

All persons having business with the Issaquah Municipal Court are encouraged to participate using the court's virtual courtroom. For information on the virtual courtroom please contact the court at 425-837-3170 or municipalcourt@issaquahwa.gov. All persons entering the courthouse must observe the following social distancing and hygiene measures:

- If you feel ill, do not enter the courthouse - contact your attorney and/or court staff at 425-837-3170.
- All persons entering the courthouse shall wear a protective face covering of the type recommended by the Center for Disease Control regardless of their vaccination status unless they have a documented precluding health condition or disability, are a child three years of age or younger, or are allowed to temporarily remove the facial covering at the direction of the courtroom judge when necessary to facilitate effective communication. Persons who do not have a face covering should contact their attorney or the court to inquire about the availability of masks.
- All persons shall use hand sanitizer prior to electronically signing any documents. The court may also request that persons disinfect the electronic Topaz pad after use. All persons are encouraged to use hand sanitizer upon entering and exiting the courthouse.
- For purposes of social distancing the prosecutor may choose to be present in the virtual courtroom and not appear in-person for court hearings. If you need to speak to a prosecutor, you should do so by phone, email, or other means prior to entering the courthouse.
- Attorneys appearing in the Issaquah Municipal Court on more than a single occasion should obtain an OCOURTS account and familiarize themselves with the use of OCOURTS. It is anticipated that defense counsel will complete basic forms (i.e., Motion to Continue / Speedy Trial Waiver) and, working with the prosecutor, select new court dates where appropriate.
- Absent extraordinary circumstances, persons appearing at an Issaquah Municipal Court calendar will not be allowed to participate by audio (telephone) only. Rather, a virtual appearance must utilize technology that allows the party to be both seen and heard. Persons who do not have access to video technology should either appear in the courtroom or utilize one of the court's Zoom Kiosks. In addition, these persons are encouraged to utilize computers that may be available at a local library. Finally, those persons who cannot appear at the courthouse and/or access both video and audio technology may file a motion with the court requesting to appear by audio (telephone) only. Any such motion should be filed by defense counsel at least seven days prior to the

court date where an audio only appearance is being requested. Any such motion shall include:

1. The telephone number that will be used to access the virtual courtroom,
2. A statement that the person utilizing audio only understands the nature of a virtual hearing and will remain silent unless called upon to speak, and
3. Verification from defense counsel that the person appearing by audio only is who they purport to be.

Certain types of hearings including, but not limited to, the entry of guilty pleas, stipulated orders of continuance and deferred prosecutions will not be permitted by audio only.

- Absent extraordinary circumstances, a maximum of fifteen members of the public, including defendants, the prosecutor, defense attorneys and witnesses will be permitted in the courtroom at a time. In addition, a maximum of one defendant and one defense attorney will be permitted at each of the two courthouse Zoom kiosks.
- To maintain social distancing protocols, spectators will not be allowed in the courthouse. Spectators may observe the proceedings by way of the virtual courtroom. A live stream of the court hearing can be accessed on the court's website.
<https://issaquahwa.gov/303/Municipal-Court>
- To maintain social distancing protocols, in addition to the persons using the courthouse Zoom kiosks, a maximum of four persons having business with the court will be permitted in the courthouse lobby at a time. The courthouse lobby will not be open to the public during jury trials to allow for social distancing of the jurors.
- Desks and chairs in the courtroom and throughout the courthouse are not to be moved.
- Persons entering the courtroom must be seated in the designated seats unless instructed otherwise.
- Do not approach the in-court clerk's desk without receiving permission from the judge.
- Court staff, including court security, may direct persons to comply with social distancing and hygiene measures and persons entering the courthouse will be required to comply with any such directives. Any failure to comply with a direction from court staff will be grounds for removal from the courthouse and may result in a finding that a defendant has failed to appear and in the issuance of a bench warrant. The above policies will remain in place until further notice.