

**LOCAL RULES
OF THE
SUPERIOR COURT OF WASHINGTON
FOR JEFFERSON COUNTY**

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Judge**

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(With Amendments and Revisions effective September 1, 2020)

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**LOCAL RULES OF THE SUPERIOR COURT
FOR JEFFERSON COUNTY**

I. ADMINISTRATIVE RULES

**LCR 1
SCOPE OF RULES**

- (a) **Authority.** These local rules are promulgated pursuant to CR 83.
- (b) **Application of Local Rules.** Unless specifically designated otherwise, all local rules apply to all parties be they pro se or represented by an attorney.
- (c) **Suspension of Local Rules.** The court may modify, remove or suspend the application of any of these local rules, in any given case, upon good cause being shown therefore or upon the court's own motion.

II. CIVIL RULES

**LCR 5
SERVICE AND FILING OF PLEADINGS AND OTHER PAPERS**

5.1 **Trial or Hearing Briefs - Timing.** Trial or hearing briefs shall be filed and served three court days prior to the trial or hearing date. Nothing in this rule shall be construed to restrict the right of any party to submit further briefs or memoranda of authority at any other time during the trial of the case.

5.2 **Documents Not To Be Filed.** Photocopies of reported cases, statutes or texts shall not be filed as an appendix to a brief or otherwise, but may be furnished directly to the judge hearing the matter, and to all other. Documents or copies produced during discovery, including interrogatories, and other items that should properly be received as exhibits shall not be included in the court file. Documents in a digital or video format are not acceptable for filing.

5.3 **By Mail.** Counsel may present agreed orders and ex parte orders based upon the record in the file by use of the United States mail addressed to the court, and submission of the ex-parte fee set by the clerk. When signed, the order shall be filed with the clerk. When rejected, the papers shall be returned by mail to the counsel sending them, without prejudice to presentation by counsel in person to the same judge. Self-addressed, stamped envelopes, along with copies of the order to be signed, shall be provided for return of any conformed materials and/or rejected orders.

5.4 **Facilitator Review.** The courthouse facilitator prior to submission to the court shall review all final pro se ex-parte or non-contested domestic relations documents.

5.5 **Filing and Scheduling of Motions and Responses.**

(a) **Filing and Scheduling of Motions.** Notwithstanding any provision of CR 6(d) to the contrary, a party filing any motion shall serve and file such motion no later than seven (7) days prior to the date noted for argument on the motion. Motions requiring a longer period of notice pursuant to court rule or statute shall be filed as required by the applicable court rule or statute. All documents supporting the motion shall be filed and served with the motion.

Unless other arrangements are made with the court administrator, all motions shall be scheduled for the appropriate Motion Docket. Unless other arrangements are made with the court administrator, hearings on any motion shall not include live testimony and argument may be limited in time. A notice of issue or note for motion docket identifying the nature of the motion, names of the parties, the names of the attorneys if any, and the date and time for argument on the motion shall be filed and served with the motion.

(b) Response Documents. Any party opposing a motion or any part thereof shall file all original responsive documents and serve copies upon all parties not later than 12:00 noon two court days prior to the scheduled date for argument on the motion.

(c) Reply to Response Documents. All reply documents to the response documents as provided for in (b) of this rule shall be filed and served on all parties no later than 12:00 noon one court day prior to the date set for argument on the motion. No additional documents shall be filed, served or considered by the court after that date and time.

(d) Affidavits and Declarations. Affidavits and declarations in support of or in the opposition to any motion or part thereof shall be made only on personal knowledge, shall set forth only such facts as would be admissible in evidence, and shall show affirmatively that the affiant or declarant is competent to testify to the specific matters set forth therein. Argument, comment, and non-expert opinion shall be excluded from affidavits and declarations.

(e) Hearing on short notice. All motions and orders shortening time shall detail why the seven (7) day window should be reduced and indicate how service was made on the other parties. Such motions, orders, and notes for motion docket shall be filed and served on all parties not later than 12:00 noon two court days prior to the date on which the expedited hearing is set.

(f) Terms. Terms and sanctions may be imposed for failure to comply with this rule, including the striking of any documents filed in violation of this rule.

LCR 7 PLEADINGS ALLOWED; FORM OF MOTIONS

7.1 Motion Days. Motions shall be noted at the time and place stated in Local Rule 77(k)(1).

7.2 Ex-Parte Fee. Any ex-parte or agreed application presented without a note for motion docket will be subject to the mandatory ex-parte fee of \$30.00.

7.3 Note For Motion Calendar. The notice of issue must be on a form approved by the court such as that in Appendix 3.

7.4 Bench Copy. At the time of filing any moving or responsive papers, a bench copy for the court, labeled "bench copy" and with the date of hearing contained thereon, shall be provided. All bench copies shall be legible. Any reproductions of photographs must be sufficiently clear to be meaningful. Bench copies shall be served on the court administrator. If the matter is to be heard before a visiting judge, it shall be the responsibility of counsel or the party to deliver any bench copies to that visiting judge. If counsel requests the court administrator to forward the documents via email the fee will be .25¢ per page.

7.5 Deleted.

7.6 Reapplication on Same Facts. When an order has been refused in whole or in part (unless without prejudice) or when an order has been granted conditionally and the condition has not been performed, the same motion may not be presented to another judge.

