



DISTRICT & MUNICIPAL COURT MANAGEMENT ASSOCIATION

Strengthening Courts • Supporting Leaders • Inspiring Trust

BOARD MEETING AGENDA

Tuesday, September 29, 2026 | 10:00 AM - 11:15 AM

Meeting Theme: Leading Courts Through Hard Times

VIRTUAL MEETING ONLY

Zoom: <https://wacourts.zoom.us/j/83295775493> Meeting ID: 832 9577 5493

TIME	AGENDA ITEM / PURPOSE
10:00-10:15	Welcome & DMCMA Business • Welcome and meeting purpose • Adoption of agenda, minutes, Treasurer's Report, and time-sensitive Board business
10:15-10:25	Key Updates • Statewide developments members need to know or act on now. • Liaison Reports • CMS Webinars
10:25-10:55	What Courts Are Facing • What are courts struggling with? • What is the impact on staff, operations, services, and court users? • What patterns are emerging across the state?
10:55-11:10	Advocacy & DMCMA Response • What do partners and decision-makers need to understand? • Where should DMCMA advocate, share information, connect members, or continue tracking? • Focus on responses that add value without adding burden
11:10-11:15	Wrap-Up • Key themes, decisions, and next steps • Adjourn

WRITTEN REPORTS: Routine liaison, committee, and representative reports are provided in advance. Verbal updates are reserved for items requiring Board action or immediate attention.

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.

May 19, 2026

Meeting held via ZOOM Board Meeting Minutes

Officers Present:

President	Misty Robison
Past President	Mary Beth Phillips
President Elect	Melissa Patrick
Vice President	Kati Dorman
Secretary	MiHa Kapaki

Members Present:

1	BEGANOVIC, ALENKA	21	HANSEN, SHERRI	41	REEF, ANDREA
2	BLAIR, ROBIN	22	HARTE, AMY	42	ROBERTS, REBEKAH
3	CANNON, GAIL	23	HEITZMAN, EVA	43	SMITH, JENNIFER
4	COLBERG, STACY	24	HOWARD, KRISTINA	44	SMITH, TONYA
5	CROSSEN, JEN	25	JOHNSON, RACHEL	45	STIGLICH, MELISSE
6	DAVIS, MARISSA	26	KAPAKI, MIHA	46	VALOAGA, RAJYANESSA
7	DELVIENTO, LORENA	27	KNUTSEN, AMY	47	WARD, JUSTIN
8	DEWITT, LACIE	28	LANDWEHR, CAROL	48	WATTS, AMANDA
9	DILL, DIANE	29	LEMLEY, SALLY	49	WELLS, PATRICK
10	DORMAN, KATI	30	LOVELAND, LINDSAY	50	
11	DUGAS, TRACY	31	MARINO, VALERIE	51	
12	DUNHAM, ROBYN	32	MARTINEZ, MARINA	52	
13	ELSNER, SUZANNE	33	MEISTER, NIKKI	53	
14	ENDERS, CANDACE	34	MORRISON, CANDACE	54	
15	ESCOBAR, JUANA	35	OWEN, CALLIE	55	
16	FELTY, STAR	36	PARKS, TAWNIA		
17	FILLIPPIDS, YANNA	37	PATRICK, MELISSA		
18	GAMEZ, OMAR	38	PHILLIPS, MARY BETH		
19	GOMEZ, MARIA	39	PLAZOLA, MARITZA		
20	HADDENHAM, HOLLY	40	PORRAS, ELIZABETH		

Other Attendees Present:

1	ENGLERT, JEANNE - AOC	4	RAUENHHORST, CHRISSY – AOC
2	JUDGE GINER - DMCJA	5	SHATTUCK, NANCY - AOC
3	MEJIA, DEXTER - AOC	6	WEAVER, CARLA – DOL
4	NELSON, JOSYLN – AOC		

Call to Order: President Misty Robison called the meeting to order at 10:04 a.m.

Welcome and Introductions: President Robison welcomed attendees DMCMA members present introduced themselves.

