



Superior Court  
Of Snohomish County

ADMINISTRATIVE ORDER 11-22

TIMES, DAYS AND LOCATION OF VARIOUS MOTIONS

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Adopted: August 11, 2003  
Last Updated: March 8, 2022

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The Snohomish County Superior Court hereby adopts the following times, days and locations of various types of motions and calendars.

By November 1<sup>st</sup> of each year, the presiding judge or designee will approve and shall post the criminal motions, criminal hearings, Civil Motions, and criminal hearings Holiday Schedule for the following year on the Snohomish County Calendars and Schedules page:

<https://snohomishcountywa.gov/1338/Calendars-and-Schedules>. Criminal, juvenile, and commissioner calendars, a daily calendar of all matters, criminal motions/hearings and civil motions rotations, and available sessions for criminal motions are also available at that location.

Judicial courtroom assignments and contact information can be found on the Judicial Officers page: <https://snohomishcountywa.gov/1345/Judicial-Officers>. Temporary courtroom reassignments may occur.

**Judicial Proceedings**

The following motions and calendars shall be heard at the Snohomish County Courthouse, 3000 Rockefeller Avenue, Everett, Washington unless otherwise designated by the presiding judge.

1. **Adoptions and Minor Settlements:** *Heard by the judge* (to be specially set with assigned judge's law clerk) in the assigned judge's department; Monday, 9:00 a.m. -12:00 noon. When a court holiday falls on a Monday, this session shall not be heard.

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- 2. Adult Drug Treatment Court:** *Heard by the assigned judge* in the assigned judge's department; Thursday, 1:30 p.m. The intake session is heard Thursday, 1:00 p.m.
- 3. Civil Motions:** *Heard by the judge* in the assigned judge's department, or as otherwise indicated on the published schedule; Tuesday – Friday, 9:30 a.m.

***Types of motions to be heard in this session*** (including, but not limited to): motions for summary judgment, partial summary judgment, dismissal, preliminary injunctions, motions to bifurcate, motions to enforce/vacate a CR2A agreement, TEDRA, revisions of commissioners rulings, motions regarding third party visitation pursuant to RCW 26.10.160, motions to confirm sale, and motions to disburse funds. Additional information as to where to note particular motions is contained in Table A to SCLCR 7(b)(2)(d)(10). Any motion not listed should be set on the civil motions calendar.

- 4. Civil Trial Calendar:** *Heard by the presiding judge or designee* in that judge's department, as designated on the Daily Readerboard available in the courthouse lobby or <https://snohomishcountywa.gov/1338/Calendars-and-Schedules>; Monday-Friday, 9:00 a.m.. Trial calendar locations and times can be found on the Snohomish County Superior Court's webpage under Calendars and Schedules: <https://snohomishcountywa.gov/1338/Calendars-and-Schedules>
- 5. Criminal Hearings:** *Heard by the criminal hearings judge* in Courtroom 1A, first floor, Courthouse; Monday-Wednesday, 10:00 a.m. and 11:00 a.m.

***Types of motions to be heard in this session:*** Motions expected to take 10 minutes or less, including, but not limited to: trial settings or continuances, waivers of jury trial, motions for stays, motions to review, reduce, increase or revoke bail or personal recognizance, community supervision violations, weapons surrender review, quash warrant hearings, TAP review hearings, competency/capacity review hearings.

- 6. Criminal In-Custody Video Calendar:** *Heard by the criminal hearings judge* in Courtroom 1A, first floor, Courthouse; Monday –Friday, 1:00 p.m.

***Types of motions to be heard in this session*** (including, but not limited to): arraignments, fugitive matters, and short competency evaluation, restoration, or review hearings.

- 7. Criminal Motions:** *Heard by the criminal motions judge* in that judge's department, as indicated on the published schedule, Monday - Friday, 1:00 p.m., 2:00 p.m., and 3:00pm.

***Types of motions to be heard in this session:*** motions that will take more than 10 minutes, including, but not limited to, motions and hearing pursuant to CrR 3.5 and CrR 3.6, arraignment on amended information, discovery motions, trial continuance motions, motion to waive counsel, etc.

