

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

Mission Statement

To connect and empower court leaders through training, resources, and advocacy that strengthen the performance, equity, and effectiveness of courts statewide.

Vision Statement

To shape the future of court management by uniting professionals, driving continuous improvement, and building courts that inspire public trust and confidence.

November 18, 2025 10:00 a.m.

Meeting held via ZOOM

Board Meeting Minutes

Officers Present:

President	Mary Beth Phillips
Past President	Frankie Peters
President Elect	Misty Robison
Vice President	Melissa Patrick
Treasurer	Juanita Sifuentes
Secretary	Kati Dorman

Members Present:

1 Kinlow, Trish	19 Crossen, Jen	37 McSeveney, Andrew
2 Knutsen, Amy	20 Gomez, Maria	38 Olivarez, Samantha
3 Elsner, Suzanne	21 Stiglich, Melisse	39 Morrison, Candace
4 Attebery, Ellen	22 Ramirez, Sonia	40 Thompson, Kris
5 Bennett, Tami	23 Davis, Cynthia	41 Hintz, Peggy
6 Kapaki, MiHa	24 Ward, Justin	42 Valoaga, Nessa
7 Lemley, Sally	25 Gamez, Omar	43 Martin, Molly
8 Attebery, Ellen	26 Cannon, Gail	44 Lucas, Dave
9 Bond, Ellen	27 Farrell, Bryan	45 Dugas, Tracy
10 Littlefield, Whitney	28 Wells, Patrick	46 Johnson, Rachel
11 Lesarge, Kara	29 Smith, Jennifer	47 Ochocinski, Desiree
12 Dunham, Robyn	30 Hansen, Sherri	48 Parks, Tawnya
13 Whitaker, Sharon	31 Witter, John	49 Reef, Andrea
14 Davis, Marissa	32 Bassen, April	50 Smith, Tonya
15 Meister, Nikki	33 Wiebusch, Jake	51 Howard, Kristina
16 Fields, Kelly	34 Allain, Norma	52 Porras, Elizabeth
17 Pierce, Michelle	35 Jacobucci, Susan	53 Star Felty
18 Harte, Amy	36 Beganovic, Alenka	54 Monique
		55 Haddenham, H

Other Attendees Present:

1 Mejia, Dexter-AOC	4 Weaver, Carla-AOC	7 Fair, Doug-Retired Judge DMCJA Judicial Onboarding Program
2 Kambich, Jamie-AOC	5 Stanley, Christopher-- AOC	8 Englert, Jeanne-AOC
3 Fogo, Sharon-AOC	6 Alexander, Regina-MPA	9 Clements, Tessa--AOC

Call to Order: President Mary Beth Phillips calls the meeting to order at 10:02 a.m.

Opening: Welcome and introduction of board members.

Adoption of Agenda: Trish Kinlow makes motion to approve the agenda. Melissa Patrick seconds the motion. Motion passed.

Approval of Minutes: September 15, 2025, meeting minutes presented. Frankie Peters moves to approve the minutes. Suzie Elsner seconds the motion. Motion passed.

Approval of Polices & Procedures: N/A this meeting.

Treasurer's Report: Treasurer report presented. Melissa Patrick moved to approve the report. Frankie Peters seconds the motion. Motion passed.

Liaison Reports:

DMCJA: Judge Giner not present and no report.

DMJA Judicial Onboarding: Retired Judge Doug Fair presents onboarding of new judicial officers including mentorship to help build the bridge between appointed/elected and judicial collage. Please contact them or have new Judge contact them to get connected. Email: jadefairs@hotmail.com. Phone: 425-478-5205.

Ellen Attebery suggested to create a form that each court/court administrator can use to be sent to the new judicial onboarding committee. Discuss with AOC and onboarding committee. Discussion will be continuing on who to create form. Trish Kinlow asked manual be sent to court administrators as well as new judges. A link to put on our website as well for Court Administrators and it will eventually be put on inside courts. Any suggestions or changes from court administrators to the manual should be sent to DMCMA President Mary Beth to discuss and possibly forward to judicial onboarding committee.

AOC CSD Liaison: Jamie Kambich for Angie Autry present from AOC.

TraCS Update: WSP finished training by end of year and WSP will stop using Sector. Airway Heights Police Department is pilot LEA and others will follow. Issues they are seeing that users are not finalizing the process. If you are missing tickets reach out to see if they completed the process.

DOL/AOC Open Forum: December date changed to December 3rd and updated meeting invite was sent. If you forwarded it they will not get it. Please send Angie their emails so they get future updates.

E-file: Joint e-file workgroup with Superior Courts as it will be the same system. Need volunteer for this workgroup: Kati Dorman volunteered.

AOC Project Updates:

CLJ-CMS: Dexter Mejia indicates they are having staffing challenges. They will be recruiting for new positions and have a few staff members on extended leave. Information might need to change until they have secured the resources. They are working on creating a better communication, possibly a monthly written report. They are still in the data push 1 and in December data push 2.

They are still gathering information to discuss concerns and issues and promises to report back out after he steering committee meeting and how to move forward and address concerns.

OCourt integration successfully connected to the integration platform and retrieved data.

Person records initiative-working on PDR records and updating that information and implement and comply with the new rules including courts that use another case management system. They are also creating training and make the training available year round and making work products available and training modes available. They are also working with organizations like WAPA and DOL, etc. Mary Beth indicates we need a member on this business rules committee: Ellen Attebery and Melissa Patrick volunteer to be DMCMA representatives on this committee.

