

DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION

September 16, 2025 10:00 a.m.
Meeting held East Wenatchee Municipal Court and 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	17 Filippidis, Yanna	33 Witter, John
2 Knutsen, Amy	18 Palmonio, Othniel	34 Shedd, Monique
3 Elsner, Suzanne	19 Antunez, Gloria	35 Morrison, Candace
4 Attebery, Ellen	20 Ramirez, Sonia	36 Thompson, Kris
5 Bennett, Tami	21 Davis, Cynthia	37 Marino, Valerie
6 Kapaki, MiHa	22 Ward, Justin	38 Valoaga, Rajyanessa
7 Enders, Candace	23 Gamez, Omar	39 Martin, Molly
8 Jane ??	24 Lewis, Okhwa	40 Williams, Marrisona
9 Bond, Ellen	25 Farrell, Bryan	41 Pilon, Julia
10 Henricksen, Katy	26 Wells, Patrick	42 Johnson, Rachel
11 Landwehr, Carol	27 Smith, Jennifer	43 Ochocinski, Desiree
12 Dunham, Robyn	28 Hansen, Sherri	44 Dill, Diane
13 Colberg, Stacy	29 Witter, John	45 Reeffer, Andrea
14 Gomez, Marie	30 Bassen, April	46 Smith, Tonya
15 Gleason, Brian	31 Wiebusch, Jake	47 Howard, Kristina
16 Fields, Kelly	32 Winnett, Lisa	

Other Attendees Present:

1 Nelson, Joslyn-AOC	5 Alexander, Regina-MPA
2 Kambich, Jamie-AOC	6 Judge Giner-DMCJA
3 Fogo, Sharon-AOC	
4 Weaver, Carla-AOC	

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

Opening: Welcome Joslyn Nelson as our new AOC representative.

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

Approval of Minutes: July 15, 2025, meeting minutes presented. Frankie Peters moves to approve the minutes. Sherri Hansen and Kris Thompson 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. Sherri Hansen seconds the motion. Motion passed.

Liaison Reports:

DMCJA: Judge Giner the funding for DMCMA was moved to next board meeting and will let us know if funding request is approved. The Fair Court Project is expanding. You should know if you have been selected but you will not know when they are coming.

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

TraCS Update: WSP began training 9/4/25 and will continue training through December of 2025. Local Law Enforcement agencies will begin January of 2026. The schedule is out.

If you receive a tracs ticket they should only be for district court, please let Angie know immediately as they are only being filed in district courts right now. Case numbers will begin the letter "T".

JIS Cost Fee Codes Update JTR/JTM: There was stepped missed with the update of JTR/JTM amount update in JIS, and it was corrected August 13th. Between 7/27 to 8/13, they will not be correct you will need to add it to the RCW. This only impacts JIS users.

JST FEE: New Change in new system in October- JST must be imposed for all civil filings goes into effect October 20th, change will go out in user group – codes will quit working.

CLJ-CMS: There is no charge or customers/envelopes for efile/serve (the \$5 envelope fee). There will be a credit card convenience fee, small claims/civil filing fees, or any other document that requires a filing fee per statute. Attorneys are required to file electronically, but no the public.

Mary Beth asked if collection companies will have to pay a filing fee. Response: There is no usage fee/if they are running into fee let CLJ/CMS now. There will be a civil filing fee.

AOC Project Updates:

Office of Court Innovation: Jeanne Englert – not present, no update

Blake: Sharon Fogo indicates AOC has paid 5.7 million and processed 5,124 cases and encourages courts to work cases and if they need help the Blake Vacate Unit will help. Questions sharon.fogo@cours.wa.gov

MPA: Regina Alexander present from MPA. The 2025 Misdemeanant Academy is taking place and they had 34 attendees.

MPA conference Save the Date April 13th – 15th of 2026 @ Skamania Lodge.

DOL: Carla Weaver informed that if you receive an email from data services team (dataservices@dol.wa.gov) re: DAPS account you will lose access if you do not respond. If you have a change in court administration please reach out to data services team it might be going to old administrator. Please make sure you are deleting/removing users when they leave the court and removing users, it is an online application and only employed court staff should have access. If courts are moving around to other courts or taking over a court you will need to work with DOL to obtain

that DIAS account its connected to the court's ORI number it will be under their account. Reach out to get access/ changed over.

DMCJA DOL Liaison meeting-used to have 4 court managers

* looking for 2 more people from westside to join liaison meeting. If interested contact Mary Beth Phillips or Kris Thompson.

If you have ideas for group contact Mary Beth Phillips or Kris Thompson with your ideas.

DOL is currently working on a manual for court users and is more detailed then the current manual and will give details on how to fill out forms in the DIAS application. Hopeful it will be coming out the 1st of the year.

