

**KITSAP COUNTY SUPERIOR COURT  
KITSAP COUNTY DISTRICT COURT  
STATE OF WASHINGTON**

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

**No. 2020-1  
EMERGENCY ADMINISTRATIVE ORDER**

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THIS ADMINISTRATIVE ORDER is being issued in response to the current pandemic outbreak of the Coronavirus Disease 2019 (COVID-19).<sup>1</sup> Washington has been “ground zero” for this disease. As of today, there are over 568 confirmed cases of the disease in Washington, including 3 confirmed cases in Kitsap County.

Although for many this disease appears to cause only flu-like symptoms, for others it can pose a serious and potentially lethal risk as exhibited by the 37 Washington deaths currently attributed to the disease. Governor Inslee also declared a state of emergency and has banned most events with more than 250 people. It has been declared that all Washington elementary and secondary schools will be closed through April 24, 2020.

Kitsap County Superior Court and Kitsap County District Court<sup>2</sup> have consulted with the Kitsap County Health Department<sup>3</sup> concerning the current status of the disease as well as recommendations the Health Department has made to attempt to contain and mitigate the spread of the disease.

On March 4, 2020, the Washington Supreme Court adopted Order No. 25700-B-602 granting emergency authority to the presiding judges of all Washington courts to “adopt, modify, and suspend court rules and orders, and to take further actions concerning court operations, as warranted to address the current public health emergency.”

Given the significant number of identified and projected cases of the disease in Washington, the severity of the risk posed to the public, the recommendations of the Health Department, and the authority granted by Order No. 25700-B-602, the current situation demands immediate action by the Courts.

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<sup>1</sup> Hereafter “disease.”

<sup>2</sup> Hereafter “Courts.”

<sup>3</sup> Hereafter “Health Department.”

NOW, THEREFORE, it is hereby –

ORDERED that effective immediately and until further Order of the Courts –

1. All criminal and civil jury trials shall be continued approximately 28 days from the date the trial is set to a date as determined by the clerk. Jury trials already in progress will remain in progress until verdicts are reached.
2. All Time For Trial rules in CrR 3.3 and CrRLJ 3.3 are suspended.
3. Kitsap County Superior Court. The Court takes the following emergency actions –
  - A. Bench warrants for failure to appear on a criminal case will be reviewed on a case-by-case basis.
  - B. Parties and counsel in non-criminal matters are strongly encouraged to consider the necessity of scheduling hearings on weekly motion calendars through the end of April 2020.
  - C. Parties and counsel are encouraged to consider alternative means of appearing (e.g., telephonically) for those matters which are already scheduled and/or time-sensitive.
  - D. Weekly domestic relations calendars will be divided between two judicial officers to ensure advisable social distancing is employed in large volume courtrooms.
  - E. Parties and counsel in family law matters are encouraged to present formal proof by declaration rather than in-person ex parte appearances.
4. Kitsap County District Court. Subject to a written ex parte request which will be reviewed in chambers showing good cause for a hearing date to be accelerated from the continued hearing date, the Court takes the following emergency actions –
  - A. The following civil matters are all continued –
    - (1) Infraction hearings (both contested and mitigation). To effectuate these continuances, IRLJ 2.6(a), (b), (d), (e), and (f) shall be suspended. The Court will continue to accept written statements submitted by mail or e-mail pursuant to IRLJ 2.6(c).
    - (2) Small claims mandatory mediation hearings and trials.
    - (3) Civil preliminary trial hearings, motion hearings and trials.
    - (4) Name change hearings.

- (5) Full hearings on civil protection orders. The bench will extend in chambers any temporary orders in effect at the time of the currently scheduled full protection order hearing. The extended temporary order will need to be served on the respondent. To effectuate these continuances, the maximum length of a temporary order issued pursuant to RCW 10.14.080(2) (harassment), RCW 7.92.120(5) (stalking), and RCW 26.50.070(5) (domestic violence) shall be suspended. These full protection order hearings shall be continued approximately 28 days to a date as determined by the clerk.
  - (6) Impound of vehicle or vessel hearings.
  - (7) Impound of animals hearings.
- B. The following criminal matters are all continued –
- (1) Motions to revoke sentences scheduled for the morning courtroom 105 calendar.
  - (2) Arraignments scheduled for the morning courtroom 105 calendar where the charge(s) filed with the court only include driving while license suspended in the third degree, no valid operators license, failure to transfer title, or some combination of those three charges. To effectuate these continuances, CrRLJ 4.1(a)(2) shall be suspended. These arraignments shall be continued approximately 90 days to a date as determined by the clerk.
- C. “I Can’t Afford To Pay” criminal motions will be heard ex parte in chambers.
- D. Bench warrants will not be issued for any defendant who fails to appear for any criminal hearing.
- E. A defendant who contacts the Court by email or telephone seeking a hearing to quash an outstanding bench warrant will have any warrants quashed ex parte by the Court in chambers so long as the defendant provides his or her current mailing address upon requesting the warrant quashing.
5. Litigants and attorneys are encouraged to contact the Courts concerning court dates.
- A. Kitsap County Superior Court can be contacted by email at [SuperiorCourt@co.kitsap.wa.us](mailto:SuperiorCourt@co.kitsap.wa.us) or by telephone at (360) 337-7140.
  - B. Kitsap County District Court can be contacted by email at [kcdc@co.kitsap.wa.us](mailto:kcdc@co.kitsap.wa.us) or by telephone at (360) 337-7109.

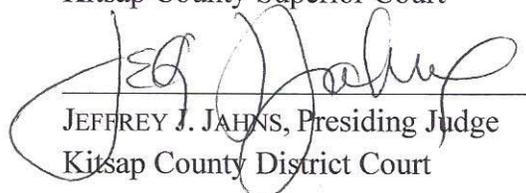
6. Litigants and attorneys who enter the Kitsap County Courthouse are expected as much as possible to adhere to six foot social distancing from Court staff as well as other litigants.
7. Litigants and attorneys who feel sick should not enter the Kitsap County Courthouse. Anyone deemed by the Court or staff to exhibit illness symptoms may be ordered to leave the building.
8. This Emergency Administrative Order covers all activities occurring within the Kitsap County Courthouse, 614 Division Street, Port Orchard, WA.

Kitsap County Superior Court and Kitsap County District Court remain open.

DATED – MARCH 13, 2020



KEVIN D. HULL, Presiding Judge  
Kitsap County Superior Court



JEFFREY J. JAHNS, Presiding Judge  
Kitsap County District Court