

**IN THE SEDRO-WOOLLEY MUNICIPAL COURT**  
**STATE OF WASHINGTON**

IN THE MATTER OF

ADMINISTRATIVE ORDER

EMERGENCY RESPONSE TO  
COVID-19 OUTBREAK

NO. 20-6

---

WHEREAS, the Governor of the State of Washington has declared a state of emergency in all counties of Washington due to the public health emergency caused by the Coronavirus Disease (COVID-19); and

WHEREAS, the Commissioners of Skagit County have also declared a state of emergency in Skagit County due to the same public health concerns; and

WHEREAS, the Washington State Supreme Court has adopted various administrative orders closing all courts statewide except for certain specific emergency hearings and has authorized individual courts to take further actions concerning court operations, as warranted, to address the current state of emergency; and

WHEREAS, The Governor of the State of Washington has set forth a plan for gradual reopening of various government and business facilities, and

WHEREAS, The Governor of the State of Washington was approving gradual reopening of certain counties based on lowering infection data; and

WHEREAS, The Presiding Judge has determined that all reasonably necessary steps to reduce Court population and protect the health and welfare of court participants must be taken; and

WHEREAS, Skagit County remains in Phase 2 as established by the Governor and the Governor has recently issued a new directive seriously restricting retail and other activities which is designed to slow the exponential growth in COVID-19 transmission; and

WHEREAS, although Courts are exempted from the Governor's directive, nonetheless the Court intends to honor the intent of said directive by taking actions to reduce opportunities from transmission of the COVID-19 virus in the Court's realm;

WHEREAS, the Presiding Judge has determined that cancelling upcoming court calendars is the best practice due to current circumstances before safely resuming again with appropriate public health safety measures in place;

NOW THEREFORE, Consistent with orders to all courts from the Washington State Supreme Court and in keeping with the Governor's Stay Home, Stay Healthy order combined with a statewide plan for gradual reopening of government and business facilities, recent directives and, so long as the following orders remain consistent with Washington State Supreme Court Administrative Orders, the following schedule will be observed by Sedro-Woolley Municipal Court:

**Regular court calendars for December 3, 10, 17, 24, and 31, and January 7, 2021 have been canceled. The Court will continue all cases set on these calendars to dates beginning January 14, 2021. On every case continued, the period of time from the date of continuance until the next scheduled court date shall be excluded for the calculation of speedy trial rights.**

Limited in person (out of custody) criminal calendars will resume as follows:

1. Beginning January 14, 2021, the Thursday Sedro-Woolley Municipal Court calendar will resume in the courtroom located at 325 Metcalf Street, Sedro-Woolley, Washington. The Court calendar will be as follows:

Time	Docket
8:30	Arraignments
9:00	Interpreter Cases (1st & 3rd Thursdays) Arraignments (2nd & 4th Thursdays)
9:30	Probation/Sentence Compliance
10:00	Probation/Sentence Compliance
10:30	BREAK
11:00	Private Attorney cases
11:30	Public Defender cases
Noon	BREAK
1:30	Public Defender cases
2:00	Public Defender cases
2:30	Contested Infractions (2nd Thursdays) Mitigation Infractions (4th Thursdays) Public Defender cases (1st & 3rd Thursdays)

- a. Any defense attorney wishing to have a motion heard or to resolve a pending municipal criminal case via video conference, shall, after coordination with the prosecuting attorney, contact the municipal court clerk at (360) 855-0366 or by email at [courtclerk@ci.sedro-woolley.wa.us](mailto:courtclerk@ci.sedro-woolley.wa.us) to schedule the Zoom hearing. A separate video court session will be set for each defendant. Video hearings for guilty pleas will be set for 30 minutes each, and a Statement of Defendant on Plea of Guilty must be filed with the Court prior to the video hearing, and Defendant must be at the same location as the defense attorney for a sentence order to be emailed for signatures and

return to the court also by email. If members of the public wish to observe court proceedings held by Zoom, they can obtain the meeting number and password for a particular case at [https://www.ci.sedro-woolley.wa.us/departments/municipal\\_court](https://www.ci.sedro-woolley.wa.us/departments/municipal_court).