7.7 Reapplication on Different Facts. If a subsequent motion is made upon an alleged different statement of facts, the moving party must show by affidavit what motion was previously made, when and to what judge, what order or decision was made on it, and what new facts are claimed to be shown. For a failure to comply with this requirement, any order made upon such subsequent motion may be set aside.

7.8 Sanctions. The court may impose sanctions or terms for any frivolous motion, non-appearance, or in granting a continuance of any matter.

7.9 Attorneys Fees and Costs.

7.9.1 A party requesting that the court award attorney's fees or order payment of fees in any case shall itemize in affidavit form the time expended, services rendered, or other basis for the fees requested. All claims of a party for attorney's fees and expenses must be submitted in the form of a motion and order. All claims for services must be submitted within 30 days of completion of the case, or they may be denied.

7.9.2 Appointed counsel submitting claims for services shall also itemize expenses incurred, i.e., long distance telephone and photocopy expenses. Extraordinary expenses by counsel will not be allowed without prior approval of the court. No expenses for third party services or experts shall be allowed without prior approval of the court.

7.10 **Contested Pretrial Motions.** Contested pretrial motions, however designated, the purpose of which is to expand or restrict the issues or limit the introduction of evidence (motions in limine) and motions for judgment on the pleadings, should be presented for resolution on a regular motion calendar before the day assigned for trial. The failure to comply with this rule may result in the court's refusal to hear such motion on the day of trial, or in the imposition of terms for the expense caused to adverse parties and the county by resulting delays.

7.11 **Change of Judge.** In the event that a motion is scheduled for hearing before a superior court judge on a specified court day and a Notice of Disqualification is filed against that judge, or a recusal is made by the sitting judge, the scheduled motion will be referred for hearing to the court administrator for a superior court commissioner or visiting judge for a time to be determined.

7.12 Length of Argument.

7.12.1 **Time for Argument.** No more than ten minutes to each side for argument shall be allowed unless greater time is specially authorized by the court.

7.12.2 **Arguments Longer Than Ten Minutes.** If the moving party expects the motion to take more than ten minutes to argue by all sides collectively, movant shall designate on the note for motion docket that the matter is over ten minutes and contact the court administrator for a specific time to hear said extended motion.

7.12.3 CourtCall Telephonic Appearance Rule.

7.12.3.1. Program Overview.

(a) The CourtCall Telephonic Appearance Program ("CourtCall"), 1-888-882-6878, organizes a procedure for telephonic appearance by attorneys or pro se parties as a reasonable alternative to personal appearances in appropriate cases and situations. CourtCall is fully voluntary and no person is required to utilize CourtCall, however, any telephonic appearance must be scheduled using CourtCall.

(b) Hearings will be held on a specific calendar in the usual manner, unless the court exercises its discretion to call cases in a different order.

(c) Hearings are conducted in open court. All attorneys or pro se parties making CourtCall Appearances call a designated toll free teleconference number a few minutes before the calendar is scheduled, to check in with the clerk. Attorneys or pro se parties remain on the court's speakerphone-telephone line and hear the same business that those present in the court may be hearing. Attorneys or pro se parties not participating telephonically appear in person. The court calls cases for hearing. All attorneys or pro se parties on a case participate in the hearing. All present in the courtroom hear the discourse of those making CourtCall Appearances. Parties waiting for their case to be called shall mute their phones to eliminate background noise.

(d) CourtCall Appearances should be scheduled by contacting CourtCall at 1-888-882-6878 at least three (3) days prior to the hearing and by paying the stated fee for each CourtCall Appearance.

7.12.3.2 Participation in CourtCall Appearances.

(a) Court.

(i) The court shall hear CourtCall Appearances in the order in which they are noted on the calendar, unless the court exercises its discretion to call cases in a different manner.

(ii) Subject to the court's right to amend this list, the following matters are may be deemed unsuitable for CourtCall Appearances.

1. Judgment Debtor Examinations;
2. Mandatory Settlement Conferences;
3. Hearings and trials at which oral testimony may be presented;
4. Hearings in which oral argument is anticipated to exceed 10 minutes, unless the matter has been specifically set by the court administrator and appropriately scheduled through CourtCall.
5. Adoption hearings.

(iii) The court reserves the right, at any time, to reject any Request for CourtCall Appearance. When the court rejects a request it shall order a refund of deposited telephonic appearance fees and notify CourtCall, LLC.

(iv) The court reserves the right to halt the telephonic hearing on any matter and order attorneys to personally appear at a later date and time, in which case no refund is permitted.

(v) If a matter is continued prior to the actual hearing date, the prior filing of a Request for CourtCall Appearance form shall remain valid for the continued date of the hearing.

(vi) Existing rules and procedures regarding making of the record by a court reporter or electronic device or obtaining a transcript after the hearing shall apply to hearings at which CourtCall Appearances are made.

(vii) The court in its discretion may waive the CourtCall fee for a parties appearing telephonically. Contact Court Administrator to confirm the setting, prior to contacting CourtCall.

(b) Attorneys and Pro Se Parties.

(i) Attorneys and pro se parties electing to make a CourtCall Appearance shall serve, on all other parties in the case, the Request for CourtCall Appearance form, fax or otherwise deliver a copy of the form to CourtCall, LLC, and pay the CourtCall Appearance Fee in the method prescribed, before the hearing date.

