

# 2023 Annual Report



*Education Committee*

*Margaret Yetter, Chair  
Lillian Hawkins, Co-Chair*

## Members:

President	Ellen Attebery		
President Elect	LaTricia Kinlow		
Margaret Yetter	Kent Municipal	2013	<b>Chair 2019</b>
	<a href="mailto:margaret.yetter@dmcma.org">margaret.yetter@dmcma.org</a>		
Lillian Hawkins	King County District	2017	<b>Co-Chair 2022</b>
	<a href="mailto:lillian.hawkins@dmcma.org">lillian.hawkins@dmcma.org</a>		
Patsy Robinson	Mason County District	2013	
Kris Thompson	Colfax Municipal	2013	
Suzanne Elsner	Marysville Municipal	2013	
Kathy Seymour	Bonney Lake Municipal	2013	
Bonnie Woodrow	Renton Municipal	2018	

### Regional Directors:

Central (King)	Kanani Johnson	King County District	2022
Central East	Mary Beth Phillips	East Wenatchee Municipal	2021
Central West	Amy Knutsen	Poulsbo Municipal	2018
Northwest	Mickey Zitkovich	Burlington Municipal	2012
Northeast	Sherri Hansen	Spokane County District	2021
Southwest	Maryam Olson	Olympia Municipal	2015
Southeast	Kelly Fields	Franklin County	2022
	Pamela Dittman	AOC	



### Meetings:

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

## Education Committee Annual Report

### *ARLJ 14 became a reality!!*

On June 9, 2022 the Supreme Court unanimously approved the new rule for Courts of Limited Jurisdiction, ARLJ 14, Mandatory Continuing Court Administrator Education. The purpose of the rule is to ensure all new court administrators receive official/formal foundational training in the basics of court administration.

**The new rule became effective January 1, 2023.**

We held townhalls in December 2022 for Presiding Judges and Court Administrators across the state to inform them of the rule and the requirements.

Summary of requirements:

- PJ must designate a minimum of one court administrator or equivalent to comply with this rule.
- Each designee shall complete a minimum of 15 continuing education credit hours every 3 years (details are in the Standards)
- Each designee shall attend the Court Administrator Academy within 12 months of appointment.

We received additional funding from CEC to assist with the Inaugural Court Administrator Academy to be held in May 2023.

DMCMA has been committed to providing mandatory education for court administrators for years. This is a huge accomplishment for CLJ courts, and we are extremely proud of this achievement.

**\*\*Attached: Rule and Standards.**



## LYNNE CAMPEAU AWARDED SCHOLARSHIPS

Name	Court	Amount	Year
Stephanie Metcalf	Black Diamond Muni	\$375.00	2014
Tina Marusich	Puyallup Municipal	\$220.00	2014
Juana Escobar	Brewster Municipal	\$500.00	2015
Ellen Attebery	King County District	\$495.00	2016
Jennifer Creighton	Thurston County District	\$500.00	2018
Amber Emery	Clark County District	\$500.00	2018
Amber Clifton	Edmonds Municipal	\$500.00	2018
Uneek Maylor	King County District	\$500.00	2019
Bree Breza	Air Way Heights Muni	\$500.00	2019
Serena Daigle	King County District	\$500.00	2020
Michelle Petrich	Tacoma Municipal	\$500.00	2021
	Colfax Muni/Whitman		
Kris Thompson	DC	\$495.00	2023
Lillian Thompson	King County District	\$500.00	2023



FILED  
SUPREME COURT  
STATE OF WASHINGTON  
June 9, 2022  
BY ERIN L. LENNON  
CLERK

# THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE PROPOSED NEW  
RULE FOR COURTS OF LIMITED JURISDICTION  
(ARLJ) [14]—MANDATORY CONTINUING  
COURT ADMINISTRATOR EDUCATION

