABL	Codes Tables List	
CTX	Court Text	H	TABM	Codes Tables Maintenance	
CTXS	Court Text Select	H			
Accounting Commands					
Code	Description and Use	Help Screen	Code	Description and Use	Help Screen
APC	Accounting Period Control	H	DRS	Disbursal Report Submittal	H
ACN	Assign Check Numbers	H	DJV	Display Journal Vouchers	H
ARS	Audit Reports Selection	H	EPS	End Of Period Report Selection	H
ASD	Authorize Scheduled Disbursement	H	IFT	Investment Funds Transfer	H
BBD	Bail Bond Disposition	H	CKD	Issue Check On Demand	H
BAA	Bank Account	H	RVS	Misc. Revenue Reports Selection	H
BKR	Bank Account Reconciliation	H	NTP	Non Timepay Reports Selection	H
BAS	Bank Account Select	H	PADJ	Parking Payment Adjustment	H
BKD	Bank Deposits	H	PBP	Parking Ticket Batch Payment	H
CFH	Case Financial History Report (batch	H	PTP	Parking Ticket Payment	H
CFHS	Case Financial History Summary	H	PUP	Payable Update	H
CCO	Cashier Cutoff	H	PBB	Post Bail Bond	H
CTD	Cashier Totals Detail	H	MSP	Receipt Miscellaneous Payment	H
CKR	Check Register	H	RCP	Receipt Payment	H
CVB	Civil Batch Fees		RREV	Receipt Payment Reversal	H
CVF	Civil Fee	H	RST	Restitution Recipient	H
CVP	Civil Payment	H	UPS	Unclaimed Property Select	H
CAR	Create Accounts Receivable	H	UCP	Unclaimed Property Update	H

Calendaring Commands					
Code	Description and Use	Help Screen	Code	Description and Use	Help Screen
BCAA	Batch Calendaring Set		HRT	Hearing Type Inquiry Update	H
BCA	Batch Calendaring Update		HRH	Hearings Held	
CLS	Calendar Load Report Section		PCS	Prepare Calendar Selection	H
CSL	Case Setting List Selection	H	PNS	Prepare Notices Selection	H
HPO	Hearing Print Options	H	PSC	Proceeding Schedule	H
HRTA	Hearing Type Add	H	CDT	Set Court Date	H
HRTD	Hearing Type Delete	H			

Name and Address Data Entry Guidelines

Name and Address Data Entry Guidelines

The following [JIS Person Business Rules](#) govern data entry practices for names of JIS persons:

2.30	Enter Only Individual Or Business Names On The JIS Person Database
2.40	One Person Name Only Per Individual Field
3.20	The JIS True Name Shall Match The Source Name
4.10	Criteria for Creating an AKA
4.20	AKA Different Name When SID# Matches for Same Person
4.30	AKA Different Spellings of Names for Same Person
5.10	DOL Name Spelling Prevails
5.20	Instances Where Spelling Changes Are Disallowed
5.30	First And Middle Names On JIS May Be Enhanced

Data Entry Practices for Names

Format for person name entry:

LASTNAME<comma><space>**FIRSTNAME**<space>**MIDDLE NAME**<space>
DESIGNATION

Note:

Examples of a designation are Jr, Sr, I, II, III.

A person's title is not entered in JIS as part of their name.

Example	Type the JIS Name as
Sgt. Michael M Smith	Smith, michael m
Dr. Janet Robertson	Robertson, janet

For persons with only a single name, enter the name in JIS as shown in the examples below. Note that a comma is required as part of every name.

Example	Type the JIS Name as
Madonna	madonna, single name only
EagleWoman	Eaglewoman, single name only

For Alias person names, the name should agree with the charging document or other source of the alias.

If the DOL name includes an apostrophe, hyphen, blank/space, or other special character, include those special characters in the name in JIS. **Do NOT include an asterisk when there is no middle name or initial** even though DOL may display an asterisk in place of a middle name or initial.

