

The Supreme Court
State of Washington

BARBARA A. MADSEN
CHIEF JUSTICE
TEMPLE OF JUSTICE
POST OFFICE BOX 40929
OLYMPIA, WASHINGTON
98504-0929



(360) 357-2037
FAX (360) 357-2085
E-MAIL J.B.MADSEN@COURTS.WA.GOV

MEMORANDUM

TO: Judicial Branch Agencies

FROM: Chief Justice Barbara Madsen 

DATE: March 5, 2010

RE: Implementation Instructions for Restrictions Related to ESHB 2921

The Administrative Office of the Courts has developed a set of instructions and forms for use when requesting exceptions to the hiring and expenditure restrictions recently imposed by the legislature.

With few exceptions, all requests for the filling of vacant staff positions, the creation of new staff positions, the purchase of equipment with a cost greater than \$5,000, the issuance of personal service contracts, and participation in out-of-state travel and out-of-state training must follow the process detailed in the attached document. Exception requests will be evaluated based upon criteria identified at the web sites noted below.

By direction of the legislature, approved exceptions take effect five (5) business days following notification to the legislature. Accordingly, exception requests must be received by the Administrative Office of the Courts at least ten (10) business days prior to the date that you wish the exception to become effective. All approved exceptions will be posted to the Legislative Evaluation and Accountability Program (LEAP) web site as required by the legislature.

Electronic versions of the instructions and associated forms can be found on the public courts Internet site via this link:

http://www.courts.wa.gov/appellate_trial_courts/aocwho/?fa=atc_aocwho.display&fileID=msd

If you have questions regarding the process or instructions and forms, please contact Ramsey Radwan, Director of Management Services for the Administrative Office of the Courts, at (360) 357-2406, or at ramsey.radwan@courts.wa.gov.

c: Justices of the Washington Supreme Court
Ramsey Radwan, Director of Management Services