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## ORDER

NO. 25700-A-1450

The District and Municipal Court Management Association and the District and Municipal Courts Judges' Association, having recommended the adoption of the proposed new rule for Courts of Limited Jurisdiction (ARLJ) [14]—Mandatory Continuing Court Administrator Education, and the Court having considered the proposed new rule, and having determined that the proposed new rule will aid in the prompt and orderly administration of justice;

Now, therefore, it is hereby

### ORDERED:

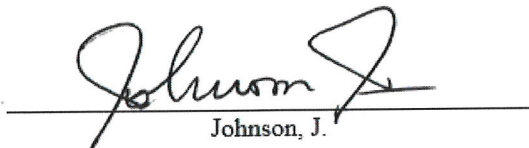
- (a) That the proposed new rule as attached hereto is adopted.
- (b) That the proposed new rule will be published in the Washington Reports and will become effective January 1, 2023.

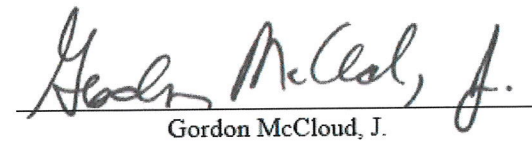
ORDER

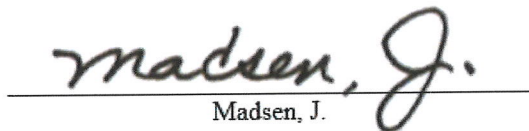
IN THE MATTER OF THE PROPOSED NEW RULE FOR COURTS OF LIMITED  
JURISDICTION (ARLJ) [14]—MANDATORY CONTINUING COURT ADMINISTRATOR  
EDUCATION

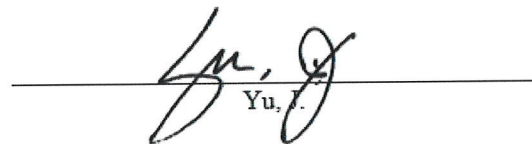
DATED at Olympia, Washington this 9th day of June, 2022.

  
González, C.J.

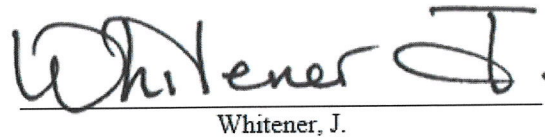
  
Johnson, J.

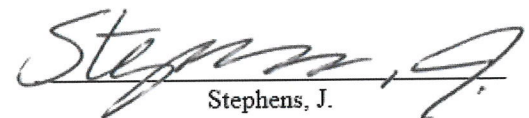
  
Gordon McCloud, J.

  
Madsen, J.

  
Yu, J.

  
Owens, J.

  
Whitener, J.

  
Stephens, J.

## ARLJ 14

### MANDATORY CONTINUING COURT ADMINISTRATOR EDUCATION

[NEW]

**(a) Purpose.** The protection of the rights of free citizens depends on the existence of an independent and competent judiciary. Courts require skilled court administrators to ensure an open, fair, and efficient justice system. This is particularly true in courts of limited jurisdiction—the court level the public most often turns to for services. This rule establishes minimum requirements for education and training of court administrators and equivalent employees in courts of limited jurisdiction.

**(b) Definitions.**

(1) “Court administrator,” as used in this rule, means the court administrator or equivalent employee in a court of limited jurisdiction to whom the presiding judge may delegate administrative functions described in GR 29(f). The presiding judge of each district and municipal court shall designate a minimum of one court administrator or equivalent employee per court to comply with this rule.

(2) “Designee,” as used in this rule, means the court administrator or equivalent employee as designated by the presiding judge.

(3) “CEC” means the Board for Judicial Administration’s Court Education Committee.

(4) “Academy” means the Washington Court Administrator Academy.

(5) “DMCMA” means the District and Municipal Court Management Association.

(6) “AOC” means the Administrative Office of the Courts described in chapter 2.56 RCW.

**(c) Minimum requirement.** Each designee shall complete a minimum of 15 credit hours of continuing education approved by the CEC every 3 years.

**(d) Court Administrator Academy Attendance.**

(1) Each designee shall attend and complete the Academy within 12 months of initial appointment.