(c) Proposed Orders and Bench Copies.

(i) Parties appearing telephonically may send an original order with a bench copy directly to the court administrator for presentation during the hearing.

7.12.3.3 Appearance Procedure.

(a) An attorney or pro se party making a CourtCall Appearance shall:

- (i) Eliminate to the greatest extent all possible ambient noise from the calling locations;
- (ii) Be required, during the speaker's appearance, to speak directly into a telephone handset;
- (iii) Not call in through a personal computer; parties may be asked to switch to a landline, if the Cell phone reception becomes problematic

(b) An attorney or pro se party making a CourtCall Appearance shall call the court's designated toll free teleconference line approximately five (5) minutes prior to the scheduled hearing time and check-in with the clerk. All persons calling after the check-in period shall be considered to be late for the hearing and shall be treated by the court in the same manner as if the person had personally appeared late for the hearing.

(c) An attorney or pro se party appearing telephonically shall state his or her name for the record each time the person speaks and shall participate in the appearance with the same degree of courtesy and courtroom etiquette as is required for a personal appearance. An attorney or pro se party shall not utilize the "hold" button, as it is not within the policy of the court to wait for any person to rejoin the line.

7.12.4 **Temporary Family Law Issues.** Temporary family law issues will normally be determined by affidavits or declarations alone. Oral testimony may be permitted in limited circumstances at the court's discretion.

**LCR 10
FORM OF PLEADINGS AND OTHER PAPERS**

10.1 **10.1 Format Requirements. Format Requirements.** All documents filed shall be clear, legible and permanent, and hand printed or typewritten on non-translucent paper suitable for scanning, microfilming and laserfiche. Tissue or onionskin paper shall not be used. Two sided documents are not permitted. The type size shall be no smaller than size 10 font. The court requires a certified English translation to be attached at time of filing to any documents filed in a language other than English. Documents presented for filing shall contain no staples, with paper clips separating each document. Correct case numbers will be included on documents. Filed documents shall be clean enough so as to not raise health concerns for Court staff or Judicial Officers.

10.2 **Signature Requirements.** Any order or other paper presented to a judge for signature shall contain a signature on the left hand side of the page by the individual presenting the document. A place for the judge's signature shall be below the last line of the order or other paper on the right hand side of the page. Attorneys signing shall include their Washington State Bar Association Membership numbers.

10.3 **Address of Party Appearing Pro Se.** A party appearing pro se shall state on all pleadings filed, (a) the party's mailing address, (b) a street address where service of process and other papers may be made on that party, and (c) a telephone number where the party can be contacted during the business day.

10.4 **Clerk's Action Required.** Pleadings or other papers requiring action on the part of the clerk (other than file stamping, docketing and placing in the court file) shall be considered action documents. Action documents shall include a special caption directly below the case number of the first page, stating:

CLERK'S ACTION REQUIRED: (state the action requested)
For Example: "PLACE ON MOTION DOCKET"
"ENTER PROPERTY JUDGMENT"
"ISSUE LETTERS TESTAMENTARY"

The action required must actually be based on a clerk's mandate established in statute or court rule. Action documents which do not, on their face, comply with LCR 10.4 may not be processed. Responsibility to pursue a remedy rests with the parties, who may contact the clerk for direction.

10.5 **Civil Bench Warrant.** Any person requesting a civil warrant of arrest shall provide as much of the following information as possible on the person to be served the warrant to the clerk of the court: full name, date of birth, height, weight, race, gender, eye color, hair color and last known address.

10.6 Deleted.

10.7 Deleted.

10.8 **Proposed Orders.** Proposed orders received by the clerk's office prior to a hearing will be filed in the court file. Parties will need to present an original final order at the time of the hearing, if appearing remotely, parties shall forward an original copy to the Court Administrator for presentation at hearing. In the alternatives parties may send in an original for presentation with an ex parte fee.

**LCR 12
DEFENSES**

12.1 **Bankruptcy.** Any party that wishes to assert the protection of the Federal Bankruptcy laws shall, by the next judicial business day after the bankruptcy filing, file a copy of the Bankruptcy Court Notice of Commencement of Case Under Bankruptcy Code, or by a certificate reflecting that the copies are true and accurate, filed under the Superior Court caption for each case to which the matter pertains. A copy shall be served on all other parties, and a copy provided to assigned judge, if any. A claim of bankruptcy protection asserted in an answer or other pleading is not sufficient to advise the clerk or court of the pendency of bankruptcy. The parties will seasonably update the court as to the status of a bankruptcy case.

LCR 16 PROCEDURES

16.1 **Status/Scheduling Conferences.** A status/scheduling conference is a conference at an early state of the litigation held for the purpose of addressing issues such as adequacy of service, discovery, pleadings, need for additional parties, timing of pre-trial motions, and other matters. Status/scheduling conferences shall be scheduled only upon motion by one of the parties to the litigation, or by agreement of counsel.