Adoption of Agenda: The agenda was presented. Hearing no changes or objections, the agenda was adopted as presented.

Approval of Minutes: The minutes from the March 17, 2026, Board Meeting were presented. Hearing no objections, the minutes were approved as submitted.

Treasurer's Report: The Treasurer's Report was presented. Hearing no objections, the report was accepted and will be filed.

2026–2027 Executive Board Member Introductions

Liaison Reports:

DMCJA: Joslyn Nelson provided the report on behalf of Judge Giner.

Fair Court Project:

Additional information and updates will be shared following the DMCJA Business Meeting on June 9.

Judicial Self Assessments:

Judicial self assessment materials have been distributed to judicial officers statewide. Judges were encouraged to complete the assessment as part of their ongoing professional development and self evaluation efforts.

DMCJA Garnishment Legislation:

The DMCJA-supported garnishment bill did not pass during the recent legislative session. The association intends to continue its efforts and plans to reintroduce the legislation in a future session.

2026 District Court Judges' Spring Program:

The 2026 District Court Judges' Spring Program will be held June 7–10, 2026, at the Clearwater Casino Resort in Suquamish. Additional program information and registration details are available through DMCJA.

CLJ-CMS: Dexter Mejia reported that Go Live Group 1A successfully launched two weeks ago. AOC continues to offer open office hours to support courts during implementation. Dexter also shared a handout titled

Lessons Learned from a Moderator's Perspective, highlighting key observations and recommendations from the rollout process.

Office of Court Innovation: Jeanne Englert provided an overview of the Administrative Office of the Courts' Office of Court Innovation and highlighted upcoming training opportunities, including courses focused on domestic violence and traumatic brain injury. She also reported that the statewide strategic plan for self represented litigants is now available for review and feedback. Information regarding protection order training opportunities and reimbursement applications will be posted on the AOC website in June.

Blake Update: Misty Robison presented. Washington state currently has approximately 34 million in refunds available for around 106 thousand cases. Suggests looking into strategies to connect individuals to Blake information and to spread the news.

DOL Updates: Carla Weaver provided what will be her final update before transitioning from her role. Members expressed their appreciation for her years of service and support. Carla emphasized the importance of accurately reporting DUI convictions through DIAS and noted that DOL has been working directly with courts to identify and correct reporting issues. She also shared that her successor, Ryan, is currently in training and asked courts to be patient during the transition period.

MPA Updates: Omar Gamez provided a recap of the recent MPA conference and announced an open call for individuals interested in serving on the MPA Board. He also reported that MPA is exploring the transfer of responsibility for coordinating the Probation Academy to AOC. Registration for the 2026 Probation Academy is now open, and courts were encouraged to register new probation officers as soon as possible.

Standing Committee Reports

Education and Conference Committee: Amy Knutsen reported that the Front Line Conference is scheduled for August 19 at the Labor & Industries Building in Olympia. Lodging, meals, and mileage expenses will be reimbursable. Registration details and information regarding any incidental fees will be distributed after June 15.

Technology: Alenka Beganovic reported that DMCMA recently distributed its newsletter and completed updates to the association website. The committee also reviewed requests submitted to the Administrative Office of the Courts (AOC) by court administrators, including proposals to integrate court payment processing and court interpreter scheduling into the new CLJ CMS. AOC declined the requests at this time, citing the need for additional information. Administrators who submitted proposals should have received responses outlining the reasons for the decision and guidance for future submissions.

Membership: Kati Dorman reported that DMCMA is awaiting processing of three final membership payments. Membership for 2026 currently stands at 221 members.

Legislative: Patrick Wells reported on proposed amendments to RCW 35.20.010 regarding the termination of municipal court services. Under current law, a municipality may terminate court services during a judge's term of office. The proposed legislation would require one year's notice and prohibit final termination until the judge's term concludes at the end of the calendar year. The committee is also exploring legislative and procedural improvements to streamline small claims case processing, recognizing that most participants are self represented.