*Note: Motions will not be heard unless they are properly set to the motions call calendar and confirmed as set forth below, as required by SCLCrR 8.2.*

- 8. Criminal Motions Call:** *Heard by the criminal motions judge.* Motions shall be confirmed by e-mail between 8:00am and 12:00pm on the day of the motions call calendar. Motions unable to be confirmed by e-mail that are asking to be assigned out, or motions where there is

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an objection to assignment shall be heard in the assigned judge's chambers; Courthouse; Friday, 3:00pm. When a court holiday falls on Friday, this session shall be heard on the last court day of the week.

9. **Criminal Omnibus Hearings:** *Heard by the criminal motions judge* in that judge's department, as indicated on the published schedule; Wednesday and Thursday, 9:00 a.m. and 10:45 a.m. and Friday, 1:00pm and 2:45pm. Only first omnibus settings may be set on Thursdays. When a court holiday falls on a Wednesday, Thursday or Friday, the affected sessions will not be heard.

10. **Criminal Out of Custody Arraignments:** *Heard by the criminal hearings judge* in Courtroom 1A, first floor, Courthouse; Monday – Thursday, 9:00 a.m.

11. **Criminal Plea Calendar:** *Heard by the criminal hearings judge in Courtroom 1A, first floor, Courthouse; Thursdays, 10:00 a.m. and 11:00 a.m.*

***Types of pleas to be heard in this session:*** change of plea only, when sentencing will be set to a future date.

12. **Criminal Plea/Sentencing:** *Heard by the criminal hearings judge* in Courtroom 1A, first floor, Courthouse; Monday-Friday, 3:00 p.m.

***Types of sentencings to be heard in this session:*** sentencings where no victim is expected to appear and the sentencing recommendation is substantially agreed.

13. **Criminal Post Conviction Motions:** *Heard by the criminal hearings judge without oral argument* in Courtroom 1A, first floor, Courthouse; Tuesday, 8:30 a.m. When a court holiday falls on a Tuesday, this session shall not be heard.

***Types of motions to be heard in this session*** (including, but not limited to): motions to seal, motions regarding legal financial obligations, vacate conviction, certificate of restoration, certificate of discharge. RALJ hearings including confirming RALJ matters for oral argument, motions to extend time periods for filing briefs and motions to dismiss RALJ appeals.

***Note:*** *Motions to Modify a Judgment and Sentence and Motions for Relief from Duty to Register must be set in front of the sentencing judge or successor.*

14. **Criminal Special Set Sentencing:** *Heard by the assigned judge* in that judge's department, daily, 1:00pm. Multiple sessions are available daily. Matters are assigned following a change of plea in Courtroom 1A, or through the criminal hearings law clerk. By agreement of the parties and assigned judge, a plea and special set sentencing may be heard together.

***Types of sentencings to be heard in this session:*** Sentencings expected to last more than 10 minutes, disagreed sentencing recommendations, sentencings where the victim or other individuals will be present to speak. With permission of the assigned judge, a change of plea may be set to be heard with the special set sentencing.

15. **Criminal Trial Calendar:** *Heard by the presiding judge or designee* in Courtroom 1A, first floor, Courthouse; Friday, 9:30 a.m. When a court holiday falls on Friday, this session shall be heard on the last court day of the week.

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- 16. Criminal Weapons Surrender Review:** *Heard by the criminal hearings judge in Courtroom 1A, first floor, Courthouse; Monday - Wednesday, 10:00 a.m. and 11:00am, as set. This is for criminal cases, civil cases with Weapons Surrender Review are heard by the commissioner in Dept. A.*
- 17. Domestic ADR Compliance Schedule:** *Heard by the assigned judge without oral argument in the assigned judge's chambers on scheduled Fridays at 1:00 and 2:30 p.m. The Court will review the court file and submitted status reports to determine what action to take.*
- 18. Drug Offender Sentencing Alternative (DOSA) Review:** *Heard by the assigned judge in that judge's Department; 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month at 1:30pm.*
- 19. Motions in Limine in Civil Cases:** *Heard by the assigned trial judge in the assigned judge's department. For a preassigned case, contact the law clerk to schedule. For a case set for trial that is not preassigned, Motions in Limine are set on the Presiding judge's 9:00 a.m. calendar to be assigned out with the trial.*
- 20. Motions in Pre-Assigned Cases:** *Heard by the pre-assigned judge in the assigned judge's department. These hearings must be specially set with the judge's law clerk.*
- 21. Presiding Motions:** *Heard by the presiding judge or designee in that judge's department, as designated on the Daily Readerboard available in the courthouse lobby or <https://snohomishcountywa.gov/1338/Calendars-and-Schedules>; Monday-Friday, 9:00 a.m.*

