

1 IN THE DISTRICT AND MUNICIPAL COURTS FOR
2 COWLITZ COUNTY, WASHINGTON

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6 IN RE:

7 EMERGENCY RESPONSE TO WASHINGTON
8 STATE ADMINISTRATIVE OFFICE OF THE
9 COURTS INFORMATION TECHNOLOGY SERVICE
10 OUTAGE

EMERGENCY ADMINISTRATIVE ORDER NO 24-01

11 WHEREAS on November 3, 2024, the Washington State Administrative Office of the Courts (AOC)
12 notified courts across the State of Washington that a significant disruption had occurred to information systems that
13 are hosted by the AOC due to “unauthorized activity on the Washington Courts network”;

14 WHEREAS Washington Courts, including Cowlitz County District Court and the Municipal Courts of
15 Cowlitz County, are unable to access any systems or databases hosted by AOC, including but not limited to the
16 Judicial Information System (JIS) and the Abstract of Driving Record (ADR), and therefore have limited or no
17 access to Washington State case information, Washington State criminal history, Washington State Department of
18 Licensing (DOL) records, and Washington State Protection Order history;

19 WHEREAS, the Revised Code of Washington requires that judicial officers consult certain databases prior
20 to entering certain orders;

21 WHEREAS, the disruption to AOC systems has had a significant impact on court operations and AOC has
22 not identified a date on which access to all systems will resume;

23 WHEREAS, because emergency procedures that have been implemented are time consuming and require
24 additional resources, the court must take steps to limit its operations and modify its processes to ensure that the most
25 time sensitive matters can proceed without delay;

26 WHEREAS, the Cowlitz County District Court and the Municipal Courts of Cowlitz County have limited
27 access to NCIC/III nationwide criminal histories through probation or the prosecuting attorney;

28 COWLITZ COUNTY DISTRICT COURT EMERGENCY ADMINISTRATIVE ORDER 24-01

1 WHEREAS, on November 8, 2024, the Washington State Supreme Court promulgated Emergency
2 Administrative Order NO. 25700-B-720 allowing Washington Courts to expand or extend time rules on criminal
3 cases regarding filing, speedy trial, sentencing, and out of custody arraignments, and speedy infraction filings,
4 hearings, and disposition, if the unavailability of the AOC networks and databases hinders the local court's ability to
5 meet said deadlines or process filings submitted by litigants, and allowing courts to use other databases to get
6 information not available via JIS or DOL as required by statute;

7 WHEREAS, the following expansion and extensions of rules are necessary because of the unavailability of
8 the AOC networks and databases in order for Cowlitz County District Court and the Municipal Courts of Cowlitz
9 County to meet deadlines, process filings submitted by litigants, and effectively decide cases;

10 NOW THEREFORE, in order to continue the essential work of the Cowlitz County District Court and the Municipal
11 Courts of Cowlitz County during the AOC system disruption, Cowlitz County District Court and the Municipal
12 Courts of Cowlitz County adopts the following rules and procedures immediately and, on an emergency basis;

13 SUSPENDED COURT RULES

- 14 1. All court rules, policies, and procedures regarding filing, scheduling, docketing, and transmitting
15 information to AOC are extended by 14 days from the date of this order or until the AOIC judicial
16 information systems are restored, whichever is later.
- 17 2. All time requirements of CrRLJ 3.3, CrRLJ 4.1, CrRLJ 4.7, IRLJ 2.1, IRLJ 2.6 (both civil infractions and
18 vehicle related violations) and any other court rule, policy or procedure governing 'time' is hereby
19 extended for 14 days from the date of this order or until the AOC judicial information systems are restored,
20 whichever is later.

21 AFFECTED COURT OFFICE HOURS

22 Once the AOC judicial information systems are restored, Cowlitz County District Court and the Municipal
23 Courts of Cowlitz County customer service office hours will be adjusted to allow time to accurately complete all
24 data entry from filings and court dates that occurred during the system outage. These adjusted hours may extend for
25 14 days from the date the systems are restored.

1 AFFECTED CASE TYPES

2 Because of the inability to access certain information systems, the Court, at its discretion, may not act on the
3 following types of motions/petitions for at least 14 days from the date of this order or until the AOC judicial
4 information systems are restored, whichever is later:

- 5 1. Name Change Hearings
- 6 2. Motion to Modify a Protection Order or criminal No Contact Order
- 7 3. Granting and/or reviewing compliance of a Deferred Finding on an Infraction
- 8 4. Granting of a Deferred Prosecution
- 9 5. Any other motion/petition that cannot statutorily be decided without a review of an AOC system or
10 database that cannot currently be accessed.

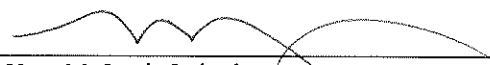
11 DISCRETION TO CONTINUE A MOTION HEARING

12 The Court relies on AOC informational systems when ruling on many matters, even when it is not
13 statutorily required to do so. The Court retains discretion to continue a motion hearing for which the judicial officer
14 lacks vital information based on the AOC outage. This includes but is not limited to:

- 15 1. Arraignment hearings
- 16 2. Sentencing hearings
- 17 3. Sentence Compliance and/or Review hearings
- 18 4. Infraction hearings
- 19 5. Deferred Prosecution petitions
- 20 6. Deferred Finding Infraction petitions/requests
- 21 7. Temporary Order Protection Order hearings
- 22 8. Full Order Protection Order hearings

23 Therefore, it is hereby ORDERED that this ORDER will take effect on November 13, 2024, and will remain in
24 effect until further order of this court.

25 DATED November 13, 2024

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Hon. M. Jamie Imboden
Chief Presiding Judge