- b. Entry into the courtroom shall be through the entrance doors to the building next to the police department.
  - c. At in-person calendars, in order to follow social distancing guidelines, no more than three cases per half-hour docket will be scheduled.
  - d. Only one case will be heard at a time. Participants for cases not being immediately heard will wait outside the courtroom until notified by the clerk that their matter is ready.
  - e. All persons in the courtroom shall bring and wear their own mask or face shield, and keep at least six feet apart from all other persons. Persons failing to follow these rules will not be allowed to enter or remain in the courtroom.
  - f. A courtroom supervisor will be present to assist with compliance of these rules.
2. All agreed continuances shall continue shall be signed **only** ex parte. Criminal defense attorneys shall instruct their clients not to appear in court when there has been an agreed continuance signed by the parties, including the defendant or approved telephonically.
  3. Although the courtroom will be open to the public for the limited in-person calendars as set forth above, in addition to the judge and clerk, only the defendant, defense counsel, and prosecutor involved in a specific case shall be allowed at the bar. If members of the public wish to observe court proceedings, they will cooperate with screening for symptoms of illness, wear a mask at all times, and observe all social distancing requirements.
  4. Defendants arriving at court for in person hearings shall not enter the courtroom until the time their case has been scheduled. Defendants will be asked to wait in the hallway or outside until they have been advised that their hearing is ready to begin.
  5. Anyone experiencing a cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, new loss of sense of taste or smell, headache, sore throat, or repeated shaking with chills shall not be allowed to enter the courtroom.
  6. Defendants and attorneys without a mask or face shield shall not be allowed into the building where the courtroom is located even if they have a hearing scheduled.

7. Sentence orders shall be signed by all parties whenever possible. However, electronic signatures may be allowed on a case by case basis consistent with Washington State Supreme Court Third Revised Order #25700-B-625.
8. Because in person hearings are resuming, a bench warrant may be issued for any defendant who fails to appear for their hearing and (a) who is in violation of the terms of their pretrial release or (b) where necessary for the immediate preservation of public or individual safety.
9. Interpreters appearing in person in the court shall be required to provide and utilize audio equipment that allows them to interpret while observing social distancing. Such audio equipment shall have appropriate sanitation before and after use.
10. All in custody guilty pleas will continue to be heard on Tuesdays and Fridays only through video court with the Prosecuting Attorney and defense counsel in Skagit County District Courtroom 1. Any defense attorney wishing to resolve a pending municipal criminal case via video court, shall, after coordination with the prosecuting attorney, contact the municipal court clerk at (360) 855-0366 or by email at [courtclerk@ci.sedro-woolley.wa.us](mailto:courtclerk@ci.sedro-woolley.wa.us) and the clerk will schedule the video court hearing with the District Court.
11. The clerk's office shall remain closed until further order of the court. The clerk may be contacted by telephone at (360) 855-0366 or by email at [courtclerk@ci.sedro-woolley.wa.us](mailto:courtclerk@ci.sedro-woolley.wa.us).
12. Defendants represented by private attorneys or the public defender are strongly encouraged to be in contact with their attorneys prior to their scheduled court dates so that court time is not used for extended attorney/client conferences or negotiations with the Prosecuting Attorney.
13. Appointments on Wednesdays beginning at 2:00 at 325 Metcalf Street, Sedro-Woolley with the public defender will resume on January 14, 2021, or the public defender can be contacted any Wednesday beginning at 2:00 at (360) 855-3167.
14. Any provision of the prior administrative orders which is not inconsistent with the terms of this order shall remain in full force and effect.

DATED this 24<sup>th</sup> day of November, 2020.



---

Brock D. Stiles, Presiding Judge  
Sedro-Woolley Municipal Court