

**KING COUNTY DISTRICT COURT
STATE OF WASHINGTON
OFFICE OF THE PRESIDING JUDGE**

) NO. 24-09
)
) GENERAL ADMINISTRATIVE ORDER
)
) Community Outreach Event Participation
) Process and Guidelines
)
) Executive Committee Adoption: 8/23/2024

I. Purpose and Guiding Principles

King County District Court (KCDC) is committed to equality, equity, inclusion, and to ending systematic racism and bias. The Court values opportunities to engage with the diverse populations served by KCDC and provide opportunities for the community to learn about the court system, engage with judicial officers and court members, and explore services and career opportunities with KCDC. KCDC also recognizes that while participating in these events, all judges and staff must comply with the Code of Judicial Conduct. Official KCDC participation in any event is only permitted for events approved by the KCDC Executive Committee.

II. Submission of Event Proposals/Participation Requests

- A) Proposals to participate in community events can be made from any member of the court, the public, or the community.
- B) Proposals shall be submitted to the Diversity, Equity, and Inclusion (DEI) Committee using the Community Outreach Request form located on the KCDC website.
- C) Depending on KCDC’s available budget, the DEI Committee will be given an annual budget to be spent on outreach events approved by KCDC’s Executive Committee. Any costs associated with a community outreach event will be taken from that budget. Once the annual DEI budget is spent, no further expenditure for outreach events will be approved by the Executive Committee.
- D) The DEI Committee shall have the sole discretion and responsibility to use their budget appropriately on events approved by KCDC’s Executive Committee and within the Code of Judicial Conduct.
- E) The DEI Committee shall submit a list of annual events they would like to participate in on behalf of KCDC to KCDC’s Executive Committee for approval by January 15th of the year of the event.
- F) If the event has not been approved as an annual event, the DEI Committee must submit a request to KCDC’s Executive Committee for approval using the attached form no later than 60 days before the event.
- G) The DEI Community Outreach Subcommittee shall initially review the event proposal to determine volunteer needs and capacity, budget for any fees or other expenses, and gather any additional information. The proposal will be reviewed by the DEI Community Outreach Subcommittee, who will discuss whether the proposed event:

- 1) Fosters DEI Principles;
 - 2) Advances positive civil engagement in the community; and
 - 3) KCDC's participation in the event would comply with the Code of Judicial Conduct.
- H) Voting by the DEI Committee Outreach Subcommittee shall be done with a quorum of committee members present. A majority approval shall advance the event proposal to KCDC Executive Committee for consideration.
- I) The KCDC purchased community engagement event kit items may not be used for events not approved through this process.

III. Personal Engagement

If a community engagement event is not approved, this will not prohibit any person in an individual capacity from attending the event. Nor does it prevent a judge from identifying their official title as an elected judge with KCDC so long as it does not violate the Code of Judicial Conduct. However, that judge or other individuals cannot represent KCDC or represent that attendance at this event is approved by KCDC. The KCDC banner, table, signs, and KCDC labeled items etc. cannot be used during these events.

DATED this 11th day of September, 2024



Rebecca C. Robertson, Chief Presiding Judge
King County District Court