(2) Each designee holding this position for fewer than 4 years at the time this rule becomes effective shall attend and complete the Academy within 24 months.

(3) The Academy shall consist of no fewer than 15 hours of education and shall include instruction about roles and responsibilities of court administration, ethics, GR 29, executive branch collaboration, court finances, human resources, and AOC resources and requirements.

(4) The Academy will be offered in conjunction with the annual DMCMA program that receives funding allocated by the CEC. Subject to the availability of CEC and AOC resources, the Academy may also be offered remotely.

(5) In the event of extreme hardship, a presiding judge may request on behalf of their designee a delay of not more than one year to complete the Academy.

(6) The local court jurisdiction's lack of adequate budgeting for the designee to attend the Academy shall not constitute an extreme hardship.

**(e) Accreditation.** The CEC shall, in consultation with the DMCMA and subject to the approval of the Washington Supreme Court, establish and publish the required curriculum and accreditation standards for the Mandatory Continuing Court Administrator Education.

**(f) Compliance.** Each designee shall confirm with the AOC on or before January 31 each year, in such form as the AOC shall prescribe, the designee's progress toward the minimum education requirements of section (c) of this rule during the previous calendar year. If the designee does not respond by January 31, their credits will be confirmed by default. A designee who does not have the requisite number of hours at the end of their three-year reporting period will have until March 1 to make up the credits for the previous three-year reporting period. These credits will not count toward their current three-year reporting period.

**(g) Noncompliance.** Notification of noncompliance shall be reported to the chair(s) of the CEC and the presiding judge of the appropriate court.

**(h) Effective date.** This rule becomes effective January 1, 2023.



FILED  
SUPREME COURT  
STATE OF WASHINGTON  
JANUARY 5, 2023 BY  
ERIN L. LENNON  
CLERK

# THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE SUGGESTED  
MANDATORY CONTINUING EDUCATION  
STANDARDS [NEW ARLJ 14]

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**ORDER**  
NO. 25700-A-1484

The Board of Judicial Administration's Court Education Committee, having recommended the adoption of the suggested Mandatory Continuing Education Standards [New ARLJ 14], and the Court having considered the suggested standards, and having determined that the suggested standards will aid in the prompt and orderly administration of justice;

Now, therefore, it is hereby

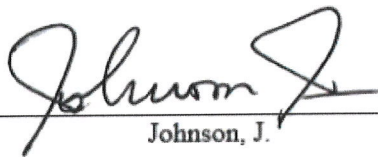
**ORDERED:**

- (a) That the proposed standards as attached hereto are adopted.
- (b) That the proposed standards will be published in the Washington Reports and will become effective January 1, 2023.

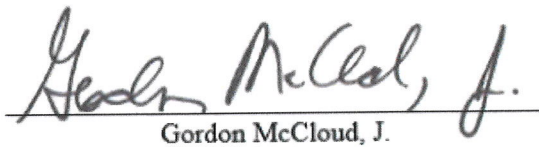
ORDER

IN THE MATTER OF THE SUGGESTED MANDATORY CONTINUING EDUCATION  
STANDARDS [NEW ARLJ 14]

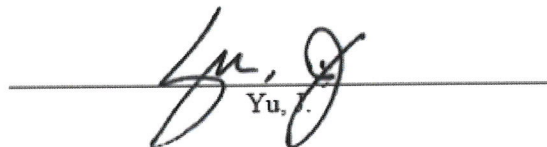
DATED at Olympia, Washington this 5th day of January, 2023.

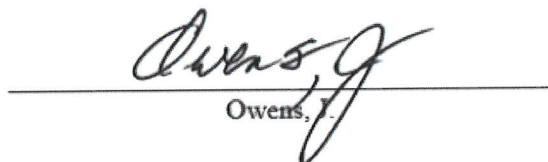
  
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Johnson, J.

