

IN THE MUNICIPAL COURT SERVING  
CITY OF LAKEWOOD  
CITY OF UNIVERSITY PLACE  
TOWN OF STEILACOOM  
CITY OF DUPONT

IN THE MATTER OF ) ADMINISTRATIVE ORDER  
Emergency Response to Public Health Threat ) NO. 20-03  
(Coronavirus/COVID-19) )

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

WHEREAS, the Washington State Supreme Court has adopted Order No. 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;

WHEREAS on March 16, 2020 the Governor imposed additional restrictions prohibiting gatherings of more than 50 people and shut down restaurants, bars and entertainment and recreational facilities within the State of Washington due to the danger of continued spread of the virus and the increasing danger the virus presents to the health care system in the region, as well as directing all public and private schools within the State of Washington be closed from March 17<sup>th</sup> through April 24, 2020;

WHEREAS as of the date of this Order, there have been 38 confirmed cases of COVID-19 in Pierce County, over 904 confirmed cases and over 48 deaths in the State of Washington from COVID-19. Given the significant number of identified and projected cases of COVID-19 in the area, the severity of risk posed to the public, and the above public health recommendations from local public health authorities,

NOW, THEREFORE, IT IS HEREBY ORDERED:

Effective Tuesday, March 17, 2020 and continuing until further order of the Court:

1. The Court's front counter will be closed to public access. Any party needing to contact the Court may do so by:
  - a. Contacting their attorney
  - b. By email at [citycourt@cityoflakewood.us](mailto:citycourt@cityoflakewood.us),
  - c. By fax at 253-512-2267
  - d. By phone at 253-512-2258.
2. Court will suspend processing delinquent accounts as of the date of this order, and will extend current time payments for 90 days. This does not include cases that have already been processed for collections assignment. Defendants may either set up a long term payment plan with CPMS (877-748-4936) or pay by one of the following methods:
  - a. By mail – 6000 Main St SW Lakewood WA 98499
  - b. Online through NCourt – [www.municipalcourtpay.com](http://www.municipalcourtpay.com)
  - c. Over telephone through NCourt – 253-344-4580
  - d. Via Court drop box – check or money order only

DATED this 17<sup>th</sup> day of March, 2020.



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Susan Adams  
Presiding Judge