

**SPOKANE COUNTY DISTRICT COURT
STATE OF WASHINGTON**

IN THE MATTER OF THE EMERGENCY
RESPONSE TO THE THREAT TO PUBLIC
HEALTH

EMERGENCY ADMINISTRATIVE ORDER

NO.5 Amendment to Emergency Order No.1

This matter comes before the Court on the public health emergency in Washington State and Spokane County:

- On March 24th, 2020, Washington State Governor, Jay Inslee entered the “Stay Home, Stay Safe Order” statewide.
- On March 19th and March 20th, 2020, Chief Justice Debra Stephens of the Washington State Supreme Court filed a Corrected Order and Amended Order further authorizing and directing Washington State Courts in their response to COVID-19.
- On March 17th, 2020, President Donald Trump and the Centers for Disease Control and Prevention (CDC) announced guidelines for the next fifteen (15) days to slow the spread of COVID-19. Those guidelines recommend limiting, as best as possible, all social gatherings to no more than ten (10) people.
- On March 14th, 2020, the Spokane County District Court was informed that a Spokane County District Court (SCDC) employee had been exposed to COVID-19.
- On March 13th, 2020, Washington State Governor, Jay Inslee ordered statewide school closure for six weeks amid the COVID-19 outbreak.
- On March 13th, 2020, President Donald Trump declared a national emergency due to the public health emergency posed by the spread of COVID-19.
- On March 4th, 2020, Chief Justice Debra Stephens of the Washington State Supreme Court adopted Order No. 25700-B-602, granting emergency authority upon all Washington courts to adopt, modify, and/or suspend court rules and order, and to take

further actions concerning court operations, as warranted to address the current state of emergency issued as an emergency order in response to the public health emergency that affects operation of trial courts in Washington State.

- On February 29th, 2020, Washington State Governor, Jay Inslee declared a state-wide emergency due to the public health emergency posed by the spread of COVID-19.
- Spokane County District Court's courtrooms are high-volume courtrooms and collectively handle more than 100,000 matters each year for both the County as well as cities that contract with the Court for District Court services. Therefore, it is necessary for the Spokane County District Court to make modifications to the court operations to allow for the orderly transition to a system of work that will allow for implementation of systems and procedures that will meet the concerns and directives required.

Therefore, effective Friday, March 27th, 2020, in addition to any previously entered Spokane County District Court Emergency Orders or Amendments, it is hereby ordered that:

- 1) Effective Monday, March 30, 2020, through no earlier than Friday, April 24, 2020, the Spokane County District Court – Civil Clerk's Office, located at 721 N. Jefferson Street, Spokane, WA. will not be accessible to the public for in-person contact. The clerk staff will remain available for processing civil matters by way of mail, legal messenger, UPS/FedEx, email, or by telephone.
- 2) All civil, small claims, name changes and impound hearings set prior to April 30, 2020, shall be continued and notices will be mailed to the parties of the next scheduled hearing date via US mail.
 - a. Name Change Petitions and Impound Hearing requests may be scheduled if an emergent need is established and granted by the court.
 - b. The petition for Emergent Need is available on the District Court website at:
<https://www.spokanecounty.org/2847/Civil-and-Small-Claims-Cases>
- 3) All civil filings shall be accepted by way of US mail, legal messenger service, UPS and/or FedEx. Mailing address: P.O. Box 2352, Spokane, WA. 99210;
Legal messenger, UPS, and FedEx address: 721 N. Jefferson Street, Ste 204, Spokane, WA. 99210
- 4) All new civil suits, small claims, and name change petitions shall be accepted by way of US mail, legal messenger service, UPS and/or FedEx. Civil and Small Claims Forms and

information can be found on the District Court website at:

<https://www.spokanecounty.org/550/Civil-Small-Claims-Forms>

Information regarding Name Change Petitions can be found on the District Court website

at: <https://www.spokanecounty.org/3074/Name-Change-Forms>

- 5) All civil matters requiring a filing fee must accompany the new filing and be by way of check, cashier's check or money order made payable to: Spokane County District Court.
- 6) Impound Hearing requests requiring a filing fee shall be accepted for review without payment. The party will be required to pay the appropriate filing fee if the matter is accepted for processing. The hearing request along with all supporting documentation shall be mailed or emailed to the Civil Clerk's office at: dccivil@spokanecounty.org
 - o A person served with the Notice of Impound must respond to the notice within 10 days of the date the vehicle was impounded and/or redeemed. The request must be post marked or emailed within the 10-day requirement to be considered timely.
- 7) New matters will be processed by the Clerk's Office no later than the next business day.
- 8) The Civil Clerk's Office will still be available for questions by way of telephone at (509) 477-4770 option #8, or by email at dccivil@spokanecounty.org.

For all hearings currently pending and for hearings on new cases filed during the pendency of this order that are delayed by effect of this order, the delay/continuance shall constitute an excluded period for purposes of Speedy Trial, CrRLJ 3.3, CrRLJ 4.1, IRLJ 2.2, IRLJ 2.4, IRLJ 2.6, and any other applicable court rule.

It is further ordered, all hearings delayed by this order will have notices mailed to the parties of the next scheduled hearing date via US mail. Any party needing to update their mailing address should contact the court clerk at (509) 477-4770 or via email at Criminal and Infraction Clerk's Office – dccasemgmt@spokanecounty.org
Civil Clerk's Office – dccivil@spokanecounty.org

For all hearings not continued by effect of this rule, telephonic and video hearings will be permitted to the greatest extent possible to encourage social distancing as recommended by both the Centers for Disease Control and local public health officials.

All courthouse locations will remain open except for the Spokane Valley Courthouse location; however, the public is encouraged to contact the Court via telephone or email.

This order may be modified consistent with the Spokane County District Court's continual assessment of the needs of the community as well as the recommendations of public health officials.

DATED this 27th day of Mar, 2020.



Presiding Judge Jeffrey Smith