Standing Committee Reports

Conference & Education: Amy Knutsen/Bryan Farrell present and indicate that the front line conference information went out, 2 people in person attendees. Unlimited for virtual attendees. Court Admin Academy will be March 1st & 2nd in Tukwila Justice Center. Hotel information will be coming. The committee is looking at getting DEI & Ethics credits for those that need them. If you can help Court Helping Courts with sending staff, please submit online request on the DMCMA Website section Court's Helping Courts: [Courts Helping Courts Sub-Committee – DMCMA – District and Municipal Court Management Association](#)

Technology: . Ellen Attebery present and indicates bots are on the DMCMA website which is crashing the site, the event calendar has been removed from public view. You will have to log in to see it. Webdesigner is looking into a possible fix. If you have any recommendations for what you wish to see or add to the newsletter email Ellen and Andy. If you come across any issues/concerns on the website please email them both so they can get it fixed right away.

Membership: Sherri Hansen present and indicates the 2026 Jot form for renewal of DMCMA membership will be emailed out in October.

Legislative: Patrick Wells present and indicates there are concerns regarding the name change process in District Courts regarding sealing order and looking at options to allow district courts to be a court of record or another option to change GR15 to allow district courts to direct the auditor to seal. Issues with regards to garnishment forms is for them to be fixed through a legislative change.

Long Range Planning: Misty Robison present indicates next meeting September 19th, 2025, and working on the strategic plan for association and a survey will be sent out to all members as we develop the strategic plan and they will prioritize the proposals that have been submitted.

By Laws/Policy and Procedures: Misty Robison present indicates no report.

Courts Helping Courts: Trish Kinlow present and indicates they have been super busy and lots of requests and working on providing them to the regions. They are discussing ways to help courts but not always using the same courts. If you are able to help reach out to your regional directors: [Regional Directors – DMCMA – District and Municipal Court Management Association](#). Also, if you are requesting help, please also be prepared to have a plan on how you will continue to keep yourself caught up if they are going to help.

Diversity, Equity & Inclusion: Bryan Farrell (new chair) present and indicates they are working on trainings to fill credits with education committee and finalize DEI learning objectives.

State Committee Reports

BJA: Frankie Peters present no report

Court Management Council: Frankie Peters present and indicates please check your email regarding succession planning that will take place 10/24/25 from 9:00am to 4:30pm.

BJA Court Education Committee: Amy Knutsen present and indicates they are discussing MPA and if they have a vote and looking at reducing budget since we will not have a venue from \$20k to \$13k.

BJA Public Engagement & Education Committee: No Report

BJA Court Security: No report.

BJA Legislative Committee: No report.

BJA Alternatives to Incarceration: Brian Gleason indicates they will be presenting at Judicial Conference.

Data Dissemination Committee: No report. * Need someone for this committee please contact Mary Beth Phillips if interested.

Interbranch Advisory Committee: Trish Kinlow indicates a unified court system has been discussed from legislators and they are looking for a unified court process to make it easier for customers to navigate the courts. The state is in budgetary strain please make sure you vacate the Blake cases there is a possibility that your city/county/court will be responsible for the cost(s) if funding terminates.

GR 34 Rules Committee: No report. * We need an Alternate Liaison please email Mary Beth Phillips if interested.

Gender & Justice Commission: Trish Kinlow present and indicates judicial workplace anti-harassment task force is being created and that this is a statewide issue. The co-chairs are Trish Kinlow and Judge Janet Helson, King County.

Minority & Justice Commission: Trish Kinlow present and indicates they are working on education proposals that include court administrators and line staff. Justice Mary Yu is retiring at the end of December and they will be appointing another Justice as Chair. Judge McCollum is retiring and helped with youth. If you would like to write something to either of them as they will be retiring.

Interpreter Commission: No report and Carol Landwehr will be new DMCMA representative.

AOC is currently drafting a letter for interpreters which would provide guidance if an ICE agent was to approach them in and around the courthouse.

Pattern Forms: No report.

JIS Codes: Valerie Marino present indicates no report.

JISC: Frankie Peters and Suzi Elsner present and indicate they continue to discuss issues with person management linking/reporting. ITG1326-online interpreting management/scheduling they are still working on incorporating it. Integration system regarding EJustice- they have done testing and meeting milestones and working through the process. There might be an OCourt issue to have it go live when your court goes live will keep everyone updated.

CLJ/CMS PSC: Frankie Peters and Suzi Elsner present and indicate the schedule is out for each court to go live and moving forward with it. Updated version EJ2025 AOC expects to have it in December and to test it. AOC project team is reaching out to courts working on business process reviews etc. Sign up if you haven't already for meetings across state for new project.

New Business: Mary Beth reminding us of Front-Line Staff Conference get registrations in by due date. Virtual is unlimited. There is a vacancy for business rules, please email her. If you would like to be mentor for new administrators go to DMCMA website and fill out mentor form. If you are a new court administrator and would like a mentor please fill out the mentee form on DMCMA website. [Forms – DMCMA – District and Municipal Court](#)

[Management Association](#). Thank you to those that indicated they are willing to be the DOL Liaison, please email Kris Thompson. Next Meetings November 18th and January 2026 will be virtual only.

Old Business: None

Mary Beth thanked executive board and everyone for attending and meeting adjourned 11:29am

Respectfully submitted, Kati Dorman, Secretary