

**KITSAP COUNTY DISTRICT COURT  
STATE OF WASHINGTON**

IN RE THE KITSAP COUNTY COURTHOUSE AND THE  
PANDEMIC OUTBREAK OF THE CORONAVIRUS  
DISEASE 2019 (COVID-19)

**No. 2020-25A**

**AMENDED EMERGENCY  
ADMINISTRATIVE ORDER RE –  
DISTRICT COURT COVID-19 2020  
BUDGET REDUCTION (CLERK’S  
OFFICE HOURS)**

**THIS ADMINISTRATIVE ORDER is being issued in response to the current pandemic outbreak of the Coronavirus Disease 2019 (COVID-19).**

On July 21, 2020, this Court entered Emergency Administrative Order No. 2020-25 Regarding District Court COVID-19 2020 Budget Reduction.<sup>1</sup> Section 10 of Order 2020-25 reads as follows –

**10. DISTRICT COURT CLERK’S OFFICE HOURS MODIFIED**

The District Court Clerk’s Office in room 106 opens to the public daily on judicial days from 8:00 AM through 12:15 PM, and 1:15 PM through 4:30 PM.

Due to the COVID-19 budget reductions, District Court is no longer sufficiently staffed to maintain these hours of service to the public. The District Court Clerk’s Office hours are hereby modified. The office will now open 30 minutes later. Room 106 will now open daily on judicial days from 8:30 AM through 12:15 PM, and 1:15 PM through 4:30 PM.

The delay in opening the District Court Clerk’s Office<sup>2</sup> until 8:30 AM has resulted in many members of the public entering the Kitsap County Courthouse when it opens at 8:00 AM through 8:30 AM and lining up outside the Clerk’s Office doors. Depending on the day, 10 to 15 people may be waiting in the hallway until the 8:30 AM Clerk’s Office opening. Often, individuals are not social distancing despite numerous signs both outside and inside the Courthouse, and social distancing placards on the hallway floor. The failure of some members of the public in maintaining social distancing requirements inside the Kitsap County Courthouse before the Clerk’s Office opens is concerning to the Court.

Additionally, court staff have reported a few unexpected consequences due to the delay in opening the Clerk’s Office –

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<sup>1</sup> Hereafter “Order 2020-25.”

<sup>2</sup> Hereafter “Clerk’s Office.”

- Name change actions are very difficult to timely process starting at 8:30 AM prior to the daily 9:00 AM name change calendar.
- The Wednesday morning 8:30 AM small claims pretrial (mediation) calendar is delayed because litigants want to check in with the clerk's office before their 8:30 AM pretrial hearing (to file proof of service, etc.).
- Many criminal defendants on the 8:30 AM motion to revoke calendar in courtroom 105 are waiting outside the clerk's office because they want to file proof of compliance or pay legal financial obligations before their 8:30 AM hearings.
- Few individuals enter the Clerk's Office from 4:00 PM through 4:30 PM when the Kitsap County Courthouse closes.

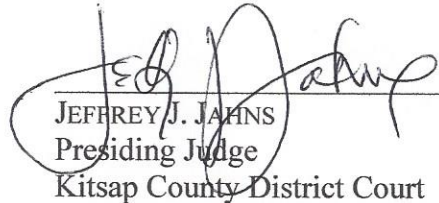
With these considerations in mind; NOW, THEREFORE, it is hereby ORDERED that Section 10 of Order 2020-25 is amended to read as follows –

**10. DISTRICT COURT CLERK'S OFFICE HOURS MODIFIED**

Effective August 10, 2020, the District Court Clerk's Office in room 106 will open to the public daily on judicial days from 8:00 AM through 12:15 PM, and 1:15 PM through 4:00 PM.

It is further ORDERED that the remaining provisions in Order 2020-25 continue in full force and effect.

DATED – AUGUST 6, 2020

  
JEFFREY J. JAHNS  
Presiding Judge  
Kitsap County District Court