Long Range Planning: Melissa Patrick announced that the next Long Range Planning Committee meeting is scheduled for Friday, May 22. Additional updates will be provided following the meeting.

Courts Helping Courts: Members seeking assistance through the Courts Helping Courts program were reminded to complete the request form available on the DMCMA website.

Diversity, Equity & Inclusion: Robyn Dunham was welcomed as the new chair. No additional updates were reported.

Rules: No report

State Committee Reports

Court Management Council: The Court Management Council, which is made up of nonjudicial court leaders from all levels of courts across Washington, met on April 8 to discuss several statewide issues affecting court operations. Members reviewed the National Center for State Courts' 2025 State of the State Courts survey, with conversations focused on public trust in the courts, access to justice, the growing use of artificial intelligence, and increasing safety concerns for judges and court staff. Despite these challenges, state courts continue to maintain higher levels of public trust than many other government institutions.

The Council also discussed ongoing funding challenges, staffing shortages, and increasing workloads facing courts across the state. Members emphasized the importance of sharing real-world examples that illustrate the impact of limited resources on court operations, employee well-being, and access to justice. Additional discussion focused on trauma support and wellness resources for court staff, with an emphasis on sustaining a healthy workforce and ensuring courts can continue to effectively serve their communities.

Security/Data Dissemination: Suzanne Elsner noted nothing to report.

New Business

Approval of Policies and Procedures Updates: Kati Dorman moved to approve the proposed changes to the 2026 Policies and Procedures Manual. Melissa Patrick seconded the motion. The motion carried unanimously.

CLJ Summit: The 2026 CLJ Leadership Summit was held in April and brought together leadership from DMCMA, DMCJA, and MPA to discuss statewide priorities and opportunities for collaboration. Key topics included CMS preparedness and the transition away from JIS, court funding challenges, classification and compensation concerns, judicial onboarding and leadership development, employee wellness, and trauma-informed support. Participants also emphasized the need for stronger communication, resource sharing, advocacy tools, and coordinated statewide efforts as courts prepare for significant operational changes in the coming years.

The attached DMCMA Funding Impacts Report highlights the financial challenges currently facing Courts of Limited Jurisdiction across Washington. Survey responses indicate that many courts continue to operate under significant fiscal pressure as funding fails to keep pace with staffing needs, rising costs, increasing caseloads, and growing service demands. Reported impacts include staffing shortages, employee burnout, delays in case processing, and challenges sustaining diversion, treatment, and other specialty court programs. Respondents also identified growing concerns related to interpreter services, support for self-represented litigants, and other access to justice needs.

The report underscores the importance of stable and sustainable investment in the court system. Workforce stability, technology modernization, access to justice resources, and long-term program funding emerged as

key priorities. In response to these findings, discussions are planned with leadership from AOC and DMCJA to explore strategies for helping courts prepare for future funding challenges and to identify opportunities for collaboration, advocacy, and long-term sustainability across the state court system.

CMS Rollout Support: Board Members broke out into groups to discuss how the Association can provide support during the rollout of the CMS.

Old Business: None

Upcoming Meeting: July 21st meeting is cancelled. Stay tuned for possible rescheduled date.

Adjourn: 11:51 a.m.

Respectfully submitted, MiHa Kapaki, Secretary

Committee Report:
Submitted By:
Date Submitted

Treasurer Report
Juanita Sifuentes
09/03/26

Report Narrative:

The Budget vs Actual report dated September 3, 2026, is attached for Board approval. The check register balance as of September 3, 2026, is \$114,511.96.

