

2023 Annual Report



Conference Committee

*Margaret Yetter, Chair
Amy Knutsen, Co-Chair*

Members:

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Patsy Robinson

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AOC

Co-Chair 2019

Co-Chair 2022

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Meetings:

- Before every board meeting at 8:30
- Non board meeting months
Dates/Times TBD

Conference Committee Annual Report

2022 District and Municipal Court Virtual Spring Program

May 16-20, 2022

The 2022 DMCMA program was held virtually via the Zoom platform. The program was scheduled Monday through Friday, primarily in the mornings.

- **CLJ-CMS Update.** The CLJ-CMS project team provided an update on the work for the new case management system.
- **DOL and Legislative Updates.** This is a yearly session with Carla Weaver, Dept. of Licensing, and this year Michelle Pardee, AOC, provided an update on where/how legislative changes impact the Law Table and input into the case management system.
- **Journey to Change: Traveling with Agitators, Adversaries & Allies.** Judge Songhai Armstead (retired) shared and discussed tools on how to mitigate and embrace change while also reflecting on bias, prejudice, and exclusion.
- **Leading with the Presence of Mind.** The DMCMA brought back Pierre Quinn, a national consultant on leadership and change management. Mr. Quinn spoke to developing and leveraging self-leadership skills for improved professional presence; communicating more effectively and why it matters; and building and making stronger teams.
- **New Manager Forum.** This session was facilitated by Suzi Elsner, Marysville Municipal Court and Uneek Maylor, Everett Municipal Court. This session is offered each year and focuses on what it means to be a new manager and provides for networking and an open flow of questions and answers.
- **Racial Impact Assessment Tool & Customer Service: A Practical Approach to Recognizing Racial and Ethnic Disparities in the Justice System for Court Staff.** Michael Roosevelt presented on the racial impact assessment, which is a tool used to address bias in decision-making in the criminal justice system. Mr. Roosevelt discussed implicit bias and the impact it has on policies and processes and how the tool can be used to raise awareness and potentially lead to positive discussion and potential change during policy and process development.
- **Roundtables.** Two roundtables were held with facilitated breakout rooms which focused on therapeutic courts; post-pandemic processes; and new managers.
- **Tools for Successful Court Reorganization & Position Reclassifications.** This session was led by Juan Padilla and provided attendees insight on how to go about looking at the organization of your court and potential position reclassifications. Mr. Padilla discussed pay equity and aligning the duties of the courts with similar positions with the other branches of government. He also

discussed how the process of reorganizing the court can create efficiencies with the goal of improving access to justice and the public's trust and confidence in the courts.

- **WSP Submitting Criminal History Record Information.** *Kristina Davis and Kimberly McParland, from the Washington State Patrol demonstrated the WSP Web Portal, discussed criminal history reporting requirements, how criminal history information is created and disseminated, and demonstrated changes to the new criminal history database.*
- **You are Not Alone: Courts Helping Courts.** *This was a panel presentation facilitated by Dirk Marler, AOC and including Judge Debra Lev and Darlene Peterson, Bellingham Municipal Court; LaTricia Kinlow, Tukwila Municipal Court, and Judge Rebecca Robertson. The panel discussed the role of judicial officers and court administrators in exercising judicial independence; the Courts Helping Courts program; and recent challenges to judicial independence experienced by courts.*

All recordings and materials for the program can be found at: Inside Courts > Education> Education Events> Webinars and choose DMCMA.

254 individual registrants

- *Court Administrators/Managers
166 attendees representing:
74 District, 81 Municipal, 8 Superior*
- *Court Personnel (Non-Administrator/Managers)
91 attendees representing:
43 District, 40 Municipal; 6 Superior,
3 Juvenile*
- *Tribal Administrators
2 attendees representing:
Kalispell Tribal Court*

Next Conference: May 2024



2022 DMCMA VIRTUAL SPRING PROGRAM

MAY 16 - 20, 2022

REGISTRATION AND PROGRAM INFORMATION



Sponsored by:
Board for Judicial Administration's
Court Education Committee and the
District and Municipal Court Management Association



2022 DMCMA VIRTUAL SPRING PROGRAM

Important Information

Registration Information

1. **Registration.** Required for each individual session.
2. **Email.** Use the same email address for all registrations.
3. **Confirmation.** Individualized confirmations are sent to the email address used.
4. **Add to Calendar.** Use the “add to calendar” function and add to your electronic calendar.
5. **Session Reminders Are NOT guaranteed.** Add the information to your calendar!

