

SEATAC MUNICIPAL COURT

Your City.  Your Court.

“The Court Staff”

Did you know.....?

- Under the direction of the Judge, the Court Administrator plans, organizes and directs the administration of the court, implements procedures mandated by court rules, and performs additional duties as may be delegated by the Judge.
- The Court Administrator coordinates the operations of the court, provides leadership to staff, oversees the budget, monitors expenditures, and ensures that the court's policies and procedures reflect best practices for the court.

Court clerks have many responsibilities.

Within the court room, clerks perform many functions. For each case that appears before the judge, the clerk must docket (makes entries to an electronic case management system) exactly what happened at the hearing for that case. He or she must provide notices for court hearings, ensuring that future court dates allow adequate time for trial. The clerk must process a large amount of paperwork generated by both the court and the parties, and ensure that all signatures are obtained,
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Tivoli Fountain at night, Washington state Capital Campus, 1950-1960. Photo courtesy, Secretary of State Digital Archives, Photographer, Merle Junk.

Lewis County Superior Court Administrator Susie Parker was named as 2014's Court Manager of the Year by the Washington State Court Management Council. The award is given annually to a court manager or administrator who demonstrates leadership on a regional or statewide basis.



Justice Hugh Rosellini (served 1955-1984) being sworn in as Chief Justice, Washington Supreme Court, 1965; Photo courtesy, State Governors' Negative Collection, 1949-1975; Digital Archives, Washington Secretary of State



"Winged Victory," on Washington State Capital Campus, 1938. Photo courtesy, Secretary of State, digital archives.

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and that each party to the case and the court receives copies. Clerks must coordinate with jails to ensure that defendants who are arrested receive a hearing in a timely fashion. Clerks must ensure that the defendant receives critical information to ensure compliance with court orders. Contact information is provided for attorneys, probation, jail services, community service providers, information on payment of court fines, costs, and assessments, and other information as is necessary to the case. Moreover, they must pay attention to what the judge is doing, to be able to answer the court's questions, while still attending to docket entries, completion of paperwork, and answering questions posed by the defendants when providing them with paperwork. Clerks coordinate and process juror paperwork and attend to their needs when they appear for service. Because of the number of hearings held each day in court, clerks develop a keen ability to handle a number of tasks at once.

To sign up for e-mail notification of new Supreme Court and Court of Appeals Opinions, go to: <http://www.courts.wa.gov/notifications/>. Within 30 minutes of an opinion being filed, you will receive an e-mail with the date, docket number, court and case title of the new opinion.

Outside of the Courtroom, the Clerks perform additional duties necessary to the administration of justice

The clerk's job continues even after he or she leaves the courtroom. Besides the obvious filing duties necessary to daily court hearings, the clerks perform a variety of technical record-keeping and clerical duties in support of the court. They must respond to and communicate with court customers, defendants, attorneys, probation, police, other courts, state agencies, victims, interpreters, jail facilities, vendors, and others who work within and outside of the courtroom. They respond to queries sent via email, written correspondence, telephone, and in person. They process requests made to ensure queries are answered in a timely fashion. Clerks process payments received, set hearings, process notices such as summons and subpoenas, and process warrants of arrest and protection orders, including entry, recall, adjudication, and purging as appropriate. While the clerks cannot provide legal advice, they do assist people through the court process by providing information about the process and directing them to people that can provide further assistance. Clerks must enter all cases filed into the state-wide database, and verify personal identification information. The database also needs to be updated after each action on each individual case, including hearings held, case dispositions, sentence conditions, failures to appear, orders imposed or recalled, calls received, and documents filed. Clerks must arrange for interpreters to assist witnesses, victims and defendants. Clerks must monitor defendant's cases for violations of court orders and compliance or non-compliance reports from outside agencies. Court clerks also track attendance and hours served by jurors and calculate expenditures, and process witness fees and juror payments. While this is just a sampling of what they do, it does serve to illustrate the important role of clerks in the court.



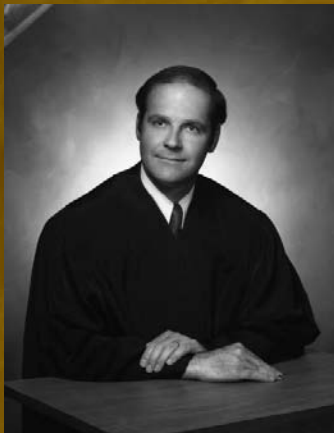
Law Society women at the Temple of Justice, 1920-1940. Photo courtesy, Secretary of State Digital Archives.



Washington State Supreme Court Justice Ralph O. Dunbar, 1889-1912. Photo courtesy of Secretary of State Digital Archives.



Four chandeliers with symbols of Justice in the metal-work light the Courtroom of the Washington Supreme Court and the State Law Library. The sword of Justice stands for the power of the Law, and, ultimately, the power over life and death. The sword signifies the visible form of justice, repelling law breakers while protecting the community. The oak leaves and acorns stand for strength and endurance. –
 Courtesy www.templecentennial.wa.gov



Judge Gerry Alexander, 1973, was elected to the Washington Supreme Court in 1994, re-elected in 2000 and again in 2006. He served as Chief Justice of the Supreme Court, and retired in December 2011 due to reaching the court's age limit of 75. Photo courtesy of Secretary of State Digital Archives,

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