16.2 **Settlement Conferences.**

16.2.1 **Domestic Relations Settlement Conferences.** In all domestic relations matters, involving children, settlement conferences are mandatory. The presence of the parties and counsel is mandatory unless excused by the court. If a party fails to attend the mandatory settlement conference the settlement commissioner may strike the trial date and the attending party would then be able to move for an order of default and for terms. Each party shall provide his/her proposed parenting plan and pre-trial affidavits are required. If child support or payment for day care is an issue, both parties shall provide their set of Washington State Child Support Schedule Worksheets. Additionally each parent shall provide:

- (a) Federal income tax returns for the past three tax years;
- (b) Wage & hour (payroll) statements for the previous three months;
- (c) Documents establishing medical and/or dental insurance on the child(ren);
- (d) Documentation for day care expenses for the previous three months.

All documents identified above are to be furnished to the court and opposing party two working days before the scheduled settlement conference.

Guardian Ad Litem shall not attend mandatory settlement conferences unless ordered by the court.

16.2.2 **Other Settlement Conferences.** Except in domestic relations cases, settlement conferences shall be held only by agreement of the parties, and shall be heard by a court commissioner. Parties wanting to set up a settlement conference shall contact the court administrator for available dates and times.

16.2.3 **Dependency Case Conferences.** In dependency matters a case conference shall be held one month after the shelter care hearing, for the purpose of attempting to develop a written service plan that is acceptable to all parties and consistent with any prior orders of the court. All parties shall attend the case conference, which shall be facilitated by the Department of Children, Youth and Family. First set fact finding shall be set two weeks after the case conference.

16.3 **Pre-Trial Conferences.** Upon motion of either party to the litigation, or upon the court's own motion, a pre-trial conference may be conducted by the trial judge, and shall not be reported unless ordered by the trial judge. Pre-trial conferences shall be held prior to trial, and shall be conducted without interference in the scheduling of any jury. Issues, which should be discussed in the pre-trial conference, include, but are not limited to:

- (a) Hearing of non-dispositive motions;
- (b) Simplification of the issues;
- (c) Necessity or desirability of amendment to pleadings;
- (d) Addressing admissions of fact and admission of documents;

- (e) Limitation of number of expert witnesses;
- (f) Court's estimate of length of trial;
- (g) Proposed jury instructions;
- (h) Possibility of compromise settlement;
- (i) Scheduling difficulties.

16.4 Procedures Immediately Before Trial. The parties shall exchange, not later than 5 court days before the scheduled trial date:

- (a) Lists of the witnesses whom each party expects to call at trial;
- (b) Lists of the exhibits that each party expects to offer at trial, except for exhibits to be used only for impeachment;
- (c) Copies of all documentary exhibits, except for those to be used for illustrative purposes only;
- (d) Non-documentary exhibits shall be made available for inspection by the other party.

The proposed witness and exhibit lists, with bench copy, shall be delivered to the trial court and filed with the clerk at least three days prior to trial. Original exhibits intended for presentation at trial should be clearly identified as not being meant to be filed in the court file, and shall be delivered to the clerk at least three days prior to trial for pre-marking along with a descriptive exhibit list. Any witness or exhibit not listed may not be used at trial, unless the court orders otherwise for good cause and subject to conditions, as justice requires.

16.5 Minor Settlements. The attorney personally in charge of the case of the minor, if any, the minor child, and at least one parent or legal custodian shall personally appear at any hearing at which application is made for approval of a settlement. Personal attendance for any guardian is required. A receipt for funds deposited in a blocked account shall be filed with the court no later than thirty days from the date the bank receives the funds.

16.6 Procedures in Complex Litigation in Non-Criminal Matters. Prior to the scheduling of a trial, any party may move for the adoption of the Detailed Pretrial Schedule (Appendix 5). Grounds for requesting the adoption of the Detailed Pretrial Schedule include, but are not limited to:

- (a) Large number of lay witnesses.
- (b) A significant number of expert witnesses.
- (c) Disputed fact issues of a technical or scientific nature.
- (d) A history of procedural difficulties between the parties.
- (e) A case involving more than two parties.

LCR 31
PERSONAL IDENTIFIERS – CHILDREN

31.1-31.11 Renumbered as LGR 31.1-31.11

**LCR 32
USE OF DEPOSITIONS IN COURT PROCEEDINGS**

32.1 Video/Audio Depositions. When presenting portions of a video or audio deposition, a printed transcript thereof must be filed within 10 days of its presentation. The video or audiotape will be treated as though it were an exhibit and will be returned after the appeal period.

32.2 Equipment for Viewing. A party offering testimony or evidence by videotape or audiotape shall arrange for or obtain the proper equipment for viewing or listening.

LCR 38
JURY TRIAL

38.1 Impaneling the Jury. On the day of trial, the jurors shall sign in on the computer print-out provided by the jury manager. The jury administrator will randomly assign a number to each name. The list of assigned numbers shall be given to the bailiff who will distribute the numbers to the jurors, or in the alternative, jury numbers may be assigned during the jury sign in process. Any jurors wishing to be excused from serving on the trial shall be brought before the judge and examined in the presence of the parties. Those not excused shall be returned to the bailiff, who will then seat the panel in the courtroom in numerical order.

38.2 Examination of Jurors. The voir dire examination of the jurors shall be conducted under the direction and control of the court with the following guidelines:

(a) The court shall ask all general questions and thereafter give leave to the respective parties to ask such supplementary questions as may be deemed proper and necessary by the court. The plaintiff shall begin the questioning and may not re-examine the panel after the conclusion of the defendant's examination. The questions shall be designed to determine a prospective juror's bias and prejudice, and shall not be used to try a party's case. The parties shall submit all proposed general questions to the court in writing at the pre-trial conference.

