



Office of the
KITSAP COUNTY CLERK

Alison H. Sonntag, Clerk

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Effective May 5, 2020

The Clerk's Office will be open every morning from 8 am to 10 am, Monday through Thursday (beginning Tuesday, May 5th). We also anticipate being open for all non-criminal calendars. This will include Tuesday from 1:15 to 3:15, Thursday until about 11 and all-day Friday (closing for lunch 12:15 to 1:15). We may be open additional times as the court requires. We will keep you posted.

Since the Court is encouraging appearance by Zoom for Ex Parte hearings, please check in by email to exparte@co.kitsap.wa.us (use "Ex Parte check in" on the subject line of your email) no later than 8:00 AM on the day of your hearing. Attach the supporting documents and the orders you would like the court to sign as separate attachments to your check-in email. Specify the case number(s), date and time of the session you are attending. This is different from the process for agreed matters because it is a calendar.

For the month of May, we will continue accepting time-sensitive documents by email and fax without charge. Before the end of May, we will decide whether to continue or suspend filing by email and under what conditions.

We are strictly observing social distancing and distance lines are clearly marked in our office. We will be allowing no more than 5 people in our office at one time. All others will wait outside the door.

We have a conforming/filing station just inside the doors. We are not including someone standing at this station among the 5 allowed to enter but will permit only one person at this station at a time.

We will, of course, continue to handle Domestic Violence and other emergency orders, as we have during closure, at any time during normal business hours. Any individual needing assistance for an emergency should knock on our office door.

We encourage messengers to come during our open times, but we will open our door to allow messengers to file and conform if they are not able to utilize those times. We ask that this privilege not be abused.

We will not resume processing passports until at least June 1, 2020. The State Department is currently accepting in-person applications only in life and death situations. They advise anyone who has applied or who applies by mail, not to try to expedite and to "expect significant delays". Therefore, there would be little benefit to our citizens for us to begin accepting applications until the State Department has resumed normal operations and has had a few weeks to address their backlog.