

**Municipal Court of Washington
for the City of Pasco**

In re:

**COURT OPERATION UNDER THE
EXIGENT CIRCUMSTANCES
CREATED BY COVID-19 AND THE
RELATED CORONAVIRUS**

ADMINISTRATIVE ORDER No. 20-02

WHEREAS, the Washington State Supreme Court has adopted Order No. 25700 – 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, Governor Inslee, on March 16, 2020, expanded his previously issued order for protection against COVID – 19 by issuing a statewide emergency proclamation temporarily shutting down restaurants, bars and entertainment and recreational facilities until March 31, 2020.

WHEREAS, the proclamation prohibits all gatherings with over 50 participants; while gatherings with under 50 participants will be prohibited unless previously announced criteria for public health and social distancing are met;

WHEREAS, the Benton Franklin County Health District has reported a local resident has tested positive for COVID – 19;

WHEREAS, this court and the City of Pasco conducts on going assessment of the needs of the community, the safety and health of the public and its employees and determined that the previous order should be modified;

IT IS HEREBY ORDERED, EFFECTIVE Wednesday, March 18, 2020, 11:59 pm the following shall take effect:

1. During any court sessions the number of individuals allowed inside the courtroom will be limited to 20, a number which can safely adhere to the social distancing requirements of the Governor's proclamation to follow the previously announced criteria for public safety;
2. During arraignments, first appearances or pre-trial hearings, defendants will not be required to sign any forms, instead, each defendant will be served in court with the conditions of release, their rights form, and any other appropriate form necessary to complete the arraignment or hearing, the judge or the clerk will announce on the record that the

defendant has been served with the documents and indicate the same on the form being served;

3. The public window in the Pasco Municipal Court Clerk's Office will be closed. The office will remain open and available to assist the public, other departments and agencies via telephone and email. The clerk's office will continue to take payments via N-Court in the lobby and checks and money orders through the mail. The window shall remain closed until April 15, 2020, at which time the situation and need will be reassessed.
4. The Pasco Municipal Court Probation Department will be closed until April 15, 2020, at which time the situation and need will be reassessed. All Defendants reporting in person will be required to check in by telephone.
5. Defendant's sentenced to serve time in jail with a report date between March 18 and April 30, 2020, may contact, via telephone, the Clerk's office to reschedule the time to complete their sentence; and
6. This court may amend or modify these orders consistent with the City's and the Court's continual assessment of the needs of the community as well as the recommendation of the Governor's Office, City Manager and public health officials.

Dated: 3.18.2020



Pasco Municipal Court Judge