When creating a person record for a business, enter the business name using the following format: **BusinessName**<comma><space>**BusinessDesignation**. If a business name does not include a designation, enter the name only followed by a comma. **A comma is required as part of every name entered.**

Example	Type the JIS Name as
Jo's Trucking Company	jo's trucking, co
I-5 Freight Incorporated	i-5 freight, inc
Alta Transport Limited	alta transport, ltd
Baker Trucking	baker trucking, co

Note: Log in to the eService Center and view answer [1854](#) for more recommendations for business names and single names.

Address Data Entry Guidelines

JIS Person Business Rules for Addresses

The following [JIS Person Business Rules](#) apply to addresses of JIS persons:

8.01	Mailing Address is Required
8.02	Residence Address is Optional
8.03	Use Standard Address Abbreviations And Data Entry Procedures [USPS Postal Addressing Standards, Publication 28]
8.10	Case Participant Address To Be Kept Current
8.11	Use Of Person Address Fields Restricted
8.12	Use Address Status Code To Indicate The Reason For An Address Change
8.13	Use Address Status Code To Flag Inadequate Or Undeliverable Address
8.14	Addresses For Multiple Persons May Be Changed
8.20	Secretary Of State Confidential Address Program
8.30	Exception: When JIS Person Records Without Addresses Are Allowed

US Postal Service Publications

Courts may obtain of the following USPS publications from a local post office or from the USPS Postal Explorer Web site at <http://pe.usps.gov>.

- ❖ [Publication 28, Postal Addressing Standards](#)
- ❖ [Domestic Mail Manual](#)
- ❖ [International Mail Manual](#)

Summary of Address Data Entry Practices

- ❖ **Use Standard Abbreviations** - Directions and other standard address components should not be spelled out. For example, use W instead of West, Pl instead of Place, St instead of Street.
- ❖ **Use Complete Zip Codes** - Use expanded zip codes (Zip+4) whenever possible.
- ❖ **No # Sign.** The number sign (#) should not be a part of an address. For example, use Apt 10 instead of #10.
- ❖ **No Punctuation** - Do not use any punctuation in an address except for expanded zip codes (Zip+4) or in unusual addressing situations.

**EXAMPLE OF A
GOOD ADDRESS:**

**NAME
1234 E BUSINESS LN STE 309
SEATTLE WA 98122-3489**

Use of C/O (in care of) Address Information

The [U.S. Postal Addressing Standards Publication 28](#) suggests that the "in care of" link should be the FIRST line of the address, and be written using the following format:

"Customers having different primary addresses who wish to continue sharing a common receptacle must use the address of the receptacle's owner and the "care of" address format:

JOHN DOE [In JIS, this would be entered DOE, JOHN]
C/O ROBERT SMITH
123 APPLE WAY"

JIS courts should follow the U.S. Postal Addressing Standards, putting the C/O information on the first line of the address block. C/O information should NOT be included in the name field as that has a negative impact on name searching.

Dual Addresses

Sometimes both a residence address and a mailing address need to be recorded for a person in JIS. To comply with U.S. Postal Addressing Standards, choose one of the following two recommended methods for entering mailing and residential addresses, depending on whether both addresses have the same zip code.

Method 1 - Same zip code for mailing and residence addresses:

- Type the residence address in the first field on the left side of the Address line.
- Type the mailing address in the second field on the right side of the Address line.
Example:
Addr: 352766 PACIFIC CREST PO BOX 95

Method 2 - Different zip codes for mailing and residence addresses:

- Type the mailing address on the PER screen, starting in the first field on the left side of the Address line. Use the second field on the right side of the Address line if the mailing address is too long to fit in the first address field. Example:
Addr: 115683 MICHAELANGELO PA RKWAY NE
- Add the residence address on the ADH screen using the standard data entry practices.

Note: Printed warrants use all address lines on the PER screen.

Recording an Unknown or General Delivery Address

When **creating** a person record, an address is always required.

If the exact address is not known enter UNKNOWN in the Addr and City fields and use the state code ZZ (unknown state). The zip code field is optional and can be left blank. The county (CO field) can be left blank or use 99 (unknown county). The Country (CY field) will default to US or use any other valid country code.

If the person receives mail via General Delivery, enter GENERAL DELIVERY in the Addr field on the Individual Information (PER) screen and the appropriate city, state, and zip code.