(b) The court may intervene without objection in instances of inappropriate questioning and may limit the amount of time each party has to examine a juror or jury panel. It is expected that each party shall conduct its voir dire in one hour or less.

(c) At the conclusion of each party's questioning, the party shall either challenge a particular juror for cause or pass the panel for cause. After both parties have passed the panel for cause, the first twelve (12) jurors, or if appropriate, six (6) jurors, plus alternates, shall be seated in the jury box. Preemptory challenges shall be open unless on motion for good cause shown.

(d) Counsel may submit, and the court may allow, special questionnaires focused to the specific case to be submitted to the jurors to answer on the morning of trial before the voir dire process begins. Copies will be made available to counsel during the questioning of the jurors. Counsel must submit proposed questionnaires to the court, file with the clerk and serve copies on opposing counsel at least three days prior to trial.

(e) At the conclusions of voir dire, any juror questionnaires or forms shall be immediately returned to the Court. No questionnaires or information forms shall be copied or removed from the courtroom without express permission of the trial judge. All jury questionnaires will be retained as a court's exhibit until the normal exhibit retention period is complete, after which they shall be destroyed upon the court's order. Pursuant to GR31 individual juror information, other than name is presumed private, and access to jury questionnaires is strictly limited by GR31(j)

38.3 Alternate Juror. The alternate juror shall be designated by random drawing to be announced after closing argument.

38. Jury Administrative Reimbursement Fee. In the event that a trial is cancelled subsequent to the jury call having been processed, counsel or parties to the action may be subject to a jury administrative reimbursement fee equal to the actual costs incurred by the court for jury fee payments or administrative costs in calling the jury panel. Upon a showing of good cause, said fee may be waived by the court.

38.5 Pretrial Matters Counsel shall be prepared to present any final pretrial matters to the court. Pretrial matters requiring argument shall be noted for hearing prior to the morning of the trial to avoid inconvenience of the jury pool. Jury trials should be conducted with minimal interruptions of the jury's time. To this end, matters that need to be heard outside the presence of the jury should be anticipated so that they can be considered during jury breaks or before or after the jury's day. Unless otherwise ordered or agreed, plaintiffs shall occupy the counsel table closest to the jury in criminal cases.

38.6 Witnesses. Counsel are directed to subpoena their witnesses no earlier than 11:00 a.m. on the first morning of trial to prevent possible jury contamination.

LCR 40
ASSIGNMENT OF CASES

40.1 When Cases May Be Set For Trial.

40.1.1 **Cases Not At Issue.** A note for trial setting must not be filed until all of the issues have been fully joined.

40.1.2 **Administrative Review Cases.** A trial setting involving solely the review of the record of a decision of an administrative agency shall not be set for trial until the record and transcript has been certified and filed with the clerk. The record prepared by the agency shall be numbered and reflect the total number of pages. An index itemizing the documents document number, document name and page number(s) shall be required at the time that the record is submitted to the clerk. If documents in the record have already been scanned a digital copy of the record shall be provided to the court in addition to the paper record. Contact the clerk to arrange transmission of digital record.

40.2 Responsibility of Parties.

40.2.1 Any party desiring to bring an issue of fact to trial shall file with the clerk, and serve upon all of the other parties, a Note for Trial Setting (Appendix 6), substantially in the form approved by the court. The attorney or pro se litigant noting the case for trial will provide notice to any guardian ad litem appointed in the case.

40.2.2 A Note for Trial Docket must contain the following information:

- (a) Nature of the case;
- (b) Estimated length of the trial;
- (c) Addresses and phone numbers of all attorneys for the parties and pro se parties;
- (d) Whether it is a jury or non-jury trial;
- (e) Whether the case may be heard by a judge pro tem or commissioner;
- (f) Counsel's available trial dates and proposed dates for trial;
- (g) If domestic relations, whether a mandatory settlement conference is required;
- (h) If there is agreement, the Note for Trial Docket shall reflect in its body that there is agreement of counsel or parties to the dates stated therein;
- (i) Motion calendar date and time the assignment of trial is to be heard.

40.2.3 **Response to Note for Trial Docket.** Any attorney or party who objects to a case being set for trial or excepting to the requested trial dates, shall do so by serving on opposing party(s) and filing with the court a response to note for trial setting. The court administrator, prior to the hearing date noted, shall attempt to resolve any scheduling objections. If the administrator is unable to resolve the objections, counsel will be required to appear at the noted hearing date and time, and the judge shall hear the contested trial setting.

40.3 Setting of Trial Date.

40.3.1 **Court Administrator to Assign Dates.** The court administrator shall assign trial dates under the supervision of the judge who shall be in direct charge of the trial calendar. Cases shall be set

chronologically according to noting dates, except for cases given statutory preference, or court ordered preference.

40.3.2 Motion For Early Trial Date. Any party who believes the case warrants priority may request an early trial date by serving a motion, together with supporting documents, and note it for hearing before the court.

40.4 Pre-Assignment of Cases. No pre-assignment of cases will occur without the filing of a motion for pre-assignment, argument and determination by the court that said case should be pre-assigned.

