

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ORDER 04-14

(Standardizing Collection of Identifying Information)

WHEREAS, the District of Columbia Courts are implementing an Integrated Justice Information System (IJIS) to eliminate approximately 20 separate data bases, to integrate data-sharing across the court, to enhance the efficient and effective administration of justice, and to provide more comprehensive information to judicial decision-makers; and

WHEREAS, the District of Columbia Family Court Act of 2001 (P.L. 107-114) requires that, to the greatest extent practicable, feasible, and lawful, parties in the Family Court who are members of the same immediate family or household be assigned to the same judicial officer; and

WHEREAS, to achieve the goals of the IJIS and to implement the Family Court “one family one judge” principle by accurately identifying individuals and associating them with family or household members and by tracking their activities across Court divisions, standardized and accurate identifying information is critical; and

WHEREAS, the Superior Court bears responsibility for collecting and entering standardized and accurate data on parties as they appear before the Court;

NOW, THEREFORE, it is hereby

ORDERED, that, for the purpose of identification and identity consolidation, the following information shall be collected for all parties in all cases initiated in the Superior Court: party name; address; telephone number; and date of birth; and it is further

ORDERED, that, for the purpose of identity consolidation, the following information shall be requested for all parties in all cases initiated in the Superior Court: social security and drivers license numbers; and it is further

ORDERED, that, if any identifying information for any party is not available at the time a case is initiated, the name, address, telephone number, or date of birth shall be collected and the social security and drivers license numbers shall be requested if the information becomes available at a later time during the case; and it is further

ORDERED, that any social security or drivers license numbers collected shall be kept confidential, shall not be made part of any public record, and shall be used only for internal Court business purposes.

SO ORDERED.

BY THE COURT

July 23, 2004

/s/

Chief Judge Rufus G. King, III

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