



## King County

District Court  
Office of the Presiding Judge  
Seattle, Washington

The Honorable Donna Tucker  
Chief Presiding Judge

Othniel Palomino  
Chief Administrative Officer

### **King County District Court Declaration of “Level III” Pandemic Operations**

**1. Effective date**

March 13, 2020

**2. Summary**

In support of strategies that were announced on March 11, 2020, by Washington Governor Jay Inslee, King County Executive Dow Constantine, and other regional leaders to minimize the spread of COVID-19, King County District Court (KCDC) is now operating at a “Level III” pandemic response. The COVID-19 situation is rapidly evolving, which necessitated going to “Level III” on March 13, 2020, from the “Level I” response the court declared on March 10, 2020.

**3. Authority**

By declaration of Judge Donna Tucker, Chief Presiding Judge for King County District Court, in accordance with the “KCDC Health Pandemic Continuity of Government Plan” adopted by the court’s executive committee in March 2020 and the Emergency Order issued by Chief Justice of the Washington State Supreme Court on March 4, 2020.

**4. Rationale**

Because King County District Court courthouses serve a high volume of people throughout the day, it is essential to immediately reduce exposure for the court’s users and employees and promote social distancing as recommended by the Centers for Disease Control and Public Health – Seattle & King County.

**5. Scope**

This declaration **applies only to King County District Court locations**, which include:

- KCDC – Auburn – 340 E. Main St., Suite 101
- KCDC – Bellevue – 1309 114<sup>th</sup> Ave SE, Suite 100
- KCDC – Burien – 601 SW 149<sup>th</sup> St
- KCDC – Issaquah – 5415 220<sup>th</sup> Ave SE
- KCDC – Maleng Regional Justice Center (MRJC) in Kent – 401 4<sup>th</sup> Ave. N
- KCDC – Redmond – 8601 160<sup>th</sup> Ave NE
- KCDC – Seattle – Room E-327 and 3<sup>rd</sup> floor district courtrooms located on the East wing of the King County Courthouse in Seattle and Courtroom 1 located in the King County Jail
- KCDC – Shoreline – 18050 Meridian Avenue N
- KCDC – Vashon – 10011 SW Bank Road
- KCDC – Office of the Presiding Judge – Room 1034 of the King County Courthouse in Seattle

This declaration also applies to all cases filed into King County District Court by the following cities – Auburn, Beaux Arts, Bellevue, Burien, Carnation, Covington, Duvall, Kenmore, Redmond, Sammamish, Shoreline and Skykomish.

## **6. Courts NOT impacted by this declaration, but issuing their own orders regarding operations**

King County residents should be aware that the changes to court operations set forth in Section 7 below only apply to the King County District Court.

This declaration **does not apply** to any of the following courts also located in King County:

- King County Superior Court
- Municipal courts in cities in which King County District Court has courthouse locations, including:
  - Kent Municipal Court, 1220 Central Ave S
  - Issaquah Municipal Court, 135 E. Sunset Way
  - Seattle Municipal Court, 600 5<sup>th</sup> Ave
- All other municipal courts in King County operating a local court rather than King County District Court Services as identified in Section 5

## **7. Impact of Level III pandemic operations on King County District Court**

To help protect the health of court users and employees during the COVID-19 pandemic, King County District Court asks the public to avoid coming into KCDC courthouse locations starting on Friday, March 13, 2020, until further notice, except for priority case types listed below.

KCDC employees will continue to report for work, unless other arrangements have been made with their manager, or in the event the court announces that it is closed. Employees identified by public health as high risk for COVID – 19 are encouraged to not report to work consistent with prior communications from the court.

### Priority case types that will continue

- In-custody hearings for defendants who are held in jail will continue as scheduled, and as new cases are filed
- All hearings for protection orders will continue as scheduled, and as new cases are filed
- Review Hearings to determine compliance with any **order issued to surrender weapons**, including orders issued in either criminal or civil cases, even if an underlying criminal case is being rescheduled to a later date
- Community Court cases scheduled at the Burien location on Monday March 16, 2020
- Community Court cases scheduled at the Shoreline location on Tuesday March 17, 2020
- Community Court cases scheduled at the Redmond location on Wednesday March 18, 2020.

### Hearing types to be rescheduled

Other than the priority case types listed above, all other hearings scheduled on or after Friday, March 13, 2020, will be rescheduled, including, but not limited to:

- Criminal hearings/trials where the defendant is not detained on the particular criminal case to include Mental Health and Veteran court cases.
- Infraction hearings unless scheduled for an online hearing or hearing with only written materials submitted without the need for any party to appear in court
- Name change petitions absent an emergent need
- Matters relating to the impound of motor vehicle(s) or animals absent an emergent need. Parties with vehicle still in impound should request an emergency hearing.
- All Small claims court hearings

- Civil hearings noted with oral argument or civil hearings/trials requiring the parties to appear in court

Other court services discontinued until further order of the court

- Processing of passport applications at all King County District Court locations
- Criminal bench warrant quash calendars
- Relicensing Court Services

Services that will continue

- King County District Court will continue to accept new filings for civil matters and small claims, although hearing dates may be deferred
- King County District Court will continue to accept new filings of petitions for protection orders (domestic violence, anti-harassment, stalking, sexual assault) and hearings will be set according to current practice
- King County District Court will continue to accept criminal and civil traffic infractions filings, although hearing dates may be deferred
- Answering questions via telephone at (206) 205-9200 and via email at [kcfdc.webmaster@kingcounty.gov](mailto:kcfdc.webmaster@kingcounty.gov)

**8. Information for defendants**

Notice of rescheduled hearings from the court will be sent via US mail. If your mailing address needs to be undated with the court, please call the clerks office at (206) 205-9200. Parties with a court hearing scheduled that has not be reset and cannot make as currently scheduled, due to illness or other COVID -19 concerns, should call (206) 205-9200 to request a continuance.

**9. Information for Jurors and Interpreters**

King County District Court asks jurors and interpreters **not to come into any King County District Court courthouse** if you:

- Are sick or experiencing flu-like symptoms such as a cough, fever or other respiratory problem
- Are over 60
- Are pregnant
- Have underlying health conditions, including heart disease, lung disease, diabetes, weakened immune system or are on immunosuppressant drugs
- Have family members in any of the above categories

People with questions regarding jury service at King County District Court can call the KCDC Jury Coordinator Line at (206) 477-1730.

Interpreters with questions can call the KCDC Interpreter Coordinator Line at (206) 477-1760 or email [InterpreterCoordinator.KCDC@kingcounty.gov](mailto:InterpreterCoordinator.KCDC@kingcounty.gov).

**10. Information for people on probation with King County District Court**

Appointments will continue but will be conducted either via telephone or video. The defendant is required to contact his/her probation officer at the regular scheduled time via a telephone call unless otherwise directed by the Probation Officer.

**11. Commitment to restoring operations**

King County District Court recognizes that judicial services are essential to the community and is committed to restoring full operations as soon as it is safe to do so. In the meantime, we will continue to pursue:

- Alternative ways to provide court services, including via telephone and videoconferencing

- Restoration of in-person services when we can ensure a safe environment via cleaning protocols and social distancing in accordance with guidelines established by Public Health Seattle & King County and the U.S. Centers for Diseases Control and Prevention (CDC)