

FILED

2020 JUL -7 PM 3: 57

IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON  
FOR JEFFERSON COUNTY

IN SUPERIOR COURT  
JEFFERSON COUNTY CLERK

IN THE MATTER OF  
THE RESPONSE TO PUBLIC HEALTH  
EMERGENCY

ADMINISTRATIVE ORDER

NO. 2020-07

WHEREAS, on February 29, 2020, Governor Inslee has declared a state of emergency in the State of Washington as a result of the COVID-19 pandemic; and

WHEREAS, on March 4, 2020, 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, on March 16, 2020, the Jefferson County Board of Commissioners approved a Declaration of Emergency due to the COVID-19 Pandemic; and

WHEREAS, on March 11, 2020, the World Health Organization declared the outbreak of COVID-19 to be a pandemic; and

WHEREAS, on March 13, 2020, the President of the United States has declared a federal state of emergency as a result of the COVID-19 pandemic; and

WHEREAS, during this state of emergency, the Centers for Disease Control and Prevention and the Washington State Department of Health have recommended increasingly

stringent social distancing measures of at least six feet between people, and encouraged vulnerable individuals to avoid public spaces; and

WHEREAS, the Jefferson County Board of Commissioners declared a state of emergency in Jefferson County on March 16, 2020, and the Board also passed a motion on March 17, 2020, to close the County Courthouse to the public, with limited exceptions for the courts and some other functions, to be effective as soon as practicable; and

WHEREAS, on March 24, 2020, Governor Jay Inslee signed a proclamation (20-28) declaring that a State of Emergency continues to exist in all Counties in Washington State due to COVID-19; and that portions of RCW 42.30 and RCW 42.56 that require in-person meetings or contact are waived and suspended until midnight on April 23, 2020 and this has been extended through at least May 4, 2020; and

WHEREAS, the Jefferson County Superior Court is ill-equipped to comply effectively with social distancing and other public health requirements, so continued in-person court appearances may jeopardize the health and safety of litigants, attorneys, judges, commissioners, court staff and members of the public; and

WHEREAS, the Jefferson County Superior Court wants to take reasonably necessary steps to assist in stopping or slowing the spread of COVID-19; and

WHEREAS, the Jefferson County Superior Court adopts by reference the findings and conclusions set forth in the foregoing declarations and resolutions of the Board of County Commissioners, the Governor and the Washington Supreme Court; and

WHEREAS, this Court previously adopted Administrative Orders 2020-01 on March 16, 2020, and Administrative Order 2020-02 on March 18, 2020 and incorporates herein by reference the findings and conclusions made by this Court in those Orders; and

WHEREAS, the Washington Supreme Court has since adopted Amended Order No. 25700-B-607, on March 20, 2020; pursuant thereto this Court previously issued Administrative Order 2020-03; and

WHEREAS, the Washington Supreme Court has previously adopted an ORDER RE: DEPENDENCY AND TERMINATION CASES, NO. 25700-B-614, filed April 3, 2020; a REVISED AND EXTENDED ORDER REGARDING COURT OPERATIONS, NO. 25700-B-615 filed April 13, 2020; and an ORDER RE: CIVIL COMMITMENT PROCEEDINGS, NO. 25700-B-616, filed April 15, 2020; and on April 20, 2020, pursuant thereto this Court previously issued Administrative Order 2020-04; and

WHEREAS, the Washington Supreme Court has adopted an ORDER RE: DEPENDENCY AND TERMINATION CASES, NO. 25700-B-614, filed April 3, 2020, as now modified by its EXTENDED AND REVISED ORDER RE: DEPENDENCY AND TERMINATION CASES, NO. 25700-B-622 filed April 30, 2020; a SECOND REVISED AND EXTENDED ORDER REGARDING COURT OPERATIONS, NO. 25700-B-618 filed April 29, 2020; and an EXTENDED AND REVISED ORDER RE: CIVIL COMMITMENT PROCEEDINGS, NO. 25700-B-620, filed April 29, 2020; and

WHEREAS, the Washington Supreme Court has now issued its AMENDED THIRD REVISED AND EXTENDED ORDER REGARDING COURT OPERATIONS, No. 25700-B-626 filed on May 29, 2020, and also its ORDER RE: MODIFICATION OF JURY TRIAL PROCEEDINGS, No. 25700-B-631 filed on June 18, 2020; and

WHEREAS, this Court now desires to adopt an order to simplify compliance and be consistent with the three Washington State Supreme Court orders described in the foregoing paragraphs;

NOW, THEREFORE, pursuant to the Court's authority to administer justice and to ensure the safety of litigants, attorneys, judges, commissioners, court staff and members of the public;

IT IS HEREBY ORDERED THAT:

**1 Specific Court Dockets.** Effective Monday, April 13, 2020, on a temporary basis until further order of this Court, the following court dockets are cancelled or modified:

A. Adoptions. The Wednesday afternoon 1:00 PM Adoption docket is cancelled until further order of this Court. Any Adoption hearings which must be held shall be specially set as directed by the Court. All Adoption hearings shall be done by telephone, video, or other means that does not require in-person attendance.

B. Drug Court. Thursday morning Drug Court staffing meetings and Drug Court shall be held unless specially cancelled by the Court. Any such meeting or Court session so set shall be done by Zoom telephone, video, or other means that does not require in-person attendance.

