



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:

- For defense counsel and pro se defendants: For purposes of social distancing, absent extraordinary circumstances the prosecutor will be present in the virtual courtroom and will not be appearing in-person for court hearings. If you need to speak to a prosecutor, you must do so by phone, email or other means prior to entering the courthouse. If you do not have contact information for the prosecutor, please contact the court at 425-837-3170 or municipalcourt@issaquahwa.gov.
- Defense counsel are neither required nor encouraged to wear traditional courtroom attire for in-court hearings. Business casual is encouraged.
- If you feel ill, do not enter the courthouse - contact your attorney and/or court staff at 425-837-3170.
- Absent extraordinary circumstances, a maximum of one defendant, one private defense attorney, one public defender, one witness and, on limited occasions, one prosecutor, will be permitted in the courtroom at a time. In addition, a maximum of one defendant, one defense and one witness will be permitted in the hallway outside the glass partition that separates the courtroom from the hallway. Persons waiting outside the glass partition may proceed to enter the courtroom when the preceding hearing has concluded, and all participants have left the courthouse.
- 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>
- All persons must keep 6 feet from others while both inside the courthouse, and in any line to enter the courthouse and must observe all social distancing markers. Persons shall not congregate outside the courthouse doors. No exception will be given for family members.
- All persons in line to enter the courthouse, and all persons entering the courthouse must wear a protective mask or other face covering. Persons

who do not have a face covering should contact their attorney to inquire about the availability of masks and/or to reschedule their court date so that they can appear with a face covering. Persons without an attorney should contact the court to inquire about the availability of masks and/or to reschedule their court date so that they can appear with a face covering. The first occurrence of a defendant having to reschedule a court date as a result of a lack of a face covering will result in a finding that the defendant has “failed to appear,” but will not be the basis for the issuance of a warrant. An arrest warrant may, however, be issued for reasons unrelated to the failure to appear including, but not limited to, ongoing criminal law violations. Speedy trial will recommence at the defendant’s next court date, except to the extent it is extended by this Administrative Order and/or Supreme Court Order 25700-B-618.

- All persons will be required to use hand sanitizer upon entering the courthouse, and prior to electronically signing any documents. All persons are encouraged to use hand sanitizer upon exiting the courthouse.
- All persons entering the courthouse will be required to have their temperature taken utilizing the court’s non-contact infrared thermometer. Persons with temperatures above 99.1 will not be permitted into the courthouse. For these persons, the docket will reflect a failure to appear for medical reasons and their court date will be rescheduled.
- Persons waiting outside the glass partition must be seated unless instructed otherwise. Desks and chairs are not to be moved.
- Persons entering the courtroom must be seated in the designated seats unless instructed otherwise. Desks and chairs may not to be moved.
- Do not approach the in-court clerk’s desk without receiving permission from the judge.
- At the conclusion of any in-court hearing defense counsel shall retrieve all paperwork from the designated location in the courtroom and provide it to each defendant at the paper transfer location. Defendants will receive all paperwork prior to leaving the courtroom. Defendants shall not stop at the clerk’s office at the conclusion of their hearing. Defendants should call 425-837-3170 or email the clerk’s office at municipalcourt@issaquahwa.gov with questions about their case.
- 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.