



Superior Court
Of Snohomish County

ADMINISTRATIVE ORDER 15-08

ACCESS AND/OR REMOVAL OF DEPENDENCY FILES AND
RECORDS

Adopted: June 11, 2008

Snohomish County Superior Court hereby adopts the following for the authorization of access and/or removal of Dependency Court files and Records from the Courthouse and Charles R. Denney Juvenile Justice Center:

ACCESS ONLY:

1. Persons authorized access to court dependency files and records with proper picture identification without further order of the court are as follows:
 - a. The child's parent, if the parent is 18 years of age or older;
 - b. The parent's attorney of record and such attorney's office staff with proper professional identification beyond personal drivers license;
 - c. The court appointed guardian ad litem and program staff of the Volunteer Guardian ad litem Program;
 - d. The Snohomish County Superior Court Family Drug Treatment Court Coordinator;
 - e. The child's attorney of record and that attorney's office staff with proper professional identification beyond personal driver's license;

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- f. Department of Social and Health Services employees;
- g. The Attorney General's Office and professional support staff with proper professional identification beyond personal drivers license;
- h. If the supervising agency is other than the Department Social and Health Services, then that agency's employees;

REMOVAL:

1. The attorney of record in good standing with the Washington State Bar Association shall be permitted to remove files, records and exhibits upon presentation of an authorizing court order and proper identification;
 - a. The order shall contain among other things, the name, signature and Bar Association membership number of such attorney as well as his/her phone number and office address.
2. Persons authorized to remove court dependency files and records with proper picture identification without further order of the court are as follows;
 - a. The parent's attorney of record in good standing with the Washington State Bar Association and such attorney's office staff with proper identification beyond personal drivers license;
 - b. The court appointed guardian ad litem and program staff of the Volunteer Guardian ad litem Program;
 - c. The Snohomish County Superior Court Family Drug Treatment Court Coordinator;
 - d. The child's attorney of record and that attorney's office staff with proper professional identification beyond personal driver's license;
 - e. Department of Social and Health Services employees;
 - f. The Attorney General's Office and professional support staff with proper professional identification beyond personal drivers license;
 - g. If the supervising agency is other than the Department Social and Health Services, then that agency's employees;
- 3) Persons removing files shall abide by all administrative orders regarding removal of files from the office of the Clerk of the Court.

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- 4) Persons removing files from the office of the Clerk of the Court shall, before removal, personally verify with a clerk that no hearing are scheduled for the period of time the file will be removed;
- 5) Any person removing files pursuant to this order must comply with RCW 40.16.101 and SCLCR 79 and shall not take files apart.
- 6) This order does not preclude any BAR association member from viewing any file, record or exhibit within the procedures established by the Clerks Office.
- 7) Removal of dependency files and/or records is limited to a period of ten (10) working days.

Dated this ____ day of _____, 2013

Michael T. Downes, Presiding Judge

Supersedes: Reformatted February 20, 2013-no change to content; Adopted June 11, 2008