40.5 Trials.

40.5.1 Trial Briefs and Jury Instructions. Three days prior to trial, counsel must file with the court and serve copies on opposing counsel, any trial briefs or memorandum of authorities, and in the event of a jury trial, a copy of the proposed jury instructions.

40.5.2 Reporting for Trial. All parties shall report to the court at 8:45 a.m. on the date set for trial, unless otherwise notified by the court administrator. If no courtroom is available for immediate trial, the judge shall hold the parties for such time as circumstances dictate, thereby placing the case on "standby" status, or release the parties from the trial date.

40.5.3 Calendar Management - Conflict Notification. The administrator shall not release the attorneys from responsibility for appearing at a trial on the date it is set any earlier than noon the court day before it is set. As to those cases unable to proceed on the date set by reason of court congestion, the parties shall remain available for trial for a reasonable period of time, unless the case is continued or reset.

40.5.4 Trial Days. Normally trials will be held on each court day except Thursday and Friday.

40.5.5 Notice of Settlement. It shall be the obligation of counsel in all cases to immediately notify the court administrator when a case is settled or otherwise will not come on for trial as scheduled. The court may assess actual costs or other sanctions for a violation of this rule.

40.5.6 Consolidation of Cases for Trial. When two or more cases are consolidated for trial only, all documents shall be submitted with an extra copy for each file so consolidated.

40.5.7 Resetting. When a case is not tried on the date set, the parties are responsible for re-noting the matter for trial setting.

40.5.8 Dissolution Trials. In all final hearings or trials in domestic relations matters, each party shall provide to the judge and serve on the opposing party a written statement as to the issues in controversy at least three days prior to trial, which contains the following:

- (a) A brief factual summary;
- (b) Issues in dispute, whether property, debts or custody;
- (c) Case law, if it will be argued, supporting the party's position;
- (d) Proposed distribution of assets, debts, liabilities and proposed parenting plan and child support amount, if in dispute;
- (e) Areas of agreement;
- (f) If seeking maintenance or child support, both parties shall complete a financial declaration;
- (g) Domestic Relations Information (Appendix 4).

40.6 Trial Continuances. When a case has been set for trial, it shall proceed to trial, unless good cause is shown for a continuance. The motion for continuance shall be made in writing, and supported by affidavit or declaration of counsel, and signed by the party requesting the continuance. Such motions shall be heard at least ten days prior to trial.

**LCR 49
VERDICTS**

49.1 **Presence of Party or Attorney at Return of Verdict.** Attorneys awaiting a verdict shall keep the clerk advised of where they may be reached by telephone. Attorneys desiring to be present for the verdict shall be present within 10 minutes of telephone notice to the attorney's office, home or other number. The court may proceed to take the verdict in the absence of such party or attorney. In such case the jury shall be individually polled and the identity of the dissenting jurors recorded. In a criminal case, at least one attorney for each party and the prosecuting attorney (or deputy prosecutor) shall be present for the receipt of the verdict, unless excused by the court. The defense attorney is responsible for advising the defendant to be present for the verdict unless the defendant is in custody.

49.2 **Jury Polled.** The court shall order that the jury be polled, unless the parties waive the poll.

**LCR 51
INSTRUCTIONS TO JURY AND DELIBERATIONS**

51.1 **Proposed Instructions.** All parties shall read and follow CR 51. The copy which is filed with the clerk shall be numbered and annotated, and shall include a title page identifying the party who is submitting the proposed instructions. The trial judge shall be given a working copy of the annotated set. A copy of the annotated set shall also be furnished to each party. One unannotated set shall be submitted to the court administrator.

51.2 **Time for Filing and Service.** Proposed jury instructions shall be delivered to the trial court, filed with the clerk and served on all other parties at least three days prior to trial.

51.3 **Additional Proposed Instructions.** Supplemental instructions shall have a title page and be numbered.

**LCR 52
DECISIONS, FINDINGS AND CONCLUSIONS**

52.1 **Presentation.** In civil cases tried to the court, unless the judge has included formal findings of fact and conclusions of law in a written opinion, or counsel have stipulated that no appeal shall be taken on the case, the prevailing party shall prepare a bench copy of proposed findings of fact, conclusions of law, and a proposed form of order or judgment.

52.2 **Time for Presentation.** Presentation of the findings of fact, conclusions of law and judgment shall be noted within thirty (30) days after the decision or verdict was rendered. Hearing on contested findings, conclusions and judgment may be heard telephonically or in person on a regularly scheduled motions calendar or at a time arranged with the court administrator. Proposed findings & conclusions shall be submitted to the court at the time of filing the notice of presentation.

52.3 **Entry of Dissolution Decree by Declaration of Jurisdictional Facts.** The court may enter an agreed or default decree of dissolution of marriage without a final hearing or oral testimony when the petitioner completes a Request for Entry of Decree and Declaration of Jurisdictional Facts in the form set forth in Appendix 1, and:

- (a) The respondent or respondent's attorney approves all of the final papers including the Request for entry of Decree and Declaration of Jurisdictional Facts; or
- (b) If the respondent is in default, the decree provides for only that relief requested in the petition; or
- (c) If the respondent or co-petitioner joined in the petition and is unavailable to sign the final papers, and the decree provides for only that relief requested in the petition.