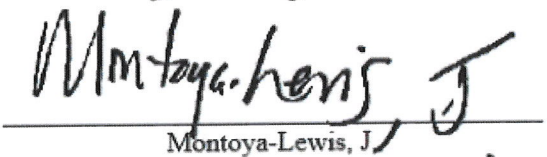
  
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González, C.J.

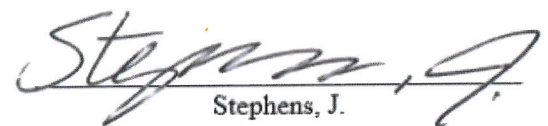
  
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Gordon McCloud, J.

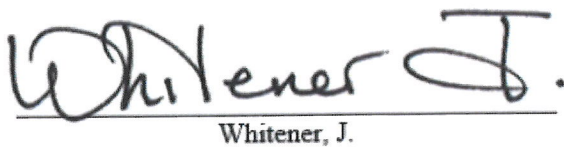
  
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Madsen, J.

  
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Yu, J.

  
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Owens, J.

  
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Montoya-Lewis, J.

  
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Stephens, J.

  
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Whitener, J.

**WASHINGTON STATE DISTRICT AND MUNICIPAL COURT ADMINISTRATOR  
MANDATORY CONTINUING EDUCATION STANDARDS  
Supreme Court Order [NO. 25700-A-1450](#)**

**Section 1: Organization and Administration**

**1. Supreme Court**

The Supreme Court is the rule-making authority for Washington's integrated judicial branch of government.

**2. Board for Judicial Administration (BJA)**

The Board for Judicial Administration (BJA) provides policy review and program leadership for the courts at large, including recommending rules to the Supreme Court that improve our state's judicial branch of government.

**3. Court Education Committee (CEC)**

The Court Education Committee (CEC) is a standing committee of the BJA and assists the Supreme Court and the BJA in developing educational policies and standards for the court system. The CEC provides budget and appropriation support, monitors educational programs' quality, coordinates in-state and out-of-state educational programs and services, recommends changes in policies and standards, and approves guidelines for accrediting training programs.

**4. Designee**

The Designee is the Court Administrator or equivalent employee designated by the presiding judge.

**5. Court Education Committee**

The responsibilities of the CEC will be to:

- a) Administer the Administrative Rule for Limited Jurisdiction (ARLJ) 14;
- b) Obtain the name of the "designee" from the presiding judge of each court of limited jurisdiction annually;
- c) Establish operating procedures consistent with this rule; and,
- d) Report and release names of the "designees" who have not complied with the rule to their presiding judge.

**6. Administrative Office of the Courts (AOC)**

- a) Under the direction of the Supreme Court and CEC, the Administrative Office of the Courts (AOC) shall develop guidelines for implementing the standards and develop, administer, and coordinate education programs throughout the state.
- b) The AOC shall coordinate all CEC education programs and provide support, guidance, and assistance. AOC shall provide support, guidance,

- and assistance to DMCMA education committees in planning, developing, implementing, and evaluating education programs consistent with established continuing education standards and requirements.
- c) The AOC shall maintain the official transcript for each Designee based on:
    - (i) attendance records at CEC accredited education programs;
    - (ii) approved non-CEC authorized or sponsor-accredited education programs submitted by the individual.
  - d) Based on the official record, the AOC will report noncompliance annually to the CEC and the presiding judge of the appropriate court of limited jurisdiction.

## **Section 2: General Standards for Continuing District and Municipal Court Administrator Education**

### **1. Continuing District and Municipal Court Administrator Education (CAE)**

During their three (3)-year reporting cycle, each Designee must complete fifteen (15) hours of CAE credits, two (2) of which are in the area of ethics, and one and a half (1.5) are in the area of diversity, equity, and inclusion (DEI).

