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5 IN THE MUNICIPAL COURT FOR THE STATE OF WASHINGTON  
6 IN AND FOR THE CITY OF AIRWAY HEIGHTS

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8 In Re: ADMINISTRATIVE ORDER  
9 COURT OPERATIONS UNDER THE NO: 20-01  
10 PUBLIC HEALTH THREAT CREATED BY  
11 COVID-19

12 Pursuant to GR 21 and the Washington State Supreme Court Order No. 25700- B-602  
13 granted emergency authority to this Court to adopt, modify, and suspend court rules and orders,  
14 and to take further actions concerning court operations, as warranted to address the current state  
15 of emergency; and

16  
17 WHEREAS, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring  
18 a State of Emergency exists in all counties in the State of Washington due to the number of  
19 confirmed cases of COVID-19 in the state and directed that the plans and procedures of the  
20 Washington State comprehensive Emergency Management Plan be implemented; and

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22 WHEREAS, on March 13, 2020, President Donald Trump declared a national emergency  
23 for the United States due to the COVID-19 health threat; and

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25 WHEREAS, on March 14, 2020 Spokane County reported three confirmed COVID-19  
26 cases.

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28 WHEREAS, on March 15, 2020 the CDC provided guidance that large events and  
gatherings be canceled or postponed for eight (8) weeks.

1 WHEREAS, this Administrative Order is being issued in response to the outbreak of  
2 Coronavirus Disease (COVID-19) in Washington State, which has been home to the first  
3 reported domestic case of the disease and some of the first significant community impacts from  
4 school and business closures. Given the number of identified and projected cases of COVID-19  
5 in Washington State and the severity of risk posed to the public, and given the above public  
6 health recommendations from local public health authorities; and  
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8 WHEREAS, conducting regular court hearings with large groups of persons in the court  
9 room results in exposure to large groups of people which is contrary to the recommendations of  
10 health authorities and contrary to the Governor's proclamations under the current state of  
11 emergency; and  
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13 WHEREAS, the Court seeks to limit the number of in person hearings/contacts during the  
14 health emergency;

15 IT IS HEREBY ORDERED that EFFECTIVE IMMEDIATELY, and UNTIL FURTHER  
16 ORDER OF THE COURT:  
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18 Relating to COURT ADMINISTRATION

- 19 1. The Court's clerk window will be closed to the public. Payments will continue to be  
20 accepted online, by mail, over the phone, and also via the Court drop box outside of  
21 the Court.
- 22 2. The Court will maintain regular hours of operation unless otherwise amended by  
23 further order and notice to the Administrative Office of the Courts.
- 24 3. The Judge will be available for any necessary hearings, video and telephone  
25 appearances, mitigation or contested hearings via mail/email, emergency motions,  
26 and agreed orders submitted by the parties.
- 27 4. Hearings that are deemed necessary will be conducted via video or telephone when  
28 possible.
5. Defendants may apply for the public defender by contacting (509) 244-2773, or by  
email at: [CourtMB@cawh.org](mailto:CourtMB@cawh.org).

1 6. All filings will be accepted vial mail, email, fax, or by placing in the Court drop box.

2 Phone: (509) 244-2773

3 Email at: [CourtMB@cawh.org](mailto:CourtMB@cawh.org)

4 Fax: (509) 244-1852

5 Mailing Address: 1208 S. Lundstrom Street  
Airway Heights, WA 99001

6 Physical Address: 13120 W. 13<sup>th</sup> Ave.

7 Airway Heights, WA 99001

8 Relating to CRIMINAL MATTERS

9 7. CrRLJ 4.1(a)(2) regarding “speedy arraignment” is hereby suspended until further  
order of this Court.

10 8. CrRLJ 3.3(e)(8): All continuances granted and matters ordered rescheduled by the  
11 Court while this order is in effect shall be “excluded periods” for the purpose of  
calculating time for trial.

12 9. Effective immediately, the Court will continue or reschedule criminal matters until  
13 after May 11, 2020. The clerk will notify the parties of a new court date. Defendants  
14 will be sent notice via U.S. mail. Defendants can contact the Court to update a  
mailing address by phone at: (509) 244-2773, or by email at: [CourtMB@cawh.org](mailto:CourtMB@cawh.org).

15 10. The Court reserves the right to maintain or schedule hearings in criminal matters for  
16 cases involving threats to public safety: including but not limited to domestic violence  
offenses and driving while under the influence / physical control.

17 11. The Court will hear in-custody cases via video court as necessary.

18 12. Attorneys will be notified by the Clerk of any court hearings.

19 13. Attorneys are encouraged to submit agreed orders for off docket review to the Court  
where appropriate.

20 14. All warrant bookings will be reviewed by a judicial officer to determine whether  
release is appropriate and when the matter should be scheduled.

21 15. Any substantive or emergent motions will be filed with the Court, scheduled on  
22 Tuesdays, and will be held via Zoom Video and/or Telephone. The attorneys will  
appear via video, the defendant may appear via telephone or video.

23 16. A defendant may contact the Court by email or telephone to quash a bench warrant at:  
24 (509) 244-2773, or by email at: [CourtMB@cawh.org](mailto:CourtMB@cawh.org). The request will be heard ex  
25 parte by the Court. The defendant shall provide a current mailing address.

26 17. All persons ordered to check in with probation shall do so via telephone by calling  
(509) 244-2773.

1 Relating to MOTIONS TO MODIFY OR REMOVE NO CONTACT ORDERS

- 2 1. A protected party may request forms by mail, or by calling or emailing the clerk at  
3 (509) 244-2773 or emailing: [CourtMB@cawh.org](mailto:CourtMB@cawh.org). The Clerk will mail or email the  
4 necessary forms to the protected party. The forms may be returned to the Court for  
5 filing via mail, email, Court drop box, or fax. A telephonic or video hearing will be  
6 set after the forms are returned and filed.  
7 2. Motions to remove or modify No Contact Orders will be scheduled on Tuesdays and  
8 will be held via Zoom Video and Telephone. The attorneys will appear via video, the  
9 defendant and protected party may each appear via telephone or Zoom Video.  
10 3. Decisions will be mailed to the parties by the Clerk.

11 Relating to CIVIL INFRACTION MATTERS

- 12 1. Operation of IRLJ 2.6 and AWHGR 2.6 are hereby suspended until further Order of  
13 the Court.  
14 2. Effective immediately, all civil infraction matters will be continued until after June 1,  
15 2020. The clerk of the Court will send written notice to all parties. Parties will have  
16 the option to submit a written statement in lieu of the rescheduled hearing.  
17 3. Effective immediately, all new requests for in-person mitigation or contested court  
18 hearings on civil infractions shall be scheduled after June 1, 2020, or heard by written  
19 statement pursuant to IRLJ 3.5. Written statement shall be sent to the Court by mail,  
20 the Court's drop box, or via email.

21 This Order may be amended or withdrawn as warranted to address the on-going public health  
22 emergency.

23 Dated this 16<sup>TH</sup> day of March, 2020.

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26 ANGELLE GERL, Municipal Court Judge