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FERRY COUNTY

MAY 14 2020
2:44pm
JEAN BOOHER

**IN THE SUPERIOR COURT FOR THE
COUNTIES OF FERRY, PEND OREILLE, AND STEVENS**

STEVENS COUNTY NO: 20-2-00001-33 #13

PEND OREILLE COUNTY NO: 5-14-2020

FERRY COUNTY NO: 20-2-00001-10

ADMINISTRATIVE ORDER RE CONTINUED COURT OPERATIONS

WHEREAS, Governor Inslee extended the "Stay Home, Stay Healthy" order and adopted a phased approach to lifting restrictions; and,

WHEREAS, on March 4th and 18th, 2020, and April 13, 2020, the Washington State Supreme Court issued emergency orders in response to the public health emergency that affects operations of the trial courts in Washington State; and,

WHEREAS, on April 29, 2020, the Washington State Supreme Court adopted Order No. 25700-B-618, *Second Revised and Extended Order Regarding Court Operations;* and,

WHEREAS, the Washington State Supreme Court has granted 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; and,

WHEREAS, each Board of County Commissioners in the Tri-County Judicial District of Ferry, Pend Oreille, and Stevens Counties has declared a state of emergency; and,

WHEREAS, the Superior Court facilities in the Tri-County Judicial District of Ferry, Pend Oreille, and Stevens Counties are ill-equipped to effectively comply with strict social distancing and other public health requirements; and,

WHEREAS, the Superior Court remains open and is now able to safely conduct non-emergent court proceedings in remote access courtrooms;

NOW THEREFORE, pursuant to the Superior Court's authority to administer justice in the Tri-County Judicial District and to ensure the safety of litigants, attorneys, court staff, judges, and members of the public, the Superior Court FINDS as follows:

1. Washington Supreme Court Order No. 25700-B-618 supersedes all previous COVID 19 Emergency Administrative Orders issued by this Court; and,

2. The Superior Court Judicial District of Ferry, Pend Oreille, and Stevens Counties is currently able to operate safely within the provisions of Washington State Supreme Court Order No. 25700-B-618; and,

3. To ensure the Court continues to function as fully as possible during this public health crisis, it is necessary to establish Court procedures that pertain specifically to the modified Court operations in the Tri-County Judicial District;

4. To ensure continued performance of Court functions, while protecting the health of staff and the public, the Superior Court Clerks must be authorized to modify their operating hours, procedures for serving the public, and to take certain administrative actions.

NOW, THEREFORE, IT IS HEREBY ORDERED:

Any COVID 19 Emergency Administrative Orders previously issued by this Court and currently in effect are HEREBY TERMINATED AND SUPERSEDED by Washington State Supreme Court Order No. 25700-B-618.

FURTHER, THE COURT ORDERS THE FOLLOWING:

1. The Procedures for Continued Court Operations, as attached hereto and incorporated herewith, are hereby adopted and effective on May 18, 2020.

2. The Superior Court Clerks shall administratively strike all criminal and civil jury trials set between the date of this order and July 5, 2020.

3. At the discretion of the Superior Court Clerk, operating hours and methods of serving the public may be modified as necessary to comply with the strictest safety standards recommended by state and local health authorities.

4. In the event public service windows/counters are closed, the Clerk's Office must remain open to provide services via telephone, email, mail, and/or locked drop box.

5. The Clerk shall post any operational modifications on the County website and at the County Courthouse and email the same to the Court Administrator.

DATED this 14th day of May 2020.

Jessica T. Reeves, Presiding Judge

PROCEDURES FOR CONTINUED COURT OPERATIONS

Due to the COVID-19 pandemic, there will be no in-person dockets in Ferry, Pend Oreille, and Stevens Counties Superior Courts. With no predictable end date for social distancing restrictions, the Superior Court will resume hearings on May 18, 2020, via remote access courtrooms. Each remote courtroom has a designated web link and phone number. Docket details with courtroom links and phone numbers are available on the Court's calendar at www.calendarwiz.com/tricountysuperiorcourt.com. Information about how to access the remote courtrooms is also posted in hard copy at each courthouse and on each county's website. **Until further notice, being physically present in the courtroom for a hearing is prohibited.** Litigants, attorneys, and members of the public will be able to attend court proceedings remotely, either online or telephonically.