When **updating** a person record, however, do not change a known address to UNKNOWN. Instead, flag the bad address with an appropriate status code on the Address history (ADH) screen.

Overseas Military Addresses

Overseas military addresses must contain the APO or FPO designation along with a two-character “state” abbreviation of AE, AP, or AA and the ZIP Code or ZIP+4 code. AE is used for armed forces in Europe, the Middle East, Africa, and Canada; AP is for the Pacific; and AA is the Americas excluding Canada.

In JIS, APO and FPO designations are entered in the St (state) field on the Individual Information screen (PER) and the Country (CY) field can be left as US.

Foreign Addresses and JIS Country Codes

The Country (Cy) field on the JIS Individual Information screen (PER) defaults to US (United States) but can be changed to any valid Country Code. Refer to the Online Codes Manual [State/County/Country Codes](#) section for a complete list of codes.

Notes

JIS mailing programs (notices, warrants, reports) do not print the country name as part of the address. However, except for US and Canadian addresses with zip codes, US Postal Service International Mail Services regulations require that the name of the country be printed on the envelope. This will have to be done by the court by hand. The JIS country codes are NOT recognized by the US Postal Service.

Short Title Summary of Person Business Rules

Short Title Summary of Business Rules

The JISC and the JIS Person Database Advisory Committee have approved business rules for entering identification information about persons in the JIS. The rules fall into the following categories:

1.00 TYPES OF PERSONS, CAUSES, AND REFERRALS IN JIS PERSON DATABASE

- 1.01 Civil Type Person
- 1.10 Individual Type Person
- 1.20 True Name
- 1.30 Alias Name
- 1.31 Nicknames
- 1.40 Causes of action using JIS Person Database
- 1.50 Converting legacy SCOMIS cases to use JIS Person Database
- 1.60 When Parental Determination causes must use JIS Person Database
- 1.70 Juvenile Referral Types using JIS Person Database

2.00 CREATING UNIQUE JIS PERSON RECORDS

- 2.10 Standard procedures to be followed by all JIS courts
- 2.20 All known names and AKAs for a person shall reside on JIS
- 2.30 Enter only individual or business names on the JIS Person Database
- 2.40 One person name only per individual field
- 2.50 Person records for major participant types may be used as other participants in a case
- 2.60 Exception: creating non-unique person records for account participants
- 2.70 Exception: creating unique or non-unique person records for parent linked to juvenile referrals

3.00 MATCHING PERSONS

- 3.01 JIS Person Database source shall be consulted
- 3.10 DOL source shall be consulted
- 3.20 The JIS True Name shall match the source name
- 3.30 Criteria for matching a person
- 3.40 DROPPED AS OF 7-1-1997
- 3.50 DROPPED AS OF 7-1-1997
- 3.60 Criteria for creating a new person record on JIS

4.00 ASSIGNING ALIAS (AKA) AND TRUE NAME STATUS TO A PERSON RECORD

- 4.10 Criteria for creating an AKA
- 4.20 AKA different name when SID# matches for the same person
- 4.30 AKA different spelling of name for the same person
- 4.40 AKA old name for name change in DV name change and dissolution actions
- 4.50 AKA old name for non-confidential name change

5.00 SPELLING NAMES

- 5.10 DOL name spelling prevails
- 5.20 Instances where spelling changes are disallowed
- 5.30 First and middle names on JIS may be enhanced

6.00 UPDATING PERSON RECORDS

- 6.10 Update JIS names when DOL changes source name and Driver's License number
- 6.20 Update person record when case completion/disposition document are filed.
- 6.30 Record date of death based on authoritative documentation
- 6.40 When civil type person record can be converted to individual type person record

7.00 LINKING PERSONAL IDENTIFICATION NUMBERS TO PERSONS

- 7.10 Associate unique person identification numbers with JIS True Name only
- 7.20 Link only one unique PIN to each JIS True/AKA Name chain
- 7.30 Associate Driver's License number only with a matching JIS name record
- 7.40 Exceptions for associating the Driver's License number with the JIS True Name
- 7.50 Social Security numbers are confidential

