



Superior Court
Of Snohomish County

ADMINISTRATIVE ORDER 19 - 06

GENERAL and/or SPECIAL ORDERS

Adopted: August 15, 2003
Updated: December 12, 2006

Snohomish County Superior Court hereby adopts the following standards for general orders requested of the judiciary:

1. General and/or Special Orders shall be submitted for judicial review and approval for one time authorization of Superior Court (i.e. single case destruction/closure, single case access for a specific person and/or reason, action necessitated within the framework of a single case (not affecting overall court administration)) or in the event of the Superior Court Clerk complying with imaging, record sealing or closure annually of case records;
2. General and/or Special Orders must be submitted in a format approved by the bench specifying at a minimum the scope of the request; names, address and phone numbers of the parties to the request; reference to statutes/standards; relevant time elements (begin and ending dates);
3. General and or Special Orders must be accompanied by supporting documentation before approval will be authorized.

Superior Court of Snohomish County

Dated this ____ day of _____, 2013

Michael T. Downes, Presiding Judge

Supersedes: Reformatted February 20, 2013- no change in content; Updated 12/12/06; Adopted August 15, 2003