- a) At least nine (9) hours, of which at least one and a half (1.5) hours are in the area of ethics and (1) hour in the area of DEI, must be completed by attending accredited courses. "Attending" is defined as (1) presenting for, or being present in the audience at, an accredited CAE course; (2) presenting for, or participating through an electronic medium in, an accredited CAE course; or (3) participating through an electronic medium in an accredited CAE course pre-recorded where faculty are available to answer questions.
- b) Up to five (5) hours, of which up to one (1) hour are in the area of ethics and one (1) hour in the area of DEI, may be completed through self-study by listening to, or watching, pre-recorded accredited CAE courses. Designees completing credits by self-study must report them to the AOC.
- c) Up to five (5) hours, of which up to one (1) hour are in the area of ethics, and one (1) hour in the area of DEI, may be completed through teaching at accredited CAE courses and/or publishing administrative writing. A designee may complete up to three (3) hours of teaching credits for each hour of presentation. The CEC must approve credits for published administrative writing. Designees completing credits by teaching or writing must report them to the AOC.
- d) Designees may attend a combination of approved local, state, or national programs.
- e) A designee may complete credits through other courses that directly aid the Designee in performing their specific administrative duties and are approved by the CEC.

**2. Carry-Over**

- a) If a designee completes more than 15 such credit hours in a three-year reporting period, up to 5 hours of excess credits may be carried forward and applied to the Designee's education requirement for the following three-year reporting period. Carry-over credits do not apply to ethics or DEI requirements.

**3. Court Administrator Academy Attendance**

- a) Each Designee shall attend and complete the Court Administrator Academy program within 12 months of initial appointment.
- b) Each Designee holding this position for fewer than four years at the time this rule becomes effective shall attend and complete the Academy within 24 months.

**4. Credit Calculation**

Credit is calculated based on one credit for every 60 minutes of actual subject presentation/participation, not including introductions, overviews, and closing remarks.



### Section 3: Program Accreditation

#### 1. Washington State Judicial Branch Sponsors

Attendance at any education program sponsored by the following shall be presumed to meet standards and be accredited:

- a) District and Municipal Court Management Association ([DMCMA](#))
- b) District and Municipal Court Judges Association ([DMCJA](#))
- c) Administrative Office of the Courts ([AOC](#))
- d) Association of Washington Superior Court Administrators ([AWSA](#))
- e) Court Education Committee ([CEC](#))
- f) Court of Appeals ([COA](#))
- g) Misdemeanor Probation Association ([MPA](#))
- h) Superior Court Judges' Association ([SCJA](#))
- i) Washington Association of Juvenile Court Administrators ([WAJCA](#))
- j) Washington State Association of County Clerks ([WSACC](#))
- k) Washington State Bar Association ([WSBA](#))
- l) Washington State Supreme Court ([WSSC](#))
- m) Washington State Supreme Court Commissions

#### 2. Other Education Sponsors

Attendance at any education program sponsored by the following shall be presumed to meet standards and be accredited:

- a) National Association for Court Management ([NACM](#))
- b) Conference of State Court Administrators ([COSCA](#))
- c) Hispanic National Bar Association. ([HNBA](#))
- d) International Association for Court Administration ([IACA](#))
- e) National Asian Pacific Bar Association ([NAPBA](#))
- f) National Association of Women Lawyers ([NAWL](#))
- g) National Association for Presiding Judges and Court Executive Officers ([NAPCO](#))
- h) National Bar Association ([NBA](#))
- i) National Conference of Women's Bar Associations ([NCWBA](#))
- j) National Consortium on Racial and Ethnic Fairness in the Courts ([NCREF](#))
- k) National Lesbian and Gay Lawyer Association ([LGBTQ+BAR](#))
- l) National Native American Bar Association ([NABA](#))
- m) North American South Asian Bar Association ([NASABA](#))
- n) Programs approved for Scholarships by CEC
- o) The Judicial Division of the American Bar Association ([ABA](#))
- p) The Judicial Divisions of all National Bar Associations
- q) The National Judicial College in Reno ([NJC](#))
- r) The National Center for State Courts ([NCSC](#))
- s) [Tribal Courts in Washington State](#) and [Washington Cities Insurance Authority](#)
- t) Washington State Association of Municipal Attorneys ([WSAMA](#))
- u) Washington State Risk Pool ([WCRP](#))

#### 3. Other Continuing Professional Education Programs

For all other Continuing Professional Education Programs, please submit form Judith M. Anderson to [judith.anderson@courts.wa.gov](mailto:judith.anderson@courts.wa.gov) for possible credit.