For quick access to any remote courtroom in the judicial district on the day and time of the hearing, find the first Sunday of the month in the calendar and click the "Go to ..." link for your desired courtroom. For example, click on *"Go to COURTROOM1: STEVENS" or "Go to FERRY COUNTY COURTROOM"* and you will be taken directly to the remote access location for that courtroom. Clicking on the photograph of the Ferry County Courthouse (upper left) or that of the Pend Oreille County Hall of Justice (upper right) will also take you directly to those online courtrooms.

To view detailed information in the calendar, find the date and click on a courtroom to open the *Description* section. Here you can see the setting details for that day. Using the features at the top of the *Description* pop-out box, you can email, download, print, or share the *Description* details and/or set an email reminder. Most of those functions are also available for the overall calendar via the buttons at the top of the calendar. Use your browser to print the calendar. If you have any questions about how to navigate the Court's calendar or the remote access courtrooms, please contact the Court Administrator's Office at 509-684-7527.

ADDITIONAL IMPORTANT MATTERS TO BE AWARE OF: In Stevens County, the calendar and note for hearing procedures for Civil and Family Law motions have changed. In Stevens and Ferry Counties, the calendar for Child Support Enforcement dockets will change on June 15, 2020. These changes are described below and will remain in effect until further notice.

A. CIVIL AND FAMILY LAW MATTERS:

Until further notice, being physically present in the courtroom for a hearing is prohibited.

MOTIONS: Beginning May 18, 2020, civil and family law motions will be heard remotely in all three counties.

In FERRY COUNTY motions should be noted at 11:00 a.m. on the Monday dockets.

In PEND OREILLE COUNTY, motions should be noted at 1:30 p.m. on the Thursday dockets, unless otherwise directed by Commissioner McCroskey.

In STEVENS COUNTY, motions will be heard on Tuesdays and Thursdays from 9:00a to 3:00p, in two courtrooms through May 30th and one courtroom from June 2nd forward. Each case will be set separately for a remote hearing at a specified time and posted in real time on the Superior Court's public calendar. The new procedure for noting motion hearings and the new Note for Hearing form are attached hereto and incorporated herewith.

NON-JURY TRIALS: Beginning June 1, 2020 civil and family law non-jury trials will be set throughout the month of June by request. The number of people permitted to enter the courtroom will necessarily be restricted. Compliance with State and CDC COVID 19 guidelines will be strictly enforced. Everyone who is physically present in the courtroom must abide by social distancing requirements and wear an appropriate mask. The Court has not yet been able to secure a supply of masks, so participants will need to bring their own. Litigants are strongly encouraged to have all witnesses appear by an audio-video link available in each courtroom. Court approval is required before a witness may appear in person. Witnesses and litigants who must travel from out of the area, are members of the vulnerable population, are quarantined, or are exhibiting symptoms of respiratory illness **must** appear remotely by video. Absent agreement of the parties and prior Court authorization, witnesses will not be permitted to testify telephonically. Members of the public may observe non-jury trials remotely, either online or by phone.

If you had a trial that was stricken due to COVID 19, or have filed Certificate of Trial Readiness and are currently awaiting a trial date, please email Judge Reeves at jreeves@stevenscountywa.gov to get a June trial setting *(be sure to cc opposing counsel or party, if possible)*. If you have a case that no longer needs a trial date, also notify Judge Reeves immediately. The Court has a long list of pending trials, and re-setting or setting these cases can only occur with the assistance of counsel and/or the parties. Please be aware that if criminal jury trials resume on July 6th, those cases will take priority over everything else. There are three counties in this judicial district that have been waiting to conduct criminal jury trials since mid-March. **June may be the only opportunity to get family law cases tried before the start of the next school year.**

B. **EX PARTE MATTERS:**

Stevens County Superior Court will continue to hold ex parte dockets at 8:30 a.m. and 1:00 p.m., Monday through Friday. Unless it is impossible, **ALL EX PARTE MATTERS MUST BE HEARD REMOTELY.**

Ex Parte matters that do not need to be put on the record should simply be submitted via email.

For all three counties, ex parte motions/orders, including petitions for immediate temporary protection and/or restraining orders, may be submitted via email to exparte@stevenscountywa.gov.

EX PARTE FEES ASSOCIATED WITH THE ABOVE PROCEDURES WILL BE WAIVED.

C. **CHILD SUPPORT ENFORCEMENT:**

Beginning May 18, 2020, Child Support Enforcement dockets will resume as regularly scheduled and will be heard remotely. **Until further notice, being physically present in the courtroom for a hearing is prohibited.**

CALENDAR CHANGE BEGINNING JUNE 15, 2020: Child Support Enforcement dockets will be heard remotely by Commissioner McCroskey on Mondays at 9:00a in Ferry County and at 10:00a in Stevens County. Check the Court's calendar at www.calendarwiz.com/tricountysuperiorcourt.com for courtroom and remote access information.

