



**2025-2026  
BUDGET  
PRESENTATION**

# ADDITIONAL FUNDING REQUESTED

## ❖ INCREASED STAFFING

- ✓ Clerk

- ✓ Probation Officer

## ❖ LASERFICHE

**PRESIDING JUDGE**  
**Jennifer Grant** (.6 FTE)

**COURT CLERKS**

**COURT ADMINISTRATOR**  
**Julie Espinoza** (1 FTE)

**Elizabeth Alexander**  
(.5 FTE)

**Loyce Weishaar**  
(1 FTE)

**PROBATION OFFICER**  
**Charles Mitchell** (.2 FTE)

**Kelley Gradwohl**  
(Per diem)

**Alisha Bhatti**  
(.8 FTE)

**PROBATION SERVICES**

**REQUEST:**

**1.0 FTE  
CLERK**

CURRENTLY STAFFED AT 2.5 FTE  
WORKLOAD HAS INCREASED AND  
WILL CONTINUE TO GROW

# JUDICIAL INFORMATION SYSTEM (JIS)

The primary information system  
for courts in Washington

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*JIS' two-fold purpose is to*

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*1) automate and support the daily  
operations of the courts and*

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*2) to maintain a statewide network  
connecting the courts and partner  
criminal justice agencies.*

Complex system requires a  
highly skilled user

*Clerks access over 220 command  
screens in JIS to docket and apply  
codes appropriate to the task they  
are performing.*

*In addition to over 220 command  
screens, there are 41 different  
code manuals in JIS*

JIS  
Assisted  
Duties  
include:

- Case Filing & Calendaring
- Docketing
- Case Maintenance
- Judgment and Sentencing Recording
- AR Receivables and Collections
- Receipting/Cashiering/Trust Accounting
- Checking & Banking
- Warrant & FTA Processing
- Management & Statistical Reporting

The court is responsible for reporting case status to other agencies:

- ▶ LFP Police Department
- ▶ Department of Licensing
- ▶ Washington State Patrol
- ▶ Snohomish & King County Jails
- ▶ nCourt
- ▶ Linebarger collection agency

<b>12757 AUTO TRAFFIC SAFETY CAMERAS</b>	
<b>451</b>	LAW NOT DEFINED
<b>94</b>	OP MOT VEH W/OUT INSURANCE
<b>82</b>	PER ELECTRONIC DEVICE WHILE DRIVING
<b>76</b>	FL RENEW EXPIRED REG > 2 MTHS
<b>71</b>	HOV LANE VIOLATION
<b>46</b>	NO VALID OPER LICENSE WITH VALID ID
<b>45</b>	DWLS 3RD DEGREE
<b>30</b>	THEFT 3
<b>10</b>	ASSAULT 4TH DEGREE
<b>8</b>	DWLS 2ND DEGREE
<b>8</b>	RECKLESS DRIVING
<b>8</b>	DUI
<b>7</b>	OPER VEH W/OUT IGNITION INTERLOCK
<b>7</b>	CRIMINAL TRESPASS-1ST DEGREE
<b>4</b>	NEGLIGENT DRIVING 2ND DEGREE
<b>4</b>	MALICIOUS MISCHIEF-3
<b>4</b>	CRIMINAL TRESPASS-2ND DEGREE
<b>3</b>	PROTECTION ORDER VIOLATION
<b>1</b>	PHYSICAL CONTROL
<b>1</b>	OPEN OR CONSUME LIQUOR IN PUBLIC
<b>1</b>	ASSAULT 4TH DEG SEXUAL MOTIVATIN SA
<b>1</b>	INTERFER W/REPORTING DOMESTIC VIOL
<b>1</b>	HARASSMENT
<b>1</b>	MALICIOUS MISCHIEF-3 PHYSICAL DMAGE
<b>1</b>	VEHICLE PROWLING 2ND DEGREE
<b>1</b>	POSSESS STOLEN PROPERTY 3RD DEGREE

# INCREASED WORKLOAD

14,038 CASES HAVE BEEN  
FILED IN 2024



# Current staffing levels are inadequate

- ▶ To process additional incoming revenue as it is received by the Court
- ▶ To ensure clerks can to efficiently and consistently apply accounting processes as recommended by AOC and the WSAO
- ▶ To maintain precise records, which are essential for accountability and accuracy
- ▶ To alleviate the concern expressed by staff that they do not have sufficient time to perform all of their duties at the highest level

**REQUEST:**

**INCREASE  
PROBATION FTE**

CURRENTLY STAFFED AT .2  
FTE

CASELOAD AS INCREASED  
APPROXIMATELY 20% SINCE  
2023

# Appear at Review Hearings:

## Recommend Court Action

- ▶ **compliance** with conditions and recommending lesser monitored probation
- ▶ **non-compliance** and recommending treatment options, warrant recall/issuance, GPS/EHM/SCRAM monitoring, or revocation.

## Connect with Probationers

- ▶ Face to Face meeting
- ▶ Schedule future appointments
- ▶ Ensure appropriate documents signed, i.e. Release of Information
- ▶ Confirm current contact information

# Duties Include:



Working with defendants in a professional, calm, and helpful manner to facilitate successful completion of sentence compliance obligations.



Maintaining effective and cooperative working relationships with LFPPD, PD, PA, DOL and outside agencies contracted to monitor sentence compliance conditions



Case Maintenance including processing filings, setting hearings, and docketing



Warrant & FTA Processing



Reporting non-compliance to the Court and counsel through a written report



Attending hearings and reporting case status

Efficient  
management  
of cases  
monitored by  
probation:



**Enhances the quality of life  
and safety of the Lake  
Forest Park community**



**Promotes public trust and  
confidence in the court**



**Maintains positive public  
relations.**

**REQUEST:**

**LASERFICHE**

LASERFICHE, A PAPERLESS AND CENTRALIZED RECORDS STORAGE SYSTEM THAT WILL INTEGRATE WITH JIS AND THE NEW STATE CASE MANAGEMENT SYSTEM.

# LASERFICHE

- ▶ Laserfiche, a paperless and centralized records storage system that will integrate with JIS and the new State case management system.
- ▶ The Court processes thousands of documents each year. A file must be prepared for every case filing before the Court and continuously updated as the case moves from inception to resolution.
- ▶ In addition to maintaining the court file, copies of each order must be copied and provided to counsel , the defendant, and oftentimes other parties including LFPPD, the DV Advocate, WSP, and DOL

# Laserfiche will provide easier access to court files as some of its' functions include:

- ▶ Accept documents submitted to the court electronically.
- ▶ Create a workflow that allows for electronic filing and the automatic savings of documents into defendant files.
- ▶ Ability to share documents electronically among staff
- ▶ Create a hearing folder for the judge and clerk to access to include all cases set to a particular day/time
- ▶ Respond to records requests electronically
- ▶ Designate documents as “confidential”
- ▶ Process digital court orders and distribute them to defendants and/or attorneys during the remote hearings



# Benefits of Laserfiche

- ▶ Will integrate with JIS and the new State case management system
- ▶ Reduce the use of paper, but also the cost to maintain court files which includes designated folders by case type, printing supplies, and indexing tools.
- ▶ Free up office space and provide easier access to court files
- ▶ Expenditure that will benefit other departments in the city.

Thank you!

