

**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. 2020-6  
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>

Circumstances continue to evolve in the government’s effort to respond to the disease. On March 18, 2020, the Board of County Commissioners adopted a “Resolution Declaring A Civil Emergency And Suspending Procedures And Formalities In Response To The Coronavirus (COVID-19) Pandemic.”<sup>2</sup> The Resolution among other things authorizes county offices to modify public access. Section 1.1 reads –

As authorized by law, effective immediately County offices may modify the public, in person areas used in the transaction of business until further notice. Modifications can include modifying hours or a closing and moving to a[n] on-line presence only. Kitsap County elected officials and department directors will determine those services that are essential services and continue to provide essential services to the public.

Most Kitsap County services are now performed online, by email, or by telephone to protect the public and staff. Most county public service counters have been closed, but staff continue to serve the public remotely.

Given the significant number of identified and projected cases of the disease in Washington, the severity of the risk posed to the public and staff, the recommendations of the Health District, and the authority granted by Supreme Court Orders No. 25700-B-602 (March 4, 2020) and No. 25700-B-607 (March 19, 2020), additional immediate action by the Kitsap County District Court is required.

NOW, THEREFORE, it is hereby –

ORDERED that effective immediately and until further Order of the Kitsap County District Court –

1. All previous Emergency Administrative Orders remain in full effect.
2. The Kitsap County District Court’s Clerk’s Office, room 106, is closed to the public.

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<sup>1</sup> Hereafter “disease.”

<sup>2</sup> Kitsap County Resolution No. 047-2020 (hereafter “Resolution”).

3. Communication with the Kitsap County District Court can be made by –

A. Email at [kcdc@co.kitsap.wa.us](mailto:kcdc@co.kitsap.wa.us), and/or

B. Telephone at (360) 337-7109 –

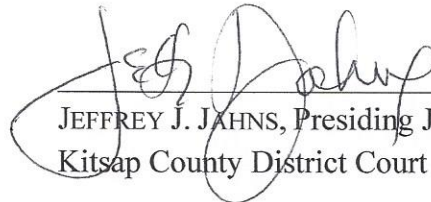
- Option 1 – Traffic or vehicle matters.
- Option 2 – Civil matters.
- Option 6 – All other matters.

4. Persons in need of an emergency court hearing, including emergency protection orders, should call the Kitsap County District Court at (360) 337-7109 and select Option 6 to speak with a clerk.

5. Litigants, attorneys and the public are encouraged to visit the Kitsap County District Court's website for updated information – [www.kitsapgov.com/dc](http://www.kitsapgov.com/dc).

The Kitsap County District Court remains open.

DATED – MARCH 19, 2020



JEFFREY J. JAHNS, Presiding Judge  
Kitsap County District Court