D. **OTHER MATTERS:** **Beginning May 18, 2020,** the following dockets will resume as previously scheduled and will be heard via remote access courtrooms. **Until further notice, being physically present in the courtroom for a hearing is prohibited.**

FERRY COUNTY – All Monday Dockets

PEND OREILLE COUNTY – All Thursday and Friday Dockets, as directed by Commissioner McCroskey

STEVENS COUNTY – Non-offender Juveniles; Out of Custody Juvenile Offenders; LFO Collections; and, Out of Custody Adult Criminal (each defense attorney now has a designated time for his/her cases)

*CIVIL COMMITMENTS, DEPENDENCIES, and GUARDIANSHIPS will continue to be heard remotely, as regularly scheduled.

E. **ALL CRIMINAL AND CIVIL JURY TRIALS REMAIN SUSPENDED UNTIL AT LEAST JULY 6, 2020.**

INSTRUCTIONS FOR SCHEDULING AND APPEARING AT ALL CIVIL AND FAMILY LAW HEARINGS:

1) Prior to noting a hearing, you must first contact the Superior Court Administrator Evelyn Bell at Ebell@stevenscountywa.gov or the Deputy Court Administrator at Pray@stevenscountywa.gov to obtain a hearing date and time. Once the Court Administrator's Office has placed this matter on the calendar, they will email you a Notice of Hearing form to print, sign, and file with the Clerk's Office. You MUST use this form to note your matter for hearing. NO HEARINGS WILL BE SCHEDULED WITHOUT PRIOR APPROVAL FROM THE OFFICE OF THE COURT ADMINISTRATOR.

2) All parties and/or their counsel may appear via WebEx for the hearing on the date and time assigned by logging on to https://superiorcourt.stevenscountywa.gov/webex-court/, then clicking on the courtroom number provided by the Court Administrator's Office. This link should take you directly to the WebEx hearing.

   You can also access your courtroom through the Court's public calendar at www.calendarwiz.com/tricountysuperiorcourt.

3) For those individuals who do not have access to a computer or internet, you may appear telephonically for the hearing by calling (800) 255-5280 and then entering in the meeting/access code as outlined on the Notice of Hearing. Press # when prompted to enter your attendance ID number.

Superior Court of Washington, County of Stevens

_____ Plaintiff/Petitioner	No. _____
vs.	Notice of Hearing (NTHG)
	☑ Clerk's action required: **1**
_____ Defendant/Respondent	

Notice of Hearing

To the Court Clerk and all parties:

1. A court hearing has been scheduled through the Court Administrator:

for: _____ at: _____ ☐ a.m. ☐ p.m.
date *time*

in Courtroom: _____ before Honorable: _____.

The hearing will take place by Webex video/conference call only. No in-person appearances will be allowed. You may attend the hearing by logging on to https://superiorcourt.stevenscountywa.gov/webex-court/ on the day of the hearing and clicking on the courtroom listed above. You can also access the courtroom through the Court's online calendar at www.calendarwiz.com/tricountysuperiorcourt. Appropriate attire shall be worn for all Webex video appearances.

If you do not have access to a computer or internet, you may attend the hearing telephonically by calling (800) 255-5280 and entering in the following meeting/access code for the courtroom listed above:

Courtroom 1 – meeting/access code: 963 664 782 – press # for attendee ID number.
Courtroom 2 – meeting/access code: 961 623 027 – press # for attendee ID number.
Courtroom 3 – meeting/access code: 962 202 307 – press # for attendee ID number.

2. The purpose of this hearing is *(specify)*: _____.

Warning! If you do not attend the hearing, the court may sign orders without hearing your side.

Hearing requested by: ☐ Plaintiff/Petitioner or his/her lawyer ☐ Defendant/Respondent or his/her lawyer

▶ _____

Person asking for this hearing signs here

_____ *Print name (if lawyer, also list WSBA #)*

_____ *Date*

I agree to accept legal papers for this case at:

_____

address

_____

city *state* *zip*

(Optional) *email:* _____

This does **not** have to be your home address. If this address changes before the case ends, you **must** notify all parties and the court clerk in writing. You may use the *Notice of Address Change* form (FL All Family 120). A party must also update his/her *Confidential Information* form (FL All Family 001) if this case involves parentage or child support.