8.00 ADDRESSES

- 8.01 Mailing address is required
- 8.02 Residence address is optional
- 8.03 Use standard address abbreviations and data entry procedures
- 8.10 Case participant address to be kept current
- 8.11 Use of person address fields restricted
- 8.12 Use Address Status Code to indicate the reason for an address change
- 8.13 Use Address Status Code to flag inadequate or undeliverable address
- 8.14 Addresses for multiple persons may be changed
- 8.20 Secretary of State confidential address program
- 8.30 Exception: when JIS person records without addresses are allowed

9.00 NOTIFYING AGENCIES OF PERSON CHANGES AND IDENTIFICATION PROBLEMS

- 9.10 Notify DOL of name differences
- 9.20 Notify DOL when same person has different Driver's License numbers
- 9.30 Notify Department of Corrections (DOC) of new AKAs for legacy names
- 9.40 Notify WSP when same person has different SID numbers
- 9.50 Notify Seattle Municipal Court (SMC) when JIS person records with SMC defendant numbers need to be consolidated with another JIS person record

10.00 CORRECTING JIS PERSON RECORDS

- 10.10 Responsibility for JIS person record consolidation and NPC activity
- 10.20 Duplicate JIS person records shall be consolidated
- 10.21 Criteria for consolidating duplicate JIS person records
- 10.22 AKA duplicate JIS person records when NPC access is restricted
- 10.30 Erroneous case/person links shall be corrected
- 10.31 Criteria for correcting erroneous case/person links
- 10.40 Uploaded DOC and SID number mismatches shall be corrected

11.00 DESIGNATING FAMILY RELATIONSHIPS BETWEEN PERSONS

- 11.10 Record current personal relationships between all parties for designated actions
- 11.20 Change family relationships when parental rights are terminated.

Multiple Person Records Worksheet

Multiple JIS Person Records for one Human Being

When you locate multiple JIS person records for the same individual, you need to determine if the records are actually for the same person. If they are, you need to do one of the following in order to create one complete criminal history for that ONE human being:

- Combine the records, or
- Attach the records as AKA's (also known as).

Below is a list of steps to take in order to complete this process, including spaces to input the information you are working with, to help you through the process:

1. Using the [Matching Rule 3.30](#) in the Person Business Rules Online Manual, confirm that there are enough Personal Identifiers to confirm the records in question are for the same person.
 - Problem Located:
2. **Screen-print** the different records so you can view/compare them one at a time. This is recommended when you are dealing with multiple person records.
3. Determine which person record (IN number) is the True Name record. See the following Person Business Rules to aid you in your determination:
 - o [Person Business Rule 1.20](#) - True Name
 - o [Person Business Rule 1.30](#) - Definition of AKA (alias name).
 - o [Person Business Rule 3.20](#) about the JIS True Name Match.

1st Name/IN
Number: _____

True Name/AKA Status in JIS: _____

Linked to (Name/IN): _____

2nd Name/IN
Number: _____

True Name/AKA Status in JIS: _____

Linked to (Name/IN): _____

(See [Attachment Page 1](#) below for additional Name/IN Number spaces for Multiple Person Records Located.)

- If any of the Person Records have Personal Identification Numbers (PINs), such as Driver’s License Numbers, SID Numbers, or DOC numbers, see if they match any of the Numbers listed on the other Person Record:

	Type of PIN	Name Code on Which the PIN Displays
DOL Number:	_____	_____
SID Number:	_____	_____
DOC Number:	_____	_____
PCN Number:	_____	_____

Note: If there are multiple numbers for the same type of PIN, check the Department of Licensing (DOL) records or Felony Offender Reporting System (FORS) records to see if DOL or the Department of Corrections have already combined their Person Records.

- Determine if the other records/cases should be moved to the True Name to consolidate the two records using the [NPC \(Case Person Change\) command](#), or if they should be linked with the True Name using the [AKA command](#). See [Person Business Rule 10 - Correcting JIS Person Records](#) to aid you in your determination.