C. Family Therapeutic Court (FTC). The Thursday morning FTC staffing meetings and FTC court sessions shall be held unless specifically cancelled by the Court. Any such meeting or Court session so set shall be done by Zoom, telephone, video, or other means that does not require in-person attendance.

D. Truancy. The Thursday afternoon Truancy court docket is cancelled until such time as school resumes and there are Truancy cases to be heard.

**2 Criminal Cases.**

All criminal cases shall be held as set forth in Sections 7 thru 16 and 17 thru 23 of the Washington State Supreme Court's Amended Third Revised and Extended Order Regarding Court Operations filed May 29, 2020, No. 25700-B-626. Jury Trials shall be held as set forth in

Supreme Court's Order Re: Modification of Jury Trial Proceedings, No. 25700-B-631 filed June 18, 2020.

### **3 Civil Cases.**

All civil cases shall be held as set forth in Sections 1 thru 6 and 17 thru 23 of the Washington State Supreme Court's Amended Third Revised and Extended Order Regarding Court Operations filed May 29, 2020, No. 25700-B-626. Jury Trials shall be held as set forth in Supreme Court's Order Re: Modification of Jury Trial Proceedings, No. 25700-B-631 filed June 18, 2020.

### **4 Juvenile Court Cases.**

A. All juvenile offender cases shall be held as set forth in the relevant portions of Sections 7 thru 16 and 17 thru 23 of the Washington State Supreme Court's Amended Third Revised and Extended Order Regarding Court Operations filed May 29, 2020, No. 25700-B-626.

B. All Dependency cases shall be held as set forth in the Washington State Supreme Court's Order RE: Dependency and Termination Cases, No. 25700-B-614, filed on April 3, 2020 as modified by the Extended and Revised Order re Dependency and Termination Cases, No. 25700-B-622 filed April 30, 2020, or as may be modified by further Supreme Court order.

C. CHINS and At Risk Youth hearings shall be held by telephone, video, or other means that does not require in-person attendance, unless impossible.

### **5 Involuntary Treatment Hearings.**

Involuntary Treatment Act hearings shall be held as set forth in the Washington State Supreme Court's Extended and Revised Order RE: Civil commitment Proceedings No. 25700-B-620 filed on April 29, 2020, or as may be modified by further Supreme Court order.

## **6 Settlement Conferences.**

All settlement conferences shall be conducted by telephone, video, or other means that does not require in-person attendance.

## **7 Child Support Review Hearings.**

Friday afternoon child support review hearings shall be heard as noted or re-noted by the Prosecuting Attorney's office. All hearings shall be conducted by telephone, video, or other means that does not require in-person attendance.

## **8 Filing of Documents.**

Whenever practicable, documents should be filed with the Court by mail, fax or online. Filing at the Courthouse will be done via a drop box to be located in the back-parking lot, or in open court. The Superior Court Clerk and Superior Court Administrator should be contacted by telephone or email for details.

## **9 Miscellaneous Provisions.**

A. Court Call. On all cases where persons appear by telephone, the Superior Court Administrator will request Court Call to waive fees, which may or may not be granted by Court Call, and will assist the parties with information. However, the parties are responsible for actually setting up the telephone appearance through Court Call. If for some reason the Court permits telephone appearances other than by Court Call, contact telephone numbers shall be provided to the Superior Court Administrator by email well ahead of the applicable hearing. The Court Administrator will reply with the necessary conference call number and access code or other information necessary for the hearing.

B. Location of Clients and Counsel. Whenever practicable, to appear remotely by telephone attorneys and their clients should appear from the same site, exercising appropriate social distancing.

C. Encouragement for Agreed Orders. In all cases parties are strongly encouraged to enter orders by agreed order prepared and submitted to the Court in advance off-record to minimize the number of people appearing in the courtroom.

D. Encouragement to Limit Motions. In all cases, parties are strongly encouraged to limit motions when possible and to file only motions regarding emergent issues.

E. Waiver or Alteration by the Court of this Order. The provisions of this Order may be waived or altered by the Court as determined in the interest of the efficient administration of justice on a case-by-case basis.

F. In-Person Court Appearances. Where any court matters must be heard in person, social distancing and other public health measures must be strictly observed. Telephonic, video or other hearings required to be public must be recorded, with the recording preserved for the record.

G. Signature of Judicial Officer. At any time that a signature of a judicial officer of this Court is required on a document and the judicial officer is not physically in the same place as the document, then in such event the judicial officer may permit or direct that the Superior Court Administrator, the Superior Court Clerk or a Deputy Superior Court Clerk affix the ink stamp of the judicial officer's signature to the signature line of the document as and for the signature of the judicial officer. The person so affixing the ink stamp signature shall write a subscript, "Signed with the (telephonic, email or other approval) on (date) by (the name of the person affixing the ink stamp signature)".

**10 Supersedes and Replaces Administrative Order No. 2020-05.** This Order supersedes and replaces this Court's Administrative Order No. 2020-05 entered on May 1, 2020.

**11 Conflicting Orders.** In the event that this Administrative Order conflicts in any way with the Washington Supreme Court's orders now or hereafter issued by the Supreme Court, then in such event the Supreme Court's orders shall prevail.

DATED July 7, 2020.



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KEITH C. HARPER  
Superior Court Judge