



District Court of the State of Washington  
for Snohomish County

JUDGES  
STEVEN M. CLOUGH  
PATRICIA L. LYON  
JEFFREY D. GOODWIN  
TAM T. BUI  
BETH A. FRASER  
ANTHONY E. HOWARD  
DOUGLAS J. FAIR  
JENNIFER J. RANCOURT

SNOHOMISH COUNTY COURTHOUSE  
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M/S #508  
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PRESIDING JUDGE  
JENNIFER J. RANCOURT  
  
COURT COMMISSIONER  
RICK S. LEO  
  
ADMINISTRATOR  
KATHRYN F. KOEHLER

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**Administrative Order 22 – 07**

**Snohomish County District Court  
Transfer of Civil Protection Orders**

Whereas RCW 7.105 creates a cause of action for those seeking protection from domestic violence, unlawful harassment and sexual assault; and

Whereas there is a need for those matters to be addressed in an expeditious manner; and

Whereas the unbalanced distribution of those matters amongst judicial officers delays the ability to hear those matters in a timely fashion, and

Whereas GR 29(f)(1) provides that the Presiding Judge shall supervise the business of the judicial district and judicial officers in such manner to ensure the expeditious and efficient processing of all cases and equitable distribution of the workload among judicial officers;

Effective immediately, it is hereby ordered:

1. Whenever possible and feasible, the clerk of the court shall transfer civil protection order hearings to the division where the Petitioner resides.
2. The clerk shall accept the filing, contact the correct division for a court date, advise the Petitioner of the date and location of the hearing and transfer the matter to the division where the Petitioner resides.
3. If the Petitioner resides outside the boundaries of the Snohomish County District Court, the matter shall be heard where filed and the judicial officer will determine if a change of venue is appropriate.
4. Nothing in this order prevents a judicial officer from exercising his or her discretion and allowing a matter to remain in the division where it was filed even if it is not the division in which the Petitioner resides.

Dated this 24<sup>th</sup> day of August 2022.

**Presiding Judge**

Judge Jennifer J. Rancourt,  
Presiding Judge  
Snohomish County District Court