

# 2025 Annual Report



*Technology*

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*DMCMA Webpage Development Workgroup*  
Ellen Attebery  
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*DMCMA Social Media Subcommittee*  
Vacant  
Vacant

**Chair & Co-Chair Serve as AOC ITG Endorsing Group & BIT Workgroup Members**

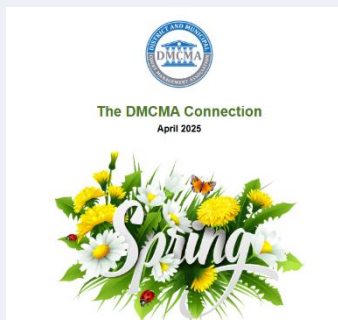
*Website management:*



- Adding Documents
- Managing Members
- Adding events to calendar
- Emergency management-information sharing
- Updating Regional Calendar
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## **DMCMA Connection**



List of current/past forms drafted/managed:

1. Membership Application
2. Membership Application – check pymt
3. Member Application – CC pymt
4. ARLJ 14 Designee Appointment
5. ARLJ 14 CAE
6. Award nomination
7. Award voting
8. Summit registration
9. NACM attendee interest
10. Budget Amendment Request
11. Declaration of Interest
12. Tuition Reimbursement
13. Tuition Assistance Application
14. Expense Reimbursement
15. Mileage Reimbursement
16. Travel Expense Credit Card
17. Travel Expense Reimbursement
18. Credit Card Expense
19. Courts Helping Courts
20. Mentoring Program – Mentor
21. Mentoring Program – Mentee
22. Speaker Proposals
23. 2024 Conference Registration
24. Improving Racial Equity Registration
25. Court Admin Academy Registration
26. Summit 2.0 Registration
27. CLJ Staffing Survey
28. Credit Card Policy
29. Credit Card Policy – Temp user
30. Code of Conduct

eCourt Conference  
December 9-11, 2024

- Cybersecurity – is your court protected? Do you have an emergency plan in place?
- Your court ready to transition to the new case management system?
- Court Technology Association = CITOC  
<https://www.ncsc.org/about-us/associations-and-partners/citoc>

The future of optimization:

- Online Dispute Resolution Systems
- ChatBots
- Digital Documents
- Electronic Search Warrant Systems
- E-filing
- Document storage

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*“Technology is nothing. What’s important is that you have a faith in people, that they’re basically good and smart, and if you give them tools, they’ll do wonderful things with them.” – Steve Jobs*

# Long Range Planning



- Develop an Emergency Response Template to a Cyberattack
  - Improve JotForm use/function
    - Succession training
  - Increase Social Media presence

## Overview

This long-range plan outlines strategic initiatives for the Technology to develop information and tools to help strengthen a court's resilience to cyberattacks. Additionally, enhancing operational efficiency, ensure leadership continuity, and expand the DMCMA's digital presence.

### Phase 1: Cybersecurity Preparedness

#### Objective: Develop an Emergency Response Template to a Cyberattack

- **Year 1:** Conduct a risk assessment to identify potential cybersecurity vulnerabilities.
- Develop a standardized Emergency Response Template outlining:
  - Incident detection and reporting procedures
  - Immediate response actions
  - Communication protocols for stakeholders
  - Post-attack recovery measures
- **Year 2:** Share how to implement training sessions and simulated drills to ensure staff familiarity with response procedures.
- **Ongoing:** Conduct annual reviews and updates to the response template based on emerging threats.

### Phase 2: Operational Efficiency & Digital Transformation

#### Objective: Improve JotForm Use/Function

- **Year 1:**
  - Conduct a needs assessment to identify inefficiencies in current JotForm usage.
  - Provide targeted training for employees on advanced JotForm functionalities.
  - Develop best practices documentation to ensure consistency in use.
- **Year 2:**
  - Implement an internal audit to evaluate unused forms, improvements and adjust strategies accordingly.

### Phase 3: Leadership Development & Continuity

#### Objective: Succession Training

- **Year 1:**
  - Identify key leadership positions and potential successors.
  - Implement a mentorship and leadership training program.
- **Year 2:** Conduct cross-training to ensure multiple staff members are capable of fulfilling the responsibilities of the Technology Committee.

- **Year 3:** Finalize a formal succession plan and implement ongoing leadership development initiatives.

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#### **Phase 4: Digital Outreach & Brand Awareness**

##### **Objective: Increase Social Media Presence**

- **Year 1:** Develop a social media strategy that aligns with organizational goals.
- **Year 2:** Establish a content calendar and regularly post engaging and informative content.

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#### **Conclusion**

This long-range plan provides a structured approach to strengthening cybersecurity, improving operational efficiency, ensuring leadership continuity, and enhancing the organization's digital presence. Regular assessments and adaptive strategies will ensure successful implementation and sustained progress.