

MSD STAFF SERVICES

AOC employees depend on Management Services Division's Staff Services to provide assistance with

- Facilities
- Motor vehicles
- Archiving and record retention
- Inventory/surplus
- Pick-up and delivery needs
- Commute Trip Reduction
- Parking
- Security and card key administration
- Building Emergency Plan
- Telephone and voice mail management

E-Mail: Services, Staff

Phone: 705-5329

Staff Services employees carry radio phones so are in constant communication.

For assistance with telephone or voice mail, the building emergency plan, Commute Trip Reduction, or security issues, please contact the Staff Services Manager.

E-Mail: staff.services.manager@courts.wa.gov

Phone: 705-5309

COPY CENTER

The Copy Center, also managed by Staff Services, produces quality copies (color and black and white), booklets, and brochures, as well as thermal-bound and spiral-bound documents. Materials may be copied to CDs or DVDs from CDs or scanned documents.

We have included a sample of the form used to request copies, permanent disk storage, and CD or DVD replication. For more information, please contact the Copy Center.

Phone: 705-5311

MAIL

Mail for the Administrative Office of the Courts is processed in the Copy Center. There are two mail deliveries and pick-ups each day. Campus Mail is picked up twice daily, at 10:00 a.m. and 3:00 p.m. United Parcel Service picks up between 4:00 p.m. and 5:00 p.m.