1st Name/IN Number: _____

True Name/AKA Status **Should** be: _____

Linked to (Name/IN): _____

2nd Name/IN Number: _____

True Name/AKA Status **Should** be: _____

Linked to (Name/IN): _____

(See [Attachment Page 2](#) below for additional Name/IN Number spaces for Records Correction Information.)

- Screen-print** the ICH & SNCI on the record/s that will be combined using NPC.

7. Review the ICH and SNCI screen-prints to see if there are any open cases in any other courts.
 - Contact the Courts with open cases prior to doing an NPC, as a courtesy, so they know that you will be doing a consolidation of the records and confirm that their court allows Crosscourt NPC on their cases.
 - For any courts that do not allow Cross-court NPC access or for SMC cases, you must notify the court in writing that the records need to be consolidated and to which IN number (True Name) you are requesting they move their record.
 - The affected court(s) will then be responsible for processing the NPC (or to upload the change if it the affected court is Seattle Municipal Court).

Open Cases Numbers	Affected Court

8. Any person record attached to one of these cases **must be temporarily attached as an AKA to the True Name**, pending the changes to be made by the other courts. (See [Person Business Rule 9 - Notifying Agencies of Person Changes and Identification Problems.](#))
9. Use the NPC command for each case, referral or episode needing relocated to the True Name.

NPC's:

Case Number/Name/IN: _____

TO/Name/IN: _____

Case Number/Name/IN _____

TO/Name/IN: _____

Case Number/Name/IN _____

TO/Name/IN: _____

10. Use the AKA command for any person records that cannot be consolidated per the person business rules, or for the person records that need to be temporarily linked.

SMC/Non-NPC Records:

Case Number/Name/IN: _____
 TO/Name/IN: _____

Case Number/Name/IN _____
 TO/Name/IN: _____

Case Number/Name/IN _____
 TO/Name/IN: _____

11. Use the SNCI and/or ICH commands to confirm all cases, referrals or episodes are on the correct person record or linked as required.

12. Use the [Individual Information Delete \(PERD\) command](#) for any records that have NO associated cases, referrals, or episodes.

Note: If a Juvenile Number exists on the person record that is to be deleted, and it **does not** need to be moved to the True Name record, you are able to delete the record without having to delete the Juvenile Number.

13. If a Juvenile Number exists on a person record that is to be deleted, and **no** Juvenile Number is already assigned to the True Name Person Record, you **will need** to move the Juvenile Number to the True Name. See the following steps:

- In JIS, go to the JMOV (JUVIS Control Number Move) screen with the person record that is to be deleted in the Navigator.
- Add the True Name person record in the blank “To Name Code” space.
- Press <Enter>.
- Press <F10> to confirm the move.

- Attachment Page 1-

Multiple Person Records Located:

1st Name/IN
Number: _____
True Name/AKA Status in JIS: _____
Linked to (Name/IN): _____

2nd Name/IN
Number: _____
True Name/AKA Status in JIS: _____
Linked to (Name/IN): _____

3rd Name/IN
Number: _____
True Name/AKA Status in JIS: _____
Linked to (Name/IN): _____

4th Name/IN
Number: _____
True Name/AKA Status in JIS: _____
Linked to (Name/IN): _____

5th Name/IN
Number:

True Name/AKA Status in JIS: _____

Linked to (Name/IN): _____

6th Name/IN
Number:

True Name/AKA Status in JIS: _____

Linked to (Name/IN): _____

- Attachment Page 2-

Records Correction Information:

Return to Step 4

1st Name/IN
Number: _____

True Name/AKA Status
Should be: _____

Linked to (Name/IN): _____

2nd Name/IN
Number: _____

True Name/AKA Status
Should be: _____

Linked to (Name/IN): _____

3rd Name/IN
Number: _____

True Name/AKA Status
Should be: _____

Linked to (Name/IN): _____

4th Name/IN
Number: _____

True Name/AKA Status
Should be: _____

Linked to (Name/IN): _____

5th Name/IN
Number: _____

True Name/AKA Status

Should be: _____

Linked to (Name/IN): _____

6th Name/IN
Number: _____

True Name/AKA Status

Should be: _____

Linked to (Name/IN): _____

[Return to Step 6](#)