LCR 53.2
REVISION OF COMMISSIONER RULINGS

53.2.1 **Validity of Commissioner's Orders.** The filing of a motion for revision does not stay the commissioner's ruling. All orders granted by a court commissioner shall remain valid and in effect pending outcome of the motion for revision, unless stayed upon motion and order properly noted before the commissioner granting the order or before the presiding judge.

53.2.2 **Contents of Motion.** All motions shall state with specificity any portion of the commissioner's order or judgment sought to be revised. The moving party shall identify those findings of fact or conclusions of law sought to be revised, and cite those portions to the record. Any portion not so specified shall not be revised.

53.2.3 **Disposition of Motion.** See LCR 59.

LCR 55 DEFAULT AND JUDGMENT

55.1 **Delivery of Decree to Other Party.** In default dissolution cases, at the time of entry of the decree of dissolution, the moving party or counsel shall immediately deliver to or mail to the other party at their last known address, a conformed copy of the decree. Failure to do so may result in vacating the order of default and decree.

LCR 56
SUMMARY JUDGMENT

56.1 **Filing and Hearing Date.** All motions for summary judgment shall be noted for hearing on a regularly scheduled motions calendar. However, the court administrator shall not allow more than three summary judgment hearings to be scheduled for any one date.

56.2 **Judge's Bench Copies.** Bench copies for the judge, labeled "bench copy", shall be forwarded by counsel to the court administrator and shall contain the name of the judge hearing the motion, the date of the hearing, and by whom these papers are being delivered. The court administrator will also accept electronically mailed bench copies for forwarding directly to chambers.

56.3 Deleted.

56.4 **Scheduling.** Summary judgments shall be heard during the court's regularly scheduled civil motion calendar; provided, if arguments of counsel are anticipated to exceed more than 10 minutes per side or a total of thirty minutes in total, then a special setting shall be arranged with the court administrator.

LCR 59
MOTIONS FOR RECONSIDERATION

(e) **Hearing on Motion.** A motion for reconsideration shall be submitted on briefs and affidavits only, without oral argument, unless the trial judge on application from counsel or on his own motion allows oral argument. The moving party shall file the motion and all supporting affidavits, documents and briefs at the same time, and on the date of filing serve or mail a copy thereof to opposing counsel, and deliver a bench copy thereof to the trial judge, which copy shall show the date of filing. The trial judge will consider the motion and will advise counsel of the ruling or of the desired further proceedings pursuant to CR 59 and this rule.

**LCR 77
SUPERIOR COURTS**

77(k)(1) **Motion Days Schedules.** Motion calendars or dockets are subject to change without notice. If a particular judge or commissioner is required for a hearing, counsel must call the court administrator to confirm the attendance of that judge or commissioner on that particular docket. Failure to confirm availability can result in the matter not being heard. Normally, matters shall be heard pursuant to the following schedule:

<u>Each Tuesday @ 9:00 & 10:30 a.m.</u>	<u>Mandatory Settlement Conferences</u>
<u>Each Wednesday @ 9:00 & 10:30 a.m.</u>	<u>Mandatory Settlement Conferences</u>
<u>Each Wednesday @ 9:00 a.m.</u>	<u>DV Protection Order Hearing</u>
<u>Each Wednesday @ 10:00</u>	<u>Juvenile Offenders</u>
<u>Each Wednesday @ 1:00 p.m.</u>	<u>Adoption Calendar</u>
<u>Each Thursday @ 7:30 a.m.</u>	<u>Drug Court Staffing</u>
<u>Each Thursday @ 8:30 a.m.</u>	<u>Drug Court Calendar</u>
<u>Each Thursday@9am & 10:30am</u>	<u>Mandatory Settlement Conference</u>
<u>Each Thursday @ 10:15 a.m.</u>	<u>Family Therapeutic Staffing</u>
<u>Each Thursday @ 10:30 a.m.</u>	<u>Family Therapeutic Court</u>
<u>Each Thursday @ 1:00 p.m.</u>	<u>Juvenile Dependency Calendar</u>
<u>Each Thursday @ 1:00 p.m.</u>	<u>YAR & CHINS Calendar</u>
<u>2nd & 4th Thursdays @ 3:00 p.m.</u>	<u>Truancy Calendar</u>
<u>Each Friday @ 8:30 a.m.</u>	<u>Adult Criminal Calendar</u>
<u>2nd Friday @ 8:30 a.m.</u>	<u>Pay or Appear Calendar</u>
<u>Each Friday @ 1:00 p.m.</u>	<u>Civil/Guardianship/Probate</u>
<u>Each Friday @ 2:00 p.m.</u>	<u>Domestic/Family Law</u>
<u>Daily @ 11:30 or 11:45 a.m.</u>	<u>Adult Initial Video Calendar</u>

77.1 **Special Christmas Eve Hours.** The superior court, court administrator and clerk's offices shall be open each year on Christmas Eve day from 8:30 a.m. to 12:00 p.m. only, or as otherwise resolved by the board of county commissioners.

**LCR 78
DUTIES OF THE CLERK AND COURT ADMINISTRATOR**

78.1 In addition to the other powers and duties prescribed by RCW 2.32.050, 36.18.020, and CR 78, the Clerk and Court Administrator's Office shall have the following powers and duties:

78.1.1 **Time of Filing.** All original pleadings or other papers with proper caption and cause number will be file stamped, docketed, and secured in the legal file by the clerk in the order received. The clerk shall have all filed papers available for inspection in the legal file within three court days of filing.