At-A-Glance Agenda

Monday, May 16

8:30 a.m. - 9:00 a.m.	<i>Opening & Welcome</i>
9:30 a.m. - 11:30 a.m.	<i>Journey to Change: Traveling with Agitators, Adversaries & Allies</i>
12:00 p.m. – 1:00 p.m.	<i>New Manager Forum</i>

Tuesday, May 17

8:00 a.m. - 8:45 a.m.	<i>Roundtable</i>
9:00 a.m. - 10:30 a.m.	<i>Leading with the Presence of Mind</i>
11:00 a.m. - 12:30 p.m.	<i>Legislative and DOL Updates</i>

Wednesday, May 18

8:00 a.m. - 9:00 a.m.	<i>Annual Business Meeting</i>
11:00 a.m. - 12:30 p.m.	<i>Racial Impact Assessment Tool & Customer Service: A Practical Approach to Recognizing Racial and Ethnic Disparities in the Justice System</i>

Thursday, May 19

8:00 a.m. - 8:45 a.m.	<i>Roundtable</i>
9:00 a.m. - 10:30 a.m.	<i>You are NOT Alone: Courts Helping Courts & GR 29</i>
11:00 a.m. - 12:30 p.m.	<i>CLJ-CMS Project Update</i>

Friday, May 20

9:00 a.m. - 10:00 a.m.	<i>WSP Submitting Criminal History Record Information</i>
10:30 a.m. - 12:00 p.m.	<i>Tools for Successful Court Reorganization & Position Reclassifications</i>

Monday, May 16, 2022		
8:30 a.m. to 9:00 a.m.	Opening and Welcome	Registration Link
9:30 a.m. to 11:30 a.m.	<p>Journey to Change: Traveling with Agitators, Adversaries & Allies <i>Judge Songhai Armstead, Retired</i></p> <p>As change agents, conflict and tensions are inevitable, but also necessary. Judge Armstead will share stories and tools for how to mitigate and embrace the necessary struggles inherent in all great transformations. This session will help you recognize where you are in necessitating change, how to become a champion of change, provide opportunities with self-reflection on bias, prejudice and exclusion, and discuss the importance of allies.</p>	Registration Link
12:00 p.m. to 1:00 p.m.	<p>New Manager Forum <i>Ms. Suzanne Elsner, Marysville Municipal Court</i> <i>Ms. Uneek Maylor, Edmonds Municipal Court</i></p> <p>Are you a new manager? What questions do you have? What do you need to know? Meet with experienced managers in this informal setting and ask away. All are welcome!</p>	Registration Link

Tuesday, May 17, 2022		
8:00 a.m. to 8:45 a.m.	<p>Roundtable</p> <p>We are excited to announce that we will be hosting several roundtables in order to facilitate productive conversations and dialogue. Topics that will be up for discussion include virtual courts, paperless forms, and electronic document retention.</p>	Registration Link
9:00 a.m. to 10:30 a.m.	<p>Leading with the Presence of Mind <i>Mr. Pierre Quinn, Consultant</i></p> <p>In each of our families, people take on certain social roles. Often families can be disrupted as one role clashes with the other. The organizations that we serve can also struggle with this same paradigm. Workplace conflict is common when colleagues are not guided on how to properly navigate roles and effectively collaborate. In addition to our family teams and work teams, the unprecedented times that we're living in have caused strain on another often-overlooked team. We can often neglect the mental, internal team that sits between our ears. This session will teach attendees to assess their mental team members and how to better coach them during these uncertain times. This session is focused on teaching attendees to leverage self-leadership for improved professional presence, communication skills, and the connections with those who need them the most.</p>	Registration Link