Respectfully submitted,

Treasurer Contact: Name: Juanita Sifuentes
E-Mail: Juanita.Sifuentes@yakimacounty.gov
Phone: (509)312-1569

District and Municipal Court Management Association

Budget vs. Actuals

July 2026 - June 2027

		Total	% of
	Actual	Budget	Budget
Income			
Membership Dues	249.98	65,000.00	0.38%
Total Income	\$ 249.98	\$ 65,000.00	0.38%
Gross Profit	\$ 249.98	\$ 65,000.00	0.38%
Expenses			
Conference	0.00	0.00	
CTC/eCourt	0.00	3,200.00	0.00%
NACM Annual	0.00	5,800.00	0.00%
NACM Mid-Year	0.00	3,600.00	0.00%
Total Conference	\$ 0.00	\$ 12,600.00	0.00%
Education	0.00	0.00	
Education - Annual Conference	0.00	1,500.00	0.00%
Education - DEI Training	0.00	2,000.00	0.00%
Education - Retreat	0.00	500.00	0.00%
Education - Staff Conference	2,294.77	20,000.00	11.47%
Total Education	\$ 2,294.77	\$ 24,000.00	9.56%
General Expenses	0.00	0.00	
Awards	0.00	1,100.00	0.00%
Board Meeting	0.00	1,400.00	0.00%
Flowers & Cards	164.23	600.00	27.37%
President	0.00	500.00	0.00%
Scholarships	0.00	5,000.00	0.00%
Technology	812.30	5,000.00	16.25%
Total General Expenses	\$ 976.53	\$ 13,600.00	7.18%
Outreach	0.00	0.00	
CLJ Summit	0.00	1,500.00	0.00%
Courts Helping Courts	208.82	4,000.00	5.22%
Highways to Hedges	0.00	700.00	0.00%
Total Outreach	\$ 208.82	\$ 6,200.00	3.37%
Travel Expenses	0.00	2,000.00	0.00%
Treasurer	254.16	6,100.00	4.17%
Total Expenses	\$ 3,734.28	\$ 64,500.00	5.79%
Net Operating Income	-\$ 3,484.30	\$ 500.00	-696.86%
Other Expenses			
Miscellaneous	0.00	500.00	0.00%
Total Other Expenses	\$ 0.00	\$ 500.00	0.00%
Net Other Income	\$ 0.00	-\$ 500.00	0.00%
Net Income	-\$ 3,484.30	\$ 0.00	#####



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Trust

BOARD MEETING WRITTEN REPORTS

September 29, 2026

Purpose

Routine liaison, committee, representative, and regional updates are consolidated here so Board meeting time can focus on discussion, action, strategic work, and issues that benefit from the collective perspective of court leaders.

Blank fields from the individual report forms have been omitted. Content below reflects the information submitted by each reporter.

Membership Committee

Submitted by: Sherri Hansen

Report date: September 29, 2026

What's new

The 2027 DMCMA Membership Application will be emailed the first week of October, giving courts the option to use 2026 budget dollars to cover 2027 membership. The membership fee will remain \$250. The mailing will include updated DMCMA listserv guidelines and links to new JotForms for membership updates.

Why it matters

DMCMA membership provides opportunities to collaborate with colleagues, share ideas and best practices/procedures, participate in training and conference opportunities, and receive updates on new legislation that impacts courts of limited jurisdiction.

Key date / action

Watch for the 2027 membership application during the first week of October.

DEI Committee

Submitted by: Robyn Dunham

Report date: Date not entered on submitted form

Update

No significant updates since the last Board meeting

Courts Helping Courts

Submitted by: Dee Morrill

Report date: September 29, 2026

What's new

Courts Helping Courts has current or recent partnerships with Puyallup Municipal Court, South Bend Municipal Court, Walla Walla District Court, Lake Forest Park Municipal Court, Federal Way Municipal Court, Jefferson County District Court, Benton County District Court, and Aberdeen Municipal Court. The submitted report notes that additional courts may have been unintentionally omitted.

Why it matters

Courts Helping Courts is available to support courts during operational hardships.

Action / resource

Courts needing support may use the Courts Helping Courts help request forms available on the DMCMA website.

BJA Court Security

Submitted by: Suzanne Elsner

Report date: September 29, 2026

What's new

Work is underway to establish a meeting schedule for the BJA Court Security Committee.

Action / deadline

No action or deadline was included in the submitted report.

