



Municipal Court
1016 N 4th Avenue, Bldg. D,
Pasco, Washington 99301
(509) 545-3491

Date: May 26, 2020

To: All Pasco Municipal Court Clerks
Attorneys Practicing in Pasco Municipal Court
Patrons, Defendants and Visitors to Pasco Municipal Court

From: Dot French, Court Administrator

Re: Administrative Policy 2020-002
Effective Date: June 1, 2020
Courtroom and Lobby Occupancy

Cc: Craig Stilwill, Judge

The below measures have been implemented to reduce the risk of contracting or spreading COVID-19.

Social Distancing strategies are non-medical measures intended to reduce the spread of disease from person to person by discouraging or preventing employees from coming into close contact with each other, the public and attorneys and may include the following:

- 1) Court customers will be encouraged to leave correspondence in the court drop box near the water fountain on the on the 1st floor of the Franklin County Justice Center/Pasco Municipal Court, Building D.
- 2) While in the lobby and hallway, customers will be asked to stand or be seated in marked spaces distanced 6-feet apart.
- 3) A maximum of 10 people (not including court staff and counsel) will be allowed in the courtroom.
- 4) Everyone entering the courtroom will be asked to use hand sanitizer and be encouraged to wear a face mask.
- 5) The number of individuals allowed in the courtroom at one time is limited. To accommodate social distancing and process as many cases as quickly as possible,

participants appearing without accompanying visitors will have their cases called before participants accompanied by visitors.

- 6) A live audio stream of the court hearings can be accessed on the court's website. www.pasco-wa.gov/161/Municipal-Court
- 7) Defendants will receive all paperwork prior to leaving the courtroom. Defendants shall NOT stop at the clerk's office at the conclusion of their hearing. Defendants will be asked to call (509) 545-3491 or email the clerk's office at courtclerk@pasco-wa.gov with questions about their case. If a defendant has an attorney, you are directed to call your attorney with questions about your case.
- 8) People waiting to gain access to either the lobby or courtroom will be asked to stand or be seated, where available, 6-feet apart in the outer lobby or outside the building.
- 9) People who feel ill will be required to leave and contact their attorney.
- 10) A Court Services Specialist or Court Clerk will be available to direct foot traffic in the court lobby areas.
- 11) Signage will be posted with social distancing restrictions and information.

This policy will remain in effect until further notice.