Tuesday, May 17, 2022		
11:00 a.m. to 12:30 p.m.	<p>Legislative and DOL Updates <i>Ms. Angie Autry, Administrative Office of the Courts</i> <i>Ms. Carla Weaver, Department of Licensing</i></p> <p>Presenters will provide legislative updates and examine the latest Department of Licensing changes that affect the courts.</p>	Registration Link

Wednesday, May 18, 2022		
8:00 a.m. to 9:00 a.m.	<p>Annual Business Meeting</p> <p>Join the DMCMA Board for committee reports; installation of new officers; and remarks from the outgoing and incoming Presidents.</p>	Registration Link
11:00 a.m. to 12:30 p.m.	<p>Racial Impact Assessment Tool & Customer Service: A Practical Approach to Recognizing Racial and Ethnic Disparities in the Justice System for Court Staff <i>Mr. Michael Roosevelt, Chairperson of the Workgroup to Eliminate Disparities and Disproportionality, Center for Families, Children and the Courts Judicial Council of California, Administrative Office of the Courts</i></p> <p>Most people never enter the courtroom, but they do encounter court staff when in the courthouse or by telephone. Therefore, staff can leave a positive impression on the public. Nevertheless, and despite our best efforts, our justice system deepens racial disparities for defendants, children, and families of color. During this session, Mr. Roosevelt will address how adopting and/or adapting instruments such as the Racial Impact Assessment Tool can identify, impact, and potentially reduce racial disparities.</p>	Registration Link

Thursday, May 19, 2022

8:00 a.m. to 8:45 a.m.	Roundtable We are excited to announce that we will be hosting several roundtables in order to facilitate productive conversations and dialogue. Topics that will be up for discussion include virtual courts, paperless forms, and electronic document retention.	Registration Link
9:00 a.m. to 10:30 a.m.	You are NOT Alone: Courts Helping Courts & GR 29 <i>Judge Debra Lev, Bellingham Municipal Court</i> <i>Mr. Dirk Marler, Administrative Office of the Courts</i> <i>Ms. Darlene Peterson, Bellingham Municipal Court</i> <i>Ms. Paulette Revoir, Lynnwood Municipal Court</i> <i>Judge Rebecca Robertson, King County District Court</i> On April 30, 2002, the Washington State Supreme Court adopted General Rule 29 (aka: Presiding Judges' Rule). Twenty years later courts are still finding themselves in a position of educating the other branches of government and court staff about the fundamentals of this rule. This will be a facilitated question and answer session addressing more recent developments where the independence of the judiciary was called into the question and how the DMCMA responded with aid and continues to provide assistance through the Courts Helping Courts program.	Registration Link
11:00 a.m. to 12:30 p.m.	CLJ-CMS Project Update <i>Ms. Angie Autry, Administrative Office of the Courts</i> <i>Ms. Jennifer Wagner, Administrative Office of the Courts</i> The CLJ-CMS team will provide a project update and a WA CLJ-configured demo of the eFiling Review Queue, Odyssey, and Tyler Supervision. This version will show many initial CLJ configurations to help illuminate the codes and case types that courts of limited jurisdiction work with. While it won't be a fully configured Odyssey or Tyler Supervision, it will be good to see how CLJ cases would look in the version being configured.	Registration Link

Friday, May 20, 2022

9:00 a.m. to 10:00 a.m.	<p>WSP Submitting Criminal History Record Information <i>Ms. Kristin Davis, Washington State Patrol</i> <i>Ms. Kimberly McParland, Washington State Patrol</i></p> <p>The presenters will take you through criminal history reporting requirements, how criminal history information is created and disseminated, changes to the new criminal history database, and demonstrate the WSP Web Portal.</p>	Registration Link
10:30 a.m. to 12:00 p.m.	<p>Tools for Successful Court Reorganization & Position Reclassifications <i>Mr. Juan Padilla, Principal Consultant</i></p> <p>The Court Administrator role, and many other non-judicial court positions have traditionally employed women. The labor market data reflects a disparity in pay relative to gender. Given the elevated duties of many of these positions, the pay should be adjusted to bring pay equity into alignment with similar positions in the other two branches of government. Also at play is the process of reorganizing the court for the purpose of creating more efficiencies and with the goal of improving access to justice and the public's trust and confidence in the courts.</p>	Registration Link