Superior Court
Of Snohomish County

ADMINISTRATIVE ORDER 14 - 15

REMOVAL OF COURT FILES AND RECORDS BY SUPERIOR COURT EMPLOYEES and GUARDIANS

Adopted: August 3, 2003
Updated: July 20, 2015

Snohomish County Superior Court hereby adopts the following for the authorization of removal of Court records that are publicly accessible as well as Court records defined by law, Court rules, or individual Court order sealed, confidential, or otherwise restricted from public assess. This authorization applies to the Courthouse and Charles R. Denney Juvenile Justice Center:

1. Only court-appointed GAL's on the official registry assigned to the case and volunteers on the official registry working within the Guardianship Monitoring Program, and/or Superior Court Staff (with department picture ID) currently employed within Superior Court Administration shall be permitted to remove files;

2. The Court Administrator/designee will maintain a registry of authorized persons which includes court-approved GALs.

3. The registry will be reviewed annually by the Presiding Judge with a copy sent to the clerks office for reference;

4. The Court Administrator/designee will promptly notify the Clerk of the Court of staff changes;

Superior Court of Snohomish County

5. Persons removing files from the office of the Clerk of the Court shall, before removal personally verify with the clerk that no hearings are scheduled for the period of time the file will be removed;

6. Removal of files and/or records is limited to a period of seven (7) working days.

7. Any person removing files pursuant to this order must comply with RCW 40.16.010 and SCLCR 79 and shall not take the files apart.

8. This order does not preclude any Superior Court staff from viewing any file, record or exhibit within the procedures established by the Clerks Office.

Dated this _____ day of _____, 2015

_____
Michael T. Downes, Presiding Judge

Supersedes: Updated July 20, 2015; Updated and Reformatted February 20, 2013; Updated 2/13/08, 12/19/07; Adopted August 3, 2003

ADMINISTRATIVE ORDER   14 15
REMOVAL OF COURT FILES AND RECORDS BY
SUPERIOR COURT STAFF

SUPERIOR COURT OF SNOHOMISH COUNTY
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Page 2 of 2