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Superior Court  
Of Snohomish County

ADMINISTRATIVE ORDER 14 - 20

ACCESS TO COURT RECORDS BY SUPERIOR COURT  
EMPLOYEES, GMP VOLUNTEERS, GUARDIANS AD LITEM,  
AND COURT APPOINTED SPECIAL ADVOCATES

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Adopted: August 3, 2003  
Updated: May 13, 2020

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Snohomish County Superior Court hereby adopts the following for the authorization to access court records defined by law, court rules, or individual court order sealed, confidential, or otherwise restricted from public access.

Access, reading, or handling of all court records is authorized only to the extent required in, and for the purpose of, performing assigned duties on behalf of Superior Court. This authorization applies to the Superior Court courthouse and Charles R. Denney Juvenile Justice Center:

1. Only Superior Court employees, court-appointed Guardians ad Litem (GAL) on the official registry and assigned to the case, volunteers on the official registry and working within the Guardianship Monitoring Program (GMP); Court Appointed Special Advocates (CASA) on the official registry and assigned to the case, and employees of the County Executive's Office CASA Program;
2. Court Administration and the County Executive's CASA Program will submit to the Clerk annually a registry of authorized GALs, GMP volunteers and CASA Program volunteers and employees respectively;

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3. All authorized persons on the registries shall sign a confidentiality agreement, as determined by the Clerk, on an annual basis;
4. The Court Administrator or County Executive CASA Program will notify the Clerk within one business day of employee changes to the registries;
5. This order does not preclude any Superior Court employee from viewing any file, record or exhibit within the procedures established by the Clerk.

Dated this 13th day of May 2020

BRUCE I. WEISS

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Bruce I. Weiss, Presiding Judge

Supersedes: Updated May 13, 2020; July 20, 2015; Updated and Reformatted February 20, 2013;  
Updated 2/13/08, 12/19/07; Adopted August 3, 2003