

**IN THE SUPERIOR COURT FOR THE  
COUNTIES OF FERRY, PEND OREILLE, AND STEVENS**

STEVENS COUNTY NO: 20-2-00001-33 #11

PEND OREILLE COUNTY NO: 04-06-2020

FERRY COUNTY NO: 20-2-00001-10

**COVID-19 Emergency Administrative Order Re: Superior Court Clerk's Office**

WHEREAS, on March 4, 2020, Washington State Supreme Court Chief Justice Stevens issued an emergency order in response to the public health emergency that affects operations of the trial courts in Washington State; and

WHEREAS, the Washington State Supreme Court has adopted Order No. 25700-B-602 granting emergency authority to this court to adopt, modify, and suspend court rules and orders, and to take further actions concerning court operations, as warranted to address the current state of emergency; and

WHEREAS, the Tri-County Superior Court Judicial District has been impacted by the COVID-19 pandemic, which poses a grave risk to public health and safety; and

WHEREAS, in response to the COVID-19 pandemic, Governor Jay Inslee, has extended the stay at home order for Washington State until May 4, 2020; and

WHEREAS, each Board of County Commissioners in the Tri-County Judicial District of Ferry, Pend Oreille, and Stevens Counties has declared a state of emergency and either closed or limited access to county facilities, including the courthouse;

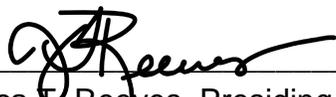
The Superior Court for the Tri-County Judicial District of Ferry, Pend Oreille, and Stevens Counties FINDS:

1. The Superior Court Clerks are fully committed to serving the Court and to providing access for the public and the legal community.
2. For the Clerks' offices to safely remain open during the COVID-19 public health emergency, it is necessary to temporarily close the Clerks' service windows and counters at all three courthouses.
3. To ensure continued performance of essential court functions, while protecting the health of staff and the public, the Superior Court Clerks must be authorized to expeditiously implement other changes in office operations.

NOW, THEREFORE, IT IS HEREBY ORDERED:

- A. The Superior Court Clerk in each county of the judicial district shall close their public service windows and/or public counters and shall suspend the provision of in person services, until after May 4, 2020.
- B. Each Superior Court Clerk's Office will remain open to provide services via telephone, email, mail, and locked drop-box (if available). However, the Superior Court Clerk is authorized to reduce office hours based on the availability of staff, needs of the Court, or as otherwise warranted by this public health emergency.
- C. All ex parte presentment fees are hereby waived, until after May 4, 2020.
- D. In all three counties, the Clerks may permit emergency protection order matters to be emailed directly to a judicial officer at [exparte@stevenscountywa.gov](mailto:exparte@stevenscountywa.gov).
- E. The Superior Court Clerk is authorized to implement other modifications to office operations, as warranted to protect the health of staff and/or the public, and will notify the Superior Court Administrator of any changes, as soon as practicable.
- F. The Clerk shall post any modifications in filing procedures, office hours, etc., along with the Clerk's contact information, on the county website and in the appropriate locations at the county courthouse.

DATED this 6th day of April, 2020.

  
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Jessica Y. Reeves, Presiding Judge