



District Court of the State of Washington  
for Snohomish County

JUDGES  
PATRICIA L. LYON  
JEFFREY D. GOODWIN  
TAM T. BUI  
BETH A. FRASER  
ANTHONY E. HOWARD  
DOUGLAS J. FAIR  
JENNIFER J. RANCOURT  
RICK S. LEO

SNOHOMISH COUNTY COURTHOUSE  
3000 Rockefeller Avenue  
M/S #508  
Everett, WA 98201-4060  
(425) 388-3895

PRESIDING JUDGE  
JENNIFER J. RANCOURT  
COURT COMMISSIONER  
JENNIFER W. MILLETT  
ADMINISTRATOR  
KATHRYN F. KOEHLER

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**Snohomish County District Court Administrative Order 23-02**  
**Filing of Small Claims Matters in the Everett Division**

Pursuant to authority under GR 29(f)(1) and SCLARLJ 5(d), and in order to assure the expeditious and efficient handling of all cases and an equitable distribution of workload among all divisions, it is hereby ordered that the Directive issued December 19, 2017 by then Presiding Judge Howard which provided for the transfer of Small Claims matters from the Everett Division to the Cascade and Evergreen Divisions is hereby rescinded effective November 1, 2023. As of November 1, 2023, no Small Claims cases shall be automatically transferred from the Everett Division. The Everett Division shall resume holding small claims mediations and trials no later than January 2024.

Signed this 25<sup>th</sup> day of April, 2023.

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Jennifer J. Rancourt  
Presiding Judge  
Snohomish County District Court