**IN THE SUPERIOR COURT FOR THE STATE OF WASHINGTON**

**IN AND FOR THE COUNTY OF KING**

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| IN THE MATTER OF:SEALED RECORD ACCESS FOR , AND DESIGNATED EMPLOYEE(S) THEREOF, FOR TRANSCRIPTION PURPOSES |   **NO. 25-0-00001-2 SEA** **GENERAL ORDER ALLOWING ACCESS TO SEALED KING COUNTY SUPERIOR COURT LEGAL COURT FILE and Removal of Video B Copy**CLERK’S ACTION REQUIRED(ORAR) |

**I. BASIS**

1.1 The undersigned person, having been approved by the Superior Court Clerk as qualified to prepare an official transcript of a recorded court proceeding, has justified to the Court a need for access to sealed documents, videotapes, audiotapes, digital recordings and removal of video “B copy” of proceedings of the King County Superior Court legal file when a transcript is requested.

 **II. ORDER**

2.1 The undersigned and person(s) listed below is/are hereby authorized to access sealed documents, videotapes, audio tapes and digital recordings of proceedings located in the office of the King County Superior Court Clerk.

2.2 This access will allow the undersigned to perform his or her duties as a court-approved transcriber when requested by State or County agencies.

2.3 It is further ordered that the undersigned and person (s) listed below shall maintain complete confidentiality as to the information contained within the said sealed file, except as permitted by court order. Violation of any of the above provisions could result in contempt of court proceedings.

2.4 This order shall expire **January 31, 2026**. Any deletions or additions of names to this order will require the presentation of an amended order. All orders shall be presented by the Superior Court Clerk to be approved by the King County Superior Court Presiding Judge, or a judge designated by Presiding Judge to sign in his/her absence. The Clerk will file the order in the Administrative General Order file.

2.5 Prior orders allowing file access for **(insert name)** are hereby superseded.

I, in presenting this order to the Superior Court Clerk, take full responsibility for the integrity of the confidential case information and/or court records entrusted to me, and the employees listed below and will ensure that they abide by the above stated restrictions.

Transcriber:

Signature: Date:

**LIST EMPLOYEES AND POSITION**

DATED:

 Judge

Presented By:

Catherine Cornwall

Director and King County Superior Court Clerk