***Types of motions to be heard in this session:** motions for civil trial continuance, case pre-assignment (without argument), remote trial, reinstatement of jury trial and timeliness of the demand for jury, and civil trial settings (with argument),.*
- 22. Reconsiderations/Amendment of Judgments:** *Heard by the judge who heard the prior motion. These motions are heard without oral argument, unless requested by the judge.*
- 23. Surrogacy Agreements:** *Heard by the Juvenile Offender judge or other judges as designated by the Presiding judge. These motions are heard without oral argument unless requested by the judge; Monday-Friday, 8:30 a.m. These hearings must be pre-scheduled through a law clerk by contacting: [surrogacy@snoco.org](mailto:surrogacy@snoco.org).*

### **Commissioner Proceedings**

- 1. Civil Weapons Surrender Review:** *Heard by the assigned commissioner in Courtroom 1E, first floor, Courthouse; Tuesday 11:00 a.m. When a court holiday falls on a Tuesday, this session shall not be heard. This is for civil cases. Criminal cases with Weapons Surrender Review are heard by the criminal hearings judge in 1A.*
- 2. Commissioner Civil Motions:** *Heard by the assigned commissioner in Courtroom 1B, first floor, Courthouse; Tuesday-Friday, 10:30 a.m.*

***Types of motions to be heard in this session** (including, but not limited to): defaults, civil discovery and enforcement motions (non-family law actions), supplemental proceedings, unlawful detainers or eviction, receiver actions, removal of wills, motions to amend pleadings.*

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3. **Commissioner Hearings Requiring Interpreters:** *Heard by the assigned commissioner in Courtroom 1E, first floor, Courthouse; Tuesday, 9:00 a.m. and Friday, 1:00 p.m. When a court holiday falls on a Tuesday or Friday, these sessions shall not be heard.*
4. **Discovery Motions in Civil Cases:** *See Commissioner Civil Motions, above.*
5. **Domestic Violence Protection Orders (DVPO)/Anti-Harassment Orders (AHO):** *Heard by the assigned commissioners in Courtrooms 1C and 1D, first floor, Courthouse; Monday-Friday, 1:00 p.m.*

*Note:* Petitions for renewal of DVPOs and AHOs are sent to *ex parte* where they are set on a commissioner's calendar for a hearing. If the order will expire prior to the assigned hearing date, the commissioner may sign an extension of the order until the hearing date on the Petition for Renewal.

6. **Family Law Motions:** *Heard by the assigned commissioners in Courtrooms 1C and 1D, first floor, Courthouse; Monday-Friday, 9:00 a.m.*

***Types of motions to be heard in this session:*** family law domestic motions, family law discovery motions, motions to waive, compel or reallocate the cost of ADR before the first ADR compliance hearing, motions to continue Domestic Compliance Schedule timelines before the first ADR compliance hearing, motions for summary judgment to establish parentage and motions for advanced fees.

