

March 30, 2020

Dear Counsel and Staff,

I hope this note finds you all healthy. We thank you for your patience as we all do our best to navigate through this unprecedented and challenging time. Based upon the Washington Supreme Court Order issued on March 20, 2020, public health guidelines and reduced staff and judicial resources, we are limited in the matters we are able to accept via email filing and process at this time.

Until at least April 27<sup>th</sup> or further Order of this Court, we are only handling emergency matters. We are defining emergency matters as those matters involving:

1. Current incarcerated individuals
2. Protective Orders
3. New Criminal Filings (involving imminent threat to public or victim safety)
4. Agreed Motions to Dismiss Criminal Matters
5. Agreed Motions to Quash Bench Warrants
6. Motions for an Emergency Hearing on matters related to imminent public safety concerns and civil filings involving a statutory or other time-sensitive deadline that would result in irreparable prejudice to the litigants' claims or loss of the court's jurisdiction.
7. Other matters setting forth a sufficient basis that an emergency exists

In order to safely process this work, we have temporarily suspended our in-person, fax, or e-Filing requirements and have set up an email filing box for matters meeting the outlined criteria. We also have an email filing address set up only for Protective Order related filings. Email filings sent to other email addresses will not be reviewed or accepted as a court filing. Filings made in person during our limited hours of operation or filings sent via fax or U.S. mail that do not meet our emergent criteria will not be processed until at least April 27, 2020, or further Order of the Court. Non-emergent matters normally subject to mandatory e-filing rules will not be accepted until the e-filing portal is re-opened.

In the meantime, we ask all parties confine your filings to those things that meet our emergent criteria. When filing via the email address, please do not attach more than one case matter to each filing. Multiple case filings attached to one email will be rejected and returned to you for proper resubmission. If a filing is received via email that is not considered emergent or that does not contain a declaration setting forth why the matter is an emergency, it will be returned to you for filing when operations allow. Please regularly check our [website for updates](#) and operational changes as we hope to expand our current scope of operations if we are able to safely do so. We are currently operating under [King County District Court Emergency Administrative Order 4-2020](#).

Your patience and cooperation are greatly appreciated during this challenging time.

***Judge Susan Mahoney***  
Chief Presiding Judge  
King County District Court  
206-477-2020