

Benton County District Court

7122 W. Okanogan Place, Building A
Kennewick, WA 99336
509-735-8476

Remote Disposition of Cases

Plea/Resolution by Skype:

1. All participants must download Skype for Business. This may be done by cell phone.
2. Download Statement on a Plea of Guilty and execute (either party may initiate).
 - a. Defense Counsel is encouraged to obtain their client's signature.
3. Scan and email the Plea form or Agreed Order to Opposing Counsel. All forms must be properly completed.
4. The last to sign will sign scan and email to District Court with a cc to opposing counsel.
5. Defense Counsel is responsible for preparing and executing any treatment referral(s) and Restitution Orders.
6. Requests for hearing must be received by the court no later than 24 hours before hearing date.
7. The email must also include a filled-out coversheet (attached) with a date and time for the matter to be docketed. Send email to:
DCHearing.Request@co.benton.wa.us.
8. District Court will confirm receipt of the email and confirm all information is complete with notice of a confirmed date and time for the matter to be heard.
9. The court clerk will send out a Skype for Business meeting invitation with a date and time for the hearing.
10. Upon completion, a Judgment and Sentence will be prepared. Where practical, it will be scanned and emailed for signature by all parties. In the alternative, a record will be made to reflect the Defendant had the terms reviewed and waived signature.
11. The J&S will be scanned and email to the parties and the Defendant if an email is provided.
12. A hardcopy of the J&S and related documents will be mailed to all parties.

Plea/Resolution by Conference Call:

1. Download Statement on a Plea of Guilty and execute (either party may initiate).
 - b. Defense Counsel is encouraged to obtain their client's signature.
2. Scan and email the Plea form or Agreed Order to Opposing Counsel. All forms must be properly completed.
3. The last to sign will sign scan and email to District Court with a cc to opposing counsel.
4. Defense Counsel is responsible for preparing and executing any treatment referral(s) and Restitution Orders.
5. Requests for hearing must be received by the court no later than 24 hours before hearing date.
6. The email must also include a filled-out coversheet (attached) with a date and time for the matter to be docketed. Send email to:
DCHearing.Request@co.benton.wa.us
7. District Court will confirm receipt of the email and confirm all information is complete with notice of a confirmed date and time for the matter to be heard.
8. The court clerk will call all parties. Once all parties are on the line, the case will be called.

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9. Upon completion, a Judgement and Sentence will be prepared. Where practical, it will be scanned and emailed for signature by all parties. In the alternative, a record will be made to reflect the Defendant had the terms reviewed and waived signature.
 10. The J&S will be scanned and email to the parties and the Defendant if an email is provided.
 - 11.** A hardcopy of the J&S and related documents will be mailed to all parties.