7. **Family Law/Civil Motions Ex-Parte:** *Heard by the assigned commissioner in Courtroom 1B, first floor, Courthouse; Monday-Friday, 9:00 a.m.-10:30 a.m.; and Monday-Friday, 1:00 p.m.-4:00 p.m.*
8. **Family Law/Civil Motions Extended Hearings:** *Must be scheduled by commissioner in the commissioner's assigned Department, first floor, Courthouse; Monday-Tuesday and Thursday-Friday, 1:00 p.m., and Monday, 11:00 a.m.*
9. **Family Law Pro Se Dissolutions:** *Heard by the assigned commissioner in Courtroom 1D, first floor, Courthouse; Wednesday, 1:00 p.m. When a court holiday falls on a Wednesday, this session shall not be heard.*

***Types of motions to be heard in this session:*** uncontested dissolutions where neither party is represented.

10. **GAL Compliance Hearings:** *Heard by the assigned commissioner without oral argument in chambers on the first, third and fifth Wednesdays. When a court holiday falls on a Wednesday, this session shall not be heard.*
11. **Guardianships - Adults:** *Heard by the assigned commissioner in Courtroom 1E, first floor, Courthouse; Monday, 1:00 p.m. Tuesdays 1:00 p.m. and Friday, 9:00 a.m. When a court holiday falls on a Monday, Tuesday or Friday, the affected sessions shall not be heard.*
12. **Guardianships - Minors:** *Motions and review/status hearings are Heard by the assigned commissioner in Courtroom 1B, first floor, Courthouse; Monday 10:30 a.m. and Courtroom 1E, first floor, Courthouse; Wednesdays 9:00 a.m. When a court holiday falls on a Monday or Wednesday, the affected session shall not be heard.*

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- 13. Guardianships – Minors - Emergency Guardian:** Motions to Appoint an Emergency Guardian without notice are *Heard by the assigned commissioner* in Courtroom 1B, first floor, Courthouse; Monday–Friday, 9:00 a.m.–10:30 a.m. and Monday-Friday, 1:00 p.m.–4:00 p.m.

*Note: If an order is granted without notice, the commissioner will set the matter for a full hearing on the petition on the Minor Guardianship calendar. If the next Minor Guardianship calendar is more than five (5) court days in the future, the commissioner will set the matter for a full hearing on the petition on the following Monday at 10:30 a.m. in Courtroom 1B. When a court holiday falls on a Monday, the hearing will held on Tuesday.*

- 14. Mental Health Involuntary Commitment Hearings:** *Heard by the assigned commissioner* with hearings to start at 8:00 am at the starting facility for hearings on that day. The Court calendar ends at 4:30 pm.

14-day probable cause hearings and 90/180 day commitment trials will be heard on Tuesday and Thursday at Swedish Hospital on Tuesdays, Thursdays and Fridays at Mukilteo E&T; on Tuesdays, Wednesdays, and Fridays at Fairfax Hospitals and Smokey Point Behavioral Hospital; and Providence Hospital – Colby campus any day Tuesday through Friday.

On Tuesdays and Fridays when there are two calendars, the Facilities are designated as South County Facilities which include Swedish Hospital, Mukilteo E&T, and Providence Hospital – Colby Campus. North Calendar Facilities include Fairfax Hospital – Monroe campus, Fairfax Hospital – Everett campus, and Smokey Point Behavioral Hospital.

- 15. Probate:** *Heard by the assigned commissioner* in Courtroom 1E, first floor, Courthouse; Monday, 1:00 p.m. Tuesdays 1:00 p.m. and Friday, 9:00 a.m. When a court holiday falls on a Monday, Tuesday or Friday, the affected sessions shall not be heard.

- 16. Sexual Assault Protection Orders—Ex Parte:** Initial Temporary Orders are *heard by the assigned commissioner* in Courtroom 1B, first floor, Courthouse; Monday-Friday, 9:00 a.m.-10:30 a.m. and Monday-Friday, 1:00 p.m.-4:00 p.m. If a temporary order is granted, the commissioner will set the matter for trial before the presiding judge on the Civil Trial calendar.

- 17. State Paternity/Contempt:** *Heard by the assigned commissioner* in Courtroom 1E, first floor, Courthouse; Monday, 9:00 a.m., 10:30 a.m. and Wednesday at 1:00 p.m., 2:15 p.m. State Telephonic hearings are held Tuesday at 11:00 a.m. or 11:30 a.m. in Courtroom 1E. When a court holiday falls on a Monday, Tuesday, or Wednesday, the affected session(s) shall not be heard.