**4. Basis for Accreditation of Courses**

Courses will be approved based on their content. An approved course shall have significant intellectual or practical content relating to the duties of the Designee.

a) **Factors in Evaluating.** Factors to consider in evaluating a course include:

- 1) The topic, depth, and skill level of the material;
- 2) The level of practical and/or academic experience or expertise of the presenters or faculty;
- 3) The intended audience; and
- 4) The written, electronic, or presentation materials should be high quality, readable, carefully prepared, and distributed to all attendees before the course.

**5. Programs That Do Not Qualify**

The following activities will not qualify for CAE credit:

- a) Presenting to an internal organization. (cities, counties);
- b) Jury duty;
- c) Judging or participating in law school or mock trial competitions; and
- d) Serving on professional committees/associations.

**6. Appeals**

A designee may appeal to the CEC's denial of program/course accreditation. The appeal should be in the form of a letter addressed to the Chair of the BJA that outlines the basis for the Designee's request. The BJA Chair shall notify the Designee in writing of its decision to sustain or overrule the decision of the CEC.

**Section 4: Responsibilities**

**1. Sponsors of Accredited Programs**

It is the responsibility of the Washington State judicial branch sponsors of a district and municipal court administrator's education program to report designee attendance and credits for all approved CAE courses to the AOC.

**2. Individuals**

- a) Individual Designee's responsibility is to file a report of their attendance, whether total or partial, for programs sponsored by Washington State Judicial Branch entities or other administrative and educational sponsors, as noted in Section 3 (1)(2).
- b) The individual Designee must submit requests for accreditation for other continuing professional education programs, credit for teaching, published administrative, legal writing, or self-study to the AOC.

**3. Deadline**

Absent exigent circumstances, sponsors and individual designees must report attendance within 30 days after completion of a CAE activity.

## **Section 5: Certification**

### **1. Compliance**

In August each year, the AOC will send out a reminder of the end-of-the-year reporting requirement via district and municipal court administrator listservs. By December 31, the AOC will provide a progress report to every Designee of the programs they have attended during the previous calendar year. After reviewing that progress report, designees must either:

- a) Confirm it as an accurate record of their progress toward compliance with the rule; or
- b) Provide additional information on programs attended with accompanying documentation; and,
- c) File the report with the AOC on or before January 31 each year. If a designee does not respond by January 31, defaults will determine credits.

Based on the official record, the AOC will report the non-compliant to the CEC and the presiding judge of the appropriate court of limited jurisdiction.

### **2. Three-Year Reporting Periods**

Three-year reporting periods are as follows:

- a) Group 1 are those designees present as of January 1, 2023, and those who begin service every subsequent third year: 2026, 2029, 2032, 2035, 2038, 2041, 2044, 2047, 2050, etc.;
- b) Group 2 are those designees who begin service in 2024, 2027, 2030, 2033, 2036, 2039, 2042, 2045, 2048, 2051, etc.;
- c) Group 3 are those designees who begin service in 2025 and every subsequent third year: 2028, 2031, 2034, 2037, 2040, 2043, 2046, 2049, 2052, etc.

The three-year reporting period for each new Designee begins on January 1 or is closest to their appointment.

### **3. Delinquency**

Failure to comply with this rule's requirements may violate the Code of Judicial Conduct.

## **Section 6: Approval**



The Court Education Committee on October 14, 2022 approved these standards by Washington Supreme Court in Court Order [NO. 25700-A-1450](#).

Comments or suggestions regarding the standards or revisions can be sent to the Court Education Services unit supervisor at the AOC or the Chair of the CEC.

Approved by the CEC 10/14/2022

Approved by the BJA 11/18/22

[Adopted effective;]