Technology

Submitted by: Ellen Attebery

Report date: September 29, 2026

Update

No significant updates since the last Board meeting

Judicial Workplace Anti-Harassment Project

Submitted by: MiHa Kapaki

Report date: October 29, 2026 (date entered on submitted form)

What's new

No significant updates since the last Board meeting

DMCMA Legislative Committee / DMCJA Legislative Committee Liaison

Submitted by: Patrick Wells

Report date: September 29, 2026

What's new

The 2027 legislative session starts January 11. The long session runs for 105 days, ending April 26. The report notes that roughly twenty seats are being filled due to retirements and lawmakers leaving for other opportunities, resulting in many new faces in Olympia at the start of the year. The DMCMA Legislative Committee plans to release a bill tracker at the start of the session.

Key date

January 11, 2027 - start of the 2027 legislative session.

CLJ Updates / AOC

Submitted by: Angie Autry, CLJ Business Owner, AOC

Report date: September 29, 2026

What's new

TraCS update: the Washington State Patrol rollout of TraCS is over halfway through law enforcement agencies and prosecutors/city attorney offices. As groups are scheduled to begin training, notifications are sent to the DMCMA Administrators listserv and the CLJ Site Coordinator listserv. The report notes that officers can begin using the new system after completing training.

Why it matters

The report highlights updates on the WSP TraCS project, including commonly asked questions, and an update on the eDisposition Job from Enterprise Justice so courts can be fully informed.

Source note

The final portion of the TraCS narrative is visibly truncated in the submitted PDF; no missing wording has been reconstructed here.



DISTRICT & MUNICIPAL COURT MANAGEMENT ASSOCIATION

Leading Courts Through Hard Times

Listen. Understand. Aggregate. Advocate.

September 29, 2026 | 10:00–11:15 AM | Virtual Meeting



Today's purpose

**How can DMCMA add value
without adding burden?**

This meeting is designed to help DMCMA **listen** to members, **understand** operational impacts, **aggregate** statewide themes, and **advocate** from better information.

We are not here to troubleshoot individual CMS issues, compare local budget deficits, or create new work for already stretched courts.



Better reporting. Less reporting-out.

Written reports are the primary way we bring information back from committees, liaisons, and statewide representatives.

What's new?

Focus on significant developments — not meeting minutes.

Why does it matter?

Explain the impact on district and municipal courts.

Is action needed?

Identify deadlines, decisions, or preparation members need to know.

Should DMCMA track or advocate?

Flag emerging issues that may need a broader association response.

Agenda time is reserved for Board action, Board direction, immediate member preparation, significant statewide impact, or advocacy concerns.



For each update, answer three questions.

1

What changed?

Give the short version.

2

Why does it matter?

Connect the issue to court operations or members.

3

Is action required?

Name deadlines, decisions, or preparation needed.

If it does not require awareness or action in the next 30 days, it belongs in the written report.



In the chat:

What is the single greatest pressure affecting your court's capacity right now?

Type one answer — but do not hit Send until prompted.

CMS / technology

Budget / resources

Staffing / vacancies

Workload / capacity



Move from the individual story to the statewide issue.

Pressure

What is stressing court capacity?

Operational Impact

What does it do to staffing, workflow, services, or court users?

Broader Pattern?

Is this showing up across courts, regions, or court types?



What do decision-makers need to understand?

?

What is easy for someone outside the court to underestimate?

?

Where are expectations and available resources misaligned?

?

What are the consequences for operations, services, or court users?

The goal is not to vent.

The goal is to explain what courts need to function effectively.



September 22, 2026

District & Municipal Court Management Association

Submitted by Nancy Shattuck, Court Services Division – Senior Court Program Analyst

Administrative Office of the Courts

CLJ-CMS Project (ITG #102) – Event 2 Readiness and Implementation

The CLJ-CMS Project continues to move forward with Event 2 implementations of Enterprise Justice. Event 2A courts went live September 13–18, and preparations are underway for Event 2B, scheduled for October 11–16.