- 18. Vulnerable Adult Protection Orders – Ex Parte:** Initial Temporary Orders are *heard by the assigned commissioner* in Courtroom 1B, first floor, Courthouse; Monday-Friday, 9:00 a.m.-10:30 a.m.; and Monday-Friday, 1:00 p.m.-4:00 p.m. If a temporary order is granted, the commissioner will set the matter for trial before the presiding judge on the Civil Trial calendar.

### Juvenile Judicial Proceedings

The following sessions are heard at the Charles R. Denney Juvenile Justice Center located at 2801 10<sup>th</sup> St. Everett, WA 98201 unless otherwise designated.

- 1. At Risk Youth (ARY) In-Custody Add-Ons:** *Heard by the assigned commissioner* in Courtroom 3; Monday and Thursday, 1:00 p.m.

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*Heard by the assigned judge in Courtroom 2; Tuesday-Wednesday and Friday, 10:30 a.m.*

2. **Children in Need of Services (CHINS)/At Risk Youth (ARY):** *Heard by the assigned commissioner in Courtroom 3; Monday and Thursday, 1:00 p.m.*
3. **Dependency 30-day Shelter Care Reviews:** *Heard by the assigned judge in Courtroom 1; Tuesday, 2:00 p.m. or with the scheduled preliminary hearing, as ordered.*
4. **Dependency 72-hour Shelter Care:** *Heard by the assigned judge; Monday–Thursday, 1:15 p.m in Courtroom 2.; Friday, 9:00 a.m. in Courtroom 1.*
5. **Dependency Adoption Reviews:** *Heard by the assigned judge in the assigned judge’s department; 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month, 3:00 p.m.*

***Types of motions to be heard in this session:*** All motions and reviews as to legally free children are set to this session or at the discretion of the assigned judge. All hearings requiring an in-court appearance, including permanency planning reviews, are set here.

6. **Dependency Contested Motions:** *Heard by the assigned judge in Courtroom 1; Monday and Wednesday, 2:00 and 3:00 p.m. Availability for this session is obtained by contacting the assigned judge’s law clerk, prior to filing a calendar note.*
7. **Dependency Fact Finding:** *Heard by the assigned judge in Courtroom 1; Thursday, 8:55 a.m. trial call. Trials to begin at 2:00 p.m. that day.*
8. **Dependency Family Drug Treatment Court (FDTC):** *Heard by the assigned judge in that judge’s department, Friday, 1:30 p.m.; Dependency hearings for cases in FDTC are heard Friday at 1:00pm.*
9. **Dependency Motions to Shorten Time:**

*Heard by the assigned judge in Courtroom 1; Monday through Thursday at 1:15 pm when the judge is on the dependency rotation. The underlying motion may be heard at this time (if the motion to shorten time is granted) or at the times scheduled for Dependency Special Sets/Short-Sets (below). All hearings must be scheduled through the judge’s law clerk who may determine if additional times are available.*

*Heard by the assigned judge in Courtroom 2; Monday through Thursday at 1:00 pm- substantive issues will NOT be heard at this time absent approval by the assigned judge. The hearing on the substantive issue(s) will be scheduled as set forth under Dependency Special Sets/Short-Sets below.*

If the parties agree to have a motion heard on shortened time, the parties may submit an agreed order to that effect ex-parte. The agreed order shall set the date and time for hearing the substantive issue after receiving a date from the assigned judge’s law clerk.

10. **Dependency Motions Without Oral Argument:** *Heard by the assigned judge in Courtroom 1; Monday – Thursday, 1:00pm.*
11. **Dependency Non-Contested Adoption Reviews:** *Heard by the assigned judge in the assigned judge’s chambers; Monday, 8:30 a.m. Review is done in chambers and is not a live hearing. Parties are not expected to attend.*
12. **Dependency Preliminary Hearings:** *Heard by the assigned judge in Courtroom 1; Tuesday, 9:30 a.m.*

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13. **Dependency Publication and Default:** *Heard by the assigned judge in Courtroom 1; Tuesday, 9:00am.*
14. **Dependency Review Hearings:** *Heard by the assigned judge in Courtroom 1, Wednesday and Thursday, 9:00 a.m. and 10:30 a.m.*