Office of Court Innovation: Jeanne Englert – they have 5 teams: Family Youth Justice Programs, Supreme Court Commissions and Language Access, Behavioral Health, and Equity/Access Team. Language Access are doing a

webinar series and link to recordings are available. Behavioral Health Supervisor: Tessa Clements regarding funding of the changes to the funding and updated language regarding the contracts and explained the changes including the re-allocation that can come mid-year (December). Please spend the money and discuss with contracts manager on how to you will spend the money.

Blake: Sharon Fogo indicates that have of 30 million in claims to fund still and working on outreach to let people know. Please update your court's funding amounts if that is outstanding as they need that for future funding. If you need a contract please reach out to Sharon. Questions sharon.fogo@courts.wa.gov

MPA: Regina Alexander present from MPA. They are working on a Webinar December 12th regarding the new Deferred Prosecution laws. MPA Memberships are due for 2026 and \$50 per person or 6-10 people is \$200 and 11 or more people is \$500. MPA conference Save the Date April 13th – 15th of 2026 @ Skamania Lodge.

DOL: Carla Weaver indicates ESHB 1493 is a large bill going to create changes to the DIAS application and training will be sent out for staff. If you want one on one training for staff, please reach out to Carla for that training. A lot of mistakes are being made by court staff into DIAS. Have staff attend Court Forum meetings as coding is discussed at these meetings. Will work on a recorded training video as well. **Do not give out the law and justice phone number to public. This number is for court staff only.** Give out customer care center phone number to public.

Reissue fees need a docket entry on why reissue fees are being requested to be removed and DOL has the ultimate decision regarding the fee.

DOL and AOC working on getting EJS talking and reporting to EJS and working on law table that will work in DOL from EJS system. The hope is to have it on possibly January 2026.

Need members for committee: and two people have agreed to be on committee and Mary Beth will get the committee their information.

Standing Committee Reports

Conference & Education: Amy Knutsen line staff conference was successful and had 79 courts represented in person and 41 online/livestreamed. Court Administrator Academy will be March 1-3, 2026 in Tukwila.

Technology: Ellen Attebery present indicates if anyone has suggestions on keeping court administrators updated please reach out and if you see any issues with website reach out.

Membership: Kati Dorman present and indicates 95 applications received 2026 and reminder please make checks payable to DMCMA please do not write checks to Yakima Municipal Court and mail them to Juanita. If you did write a check to Yakima it is in the process of being returned. If you have any questions, please reach out to Kati or Sherri Hansen.

Legislative: Patrick Wells present does not have anything to report.

Long Range Planning: Misty Robison present indicates finished the DMCMA missions, visions, and guiding principles which will be used to develop the 2026 and beyond strategic plan. They have been placed on the website, letterhead, and announced them through a newsletter. Finalizing survey and will be sent out through email and regional managers will hold meetings for feedback. Results will also be used for the strategic plan. Some strategic planning that is being reviewed right now are ARLJ 11/GR 29, Continuity of Operations Plan and working on statewide template, and interpreter services and technology. DMCMA does not have representation on DMCJA workgroup for interpreters and looking at getting us representative. Also working on statewide salary study and letters will be going out to HR departments across the state for information. Also working on other proposals that have been presented.

By Laws/Policy and Procedures: No report.

Courts Helping Courts: No report.

Diversity, Equity & Inclusion: Bryan Farrell present and indicates they are working on learning objectives and sending out strategic plan after the first of the year. Meetings have changed to 2nd Tuesday of the month from 2-3pm.

State Committee Reports

BJA and Court Management Council: Frankie Peters present they talked about toolkit. Concern about budget statewide and local level. BJA has announced the Court Manager of the Year for 2025 was Marlin (Whitman County).

Court Management Council: reported with BJA report.

BJA Court Education Committee: Amy Knutsen present no report.

BJA Public Engagement & Education Committee: No Report

BJA Court Security: Suzie Elsner present and indicates that Kyle Landry is no longer with AOC and AOC is currently looking for a replacement.

BJA Legislative Committee: Frankie Peters present and indicates that are doing technical correction and working on getting Judicial Information/Court Administrator/Court staff off websites inside the statutes.

BJA Alternatives to Incarceration: No Report.

Data Dissemination Committee: No report.

Interbranch Advisory Committee: No report.

GR 34 Rules Committee: Kati Dorman present and indicates we still need an alternate. They are working on discussion regarding definition of protem and AOC is working on a training for protems statewide.

Gender & Justice Commission: No report.

Minority & Justice Commission: No report.

Interpreter Commission: No report.

Pattern Forms: No report.

JIS Codes: Frankie Peters present and reports they are working on changes for formatting changes on civil protection orders.

JISC: Frankie Peters and Suzi Elsner present indicates they are working on person matching and integration with Ocourt.

CLJ/CMS PSC: Frankie Peters and Suzi Elsner present indicates that they are waiting for the 2025 version but AOC has received part of it and an in depth conversation will take place later today.

New Business: Mary Beth indicates beginning in January, state reports will be submitted using a standardized template and will included with the minutes. There will be no verbal report-outs during the meeting.

Instead, the final 30 minutes of each meeting will be dedicated to education or guest speakers. We will also be using this time to demonstrate the new system for court administrators and provide an overview of what it looks like.

If you would like to see the new system demonstrated, or if you have suggestions for speakers you would like the group to hear from, please email me.

Reminder designation forms for ARLJ 14 needs to be filled out and sent back. Still looking at committee replacements and she will reach out.

Request by Angie Autry to add efile & serve work group, Mary Beth will be adding it to report out.

Dexter request to present to the group of data issues for awareness.

Old Business: None

Mary Beth thanked executive board and everyone for attending and meeting adjourned 11:50am.

Respectfully submitted, Kati Dorman, Secretary