Lessons learned from Event 1 continue to shape how AOC approaches court readiness, training, go-live support, and communication. Court managers and administrators remain critical partners in this work, particularly in preparing staff, identifying operational concerns, coordinating local logistics, and helping AOC understand where additional support is needed.

AOC is also placing increased emphasis on post-go-live support. Open Office Hours are available every Monday for live courts to bring questions, discuss challenges, and work directly with AOC staff. AOC is also working with DMCMA to explore future Lunch & Learn opportunities where courts can share practical experiences, lessons learned, and strategies that have worked in their local environments.

Event 2 Go-Live Schedule

Event 2A – September 13–18, 2026

- Edmonds Municipal Court
- Everett Municipal Court
- Marysville Municipal Court
- Tukwila Municipal Court
- Snohomish County District Court – Cascade, Everett, Evergreen/Admin, and South Divisions

Event 2B – October 11–16, 2026

- Anacortes Municipal Court
- Bellingham Municipal Court
- Blaine Municipal Court
- Burlington Municipal Court
- Everson-Nooksack Municipal Court
- Ferndale Municipal Court

- Island County District Court
- Lynden Municipal Court
- Mount Vernon Municipal Court
- San Juan County District Court
- Sedro-Woolley Municipal Court
- Skagit County District Court
- Sumas Municipal Court
- Whatcom County District Court

For Event 2B courts, the next several weeks will focus on final readiness activities and preparation for go-live. Court managers are encouraged to continue communicating questions, operational concerns, or areas where additional support may be helpful as implementation approaches.

OCourt Integration Project

User Acceptance Testing with Tukwila and Marysville was successfully completed, resulting in a “go” decision for deployment. Both courts subsequently went live during the September go-live event.

The integration represents another important step in connecting Enterprise Justice with the broader court technology environment and reducing the need for duplicative processes where possible.

DOL Data Exchange, eDisposition & Court Code Transitions

The eDisposition Data Exchange between Enterprise Justice courts and the Department of Licensing (DOL) has resumed following resolution of the previously reported issue involving certain DUI-related dispositions. The exchange had been paused while AOC and its partners addressed circumstances in which dispositions that should have been excluded were being transmitted to DOL.

To carefully restart the exchange and manage the existing backlog, records are being transmitted in batches from oldest to newest. This sequencing helps ensure DOL receives an original disposition before any replacement disposition that may have been entered later. DOL has confirmed that the exchange is functioning as expected and that the workload is manageable. Beginning September 14, 2026, AOC and DOL agreed to transmit 2,000 records nightly to work through the backlog and move Enterprise Justice courts back toward regular disposition reporting.

At the same time, AOC and DOL are working through another aspect of the data exchange related to court code and Originating Agency Identifier (ORI) changes as courts transition to Enterprise Justice. Some jurisdictions are consolidating multiple court codes and locations into a single court code, requiring corresponding updates within DOL’s systems to ensure information continues to be exchanged accurately.

Recent transitions in Grays Harbor and Snohomish counties identified challenges associated with these changes. In Grays Harbor, an ORI update was not completed as anticipated, affecting the processing of some failure-to-appear (FTA) adjudications. This ORI-related issue affecting the processing of some failure-to-appear (FTA) adjudications remains pending. AOC continues to work with DOL to identify and resolve the issue and will continue monitoring the impact on affected records.

During the more recent Snohomish County transition, DOL completed a large-scale ORI conversion associated with consolidating four court codes into one. Following the conversion, some previously resolved FTAs were inadvertently reactivated, resulting in changes to the driver status of affected individuals. AOC immediately escalated the issue, and AOC and DOL worked closely to investigate the cause, test a solution, and correct affected records. DOL also coordinated with law enforcement while the issue was being addressed.

These experiences demonstrate the complexity of coordinating data across interconnected systems during court consolidations and major technology transitions. AOC and DOL are applying lessons learned from these events to strengthen coordination, validation, and testing for future court-code and ORI changes, with the goal of identifying potential impacts earlier and supporting a smoother transition for courts and the people they serve.