



Superior Court
Of Snohomish County

ADMINISTRATIVE ORDER 13 - 20

ACCESS TO MENTAL HEALTH COURT RECORDS BY
HUMAN SERVICES DEPARTMENT, MENTAL HEALTH/ITA
EMPLOYEES

May 13, 2020

Snohomish County Superior Court hereby adopts the following for the authorization to access Mental Illness/Alcohol (Case Type 6) (Mental Health) court records. Access, reading, or handling of all Mental Health court records is authorized only to the extent required in, and for the purpose of, performing assigned duties as an employee of Snohomish County Human Services, Mental Health/ITA (Mental Health/ITA).

1. Persons authorized to access Mental Health court records without further order of the court with proper professional and picture identification:
 - a. Mental Health/ITA employees, identified pursuant to Paragraph 2. Access is limited to Mental Health court records.
2. Mental Health/ITA will submit annually to the Clerk and a copy to Court Administration, a registry of authorized Mental Health/ITA employees requiring access;

3. All authorized Mental Health/ITA employees on the registry shall sign a confidentiality agreement, as determined by the Clerk, on an annual basis;
4. Mental Health/ITA will notify the Clerk's Office within one business day of changes to the registry of authorized Mental Health/ITA employees.

Dated this 13th day of May, 2020

BRUCE I. WEISS

Bruce I. Weiss, Presiding Judge

Re-adopted with changes May 13, 2020; Repealed April 18, 2018; Reformatted February 20, 2013-no change in content; Adopted August 31, 2007