

IN THE POULSBO MUNICIPAL COURT

IN RE THE POULSBO MUNICIPAL COURT AND THE
PANDEMIC OUTBREAK OF THE CORONAVIRUS
DISEASE 2019 (COVID-19)

No. 2020-03
EMERGENCY ADMINISTRATIVE ORDER
RE – DIGITAL SIGNATURES

THIS ADMINISTRATIVE ORDER is being issued in response to the current pandemic outbreak of the Coronavirus Disease 2019 (COVID-19).¹

Given the significant number of identified and projected cases of the disease in Washington, the severity of the risk posed to the public and staff, the recommendations of the Kitsap Public Health District, Governor Inslee’s March 23, 2020 “Stay Home, Stay Healthy” Order, and the authority granted by Supreme Court Orders No. 25700-B-602 at ¶1 (Mar. 4, 2020) and No. 25700- B-607 at ¶15 (amended Mar. 20, 2020), and No. 25700-B-618 at ¶20 (April 29, 2020) additional immediate action by the Poulsbo Municipal Court is required.

NOW, THEREFORE, it is hereby –

ORDERED that effective immediately and until further Order of the Court –

1. Previous Orders. All previous and current Emergency Administrative Orders remain in full effect.
 2. Signatures. In addition to General Rule 30, digital signatures shall be authorized in all proceedings for the signing of all pleadings, motions, informations, criminal complaints, and affidavits of probable cause in support of informations and criminal complaints, declarations, and orders. Digital signatures may be made by a judge, commissioner, party, witness, law enforcement officer, or attorney.
 3. Digital Signature Definition. “Digital Signature” means a handwritten signature of an individual or third-party signature transmitted by facsimile, email or other, similar electronic means of communication providing evidence of transmission.
 4. Third Party Signature Definition. “Third Party Signature” means a handwritten signature made by an authorized third party where the signatory conveys his or her permission to the third party to sign a document on his or her behalf in person, telephonically, by facsimile, email, or
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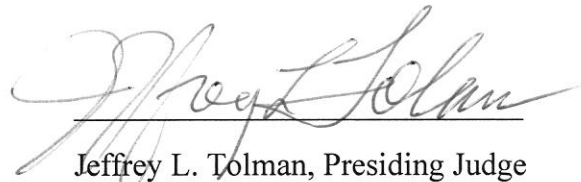
Other, similar electronic means of communication providing evidence of transmission, and that permission is reflected on the signature page by the third party.

5. Third Party Permission Verbiage. Where a third party signs on behalf of another person, language substantially similar to the following shall be written directly under the third party's signature where the signatory would have signed –

“Signed by counsel for [defendant, plaintiff, etc.] after receiving
permission from [defendant, plaintiff, etc.]”

Currently, the Courts customer counter remains closed to the public.

Dated – May 18, 2020

A handwritten signature in cursive script, reading "Jeffrey L. Tolman", written over a horizontal line.

Jeffrey L. Tolman, Presiding Judge
Poulsbo Municipal Court