*Types of motions to be heard in this session:* Initial Reviews, Permanency Planning Reviews, 15 Month Reviews, and all subsequent Review hearings.
15. **Dependency Settlement Conference:** Contact the law clerk of the judge assigned to the alternate color rotation to schedule to this session. If that judge is not available to conduct the settlement conference, the parties may request that the presiding judge assign another judge.
16. **Dependency Special Sets/Short-Sets:**

*Heard by the assigned judge in Courtroom 1; Tuesday, 2:00 p.m., Thursday 1:15 pm and Friday, 10:00 a.m. when the judge is on the dependency rotation.*

*Heard by the assigned judge in Courtroom 2; Monday and Wednesday and Thursday, 2:30pm - emergency hearings only. All hearings must be scheduled through the judge's law clerk who may determine if additional times are available.*
17. **Dependency Termination Preliminary Hearings:** *Heard by the assigned Juvenile Superior Court Judge in Courtroom 1; Monday, 9:00 a.m.*
18. **Dependency Unified Family Court:** *Heard by the assigned judge in Courtroom 1; Monday, 10:00 a.m. Families are required to check in at 9:00 for assistance from the UFC Court Coordinator.*
19. **Dependency Unified Family Court Preliminary Hearings:** *Heard by the assigned judge in Courtroom 1; Monday, 10:00 a.m. Parties only need to appear if they are contesting the proposed order.*
20. **Emancipation:** *Heard by the assigned commissioner in Courtroom 3; 2<sup>nd</sup> Monday of each month, 11:00 a.m.*
21. **Offender Arraignment:** *Heard by the assigned judge in Courtroom 2; Monday, 9:00 a.m.*
22. **Offender Confirmation:** *Heard by the assigned judge in Courtroom 2; Thursday, 9:00 a.m.*
23. **Offender Docket and Motions:** *Heard by the assigned judge in Courtroom 2; Monday-Friday, 10:30 a.m.*

*Types of motions to be heard in this session* (including, but not limited to): rush arraignments, probable cause, return on warrant hearings, warrant quash, show cause (Tuesday-Thursday), diversion termination, revocation, probation violations, restitution, bail review, review, truancy and ARY warrants on Tuesday, Wednesday and Friday, all in custody motions.
24. **Offender Fact Finding:** *Heard by the assigned judge in Courtroom 2; Tuesday, 9:00 a.m. and 2:00 p.m.*
25. **Offender Failure to Appear (JuCR 7.16) Calendar:** *Heard by the assigned judge in Courtroom 2; 2<sup>nd</sup> Thursday of odd numbered months; 2:30 p.m.*
26. **Offender Plea:** *Heard by the assigned judge in Courtroom 2; Wednesday, 9:00 a.m.*



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- 27. Offender Sealing Calendar:** *Heard by the assigned judge* in Courtroom 2; 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month; 11:00 a.m.
- 28. Offender Sex Offense Hearings:** *Heard by the assigned judge* in Courtroom 2; Friday, 9:30 a.m.
- 29. Offender Special Set:** *Heard by the assigned judge* in Courtroom 2; Monday and Wednesday, 2:30 p.m.; Friday, 1:00 p.m. All hearings must be scheduled through the judge's law clerk who may determine if additional times are available.
- 30. Truancy:** *Heard by the assigned commissioner* in Courtroom 3; Monday and Thursday, 9:00, 10:00 and 11:00 a.m.
- 31. Truancy In-Custody Add-Ons:**  
*Heard by the assigned commissioner* in Courtroom 3; Monday and Thursday, 9:00 am.  
*Heard by the assigned judge* in Courtroom 2; Tuesday-Wednesday and Friday, 10:30 a.m.
- 32. Vulnerable Youth Guardianship or Special Immigrant Juvenile Classification Petition:** *Heard by the assigned judge* in Department 1, Monday or Wednesday, 2:00 p.m. or 3:00p.m. or a judge or commissioner currently presiding over a related family law matter requiring the same or similar findings or considerations of the same facts.

Dated this 8<sup>th</sup> of March 2022

GEORGE F.B. APPEL

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George F. B. Appel, Presiding Judge