78.1.2 **Correcting Obvious Errors.** The clerk is authorized to correct obvious errors in cause numbers and captions when the error is of a clerical nature, or in instances where the mathematical addition in criminal judgment and sentences is incorrect.

78.1.3 **Registry of the Court.** Bail is to be returned after the sentencing or dismissal of a criminal case. In all other instances the clerk shall not disburse any funds paid into the registry of the court without a specific written court order, except with bail.

78.1.4 **Unsuitable Materials.** Whenever any paper or other material is presented to the clerk for filing but is deemed by the clerk that the format is improper or inappropriate for filing, including documents or photographs deemed potentially pornographic in nature, the clerk shall affix the file mark thereto and may forthwith orally apply to the court for a determination of the propriety of the filing format of the material presented. If the court determines that the paper or material should not be made a part of the file, the court may order that file mark be crossed out and the unsuitable material be returned to the submitting party.

78.1.5 **Inspection or Withdrawal of Files.** The clerk shall permit no file to be taken from the clerk's office by anyone other than a judge, visiting judge, court commissioner or judge pro tem.

78.1.6 All pleadings, motions and other papers presented for filing with the clerk shall be on 8-1/2 x 11 paper and shall be printed on one side only. The clerk may refuse to file any papers not in conformance with this rule.

78.1.7 **Facsimile Filing of Pleadings With Clerk.** Documents, including pleadings, may be filed with the clerk by facsimile transmission, in accordance with GR 17, with the following change: In addition to the requirements of a fax transmittal sheet contained in GR 17(b)(2) (Appendix 9), the fax transmittal sheet shall also contain the title and number of pages for each document sent in the transmission (Appendix 8). Payment must be made in advance as per instructions listed on fax transmittal sheet.

78.1.8 Only the following persons shall have access to paternity files of the court when no final judgment and order determining paternity has been entered: the mother, the presumed father, any alleged father who has not been dismissed from the case, an attorney representing any of the foregoing or the child (after filing a notice of appearance), any guardian ad litem appointed in the cause and not discharged, the State of Washington as represented by the attorney general's office or Jefferson County Prosecuting Attorney's office, and any other person granted permission in writing by a Jefferson County Superior Court judge. After entry of the judgment and order determining paternity has been entered, the clerk of the court shall seal all pleadings prior to the judgment and order, but shall allow all subsequent pleadings to be open to the public, and shall open a new type 3 case per administrative order.

78.1.9 The clerk shall not accept personal checks in criminal or juvenile offender cases.

78.1.10 The standard fee for faxing to or from the clerk shall be \$5.00 for the first page and \$1.00 for each page thereafter.

78.1.11 The clerk's fee schedule periodically updated by the clerk is hereby adopted.

78.1.12 The Clerk's Office shall promptly notify appointed counsel of any such court appointment by electronically mailing a copy of the court order. Attorneys shall be informed if their client is in custody.

78.1.13 The clerk shall maintain a confidential and sealed file of all search warrants and affidavits in support thereof. After the filing of the inventory and a return of service, said records shall be available for public inspection, excluding search warrants which require a court order to unseal the same.

78.1.14 The clerk shall maintain as confidential those mental health, psychiatric and medical records received directly by the court; except, however, those reports attached to and incorporated therein by counsel or parties are not subject to said confidentiality without a court order.

78.1.15 The court administrator shall maintain the judges' notes and worksheets as confidential.

78.1.16 Exhibits.

(a) At least 3 days prior to trial, counsel shall deliver all exhibits unnumbered in binders for pre-trial processing. An exhibit list for the courtroom clerk shall accompany these binders. Any photographs will be listed with a description sufficiently detailed to differentiate the photograph from others on the

exhibit list. Exhibits will be pre-marked numerically by the courtroom clerk, on a first come basis and sequentially from there on. The courtroom clerk will cooperate with counsel in facilitating the marking and management of the exhibits. It is imperative that counsel produce exhibits allowing sufficient time for this process to occur in an orderly and accurate manner.

- (b) Documents and other exhibits should be shown to opposing counsel before their use in court.
- (c) Ordinarily, exhibits should be offered in evidence when they become admissible rather than at the end of counsel's case.
- (d) Marking on exhibits should only be made after receiving the court's permission to do so.
- (e) For cause shown, the court may permit a copy of any document admitted in evidence to be substituted for the original.
- (f) Exhibits containing blood borne pathogens, drugs, firearms or dangerous weapons shall be properly packaged and labeled before acceptance by the court or clerk. To meet packaging and labeling requirements, exhibits shall conform to the following criteria when presented:
 - (i) Blood borne pathogens shall be packaged in sturdy plastic containers. If contained in a vial or hypodermic, each shall be placed in an individual sturdy plastic container. All items shall be labeled to identify the contents as potentially biologically hazardous materials.
 - (ii) Drugs shall be placed in sealed containers to prevent or reduce emissions from the container. They shall be labeled identifying the contents.
 - (iii) Firearms shall be unloaded, any breech mechanism or cylinder shall be open, and a secured trigger lock shall be in place.
 - (iv) Dangerous weapons shall have any sharp or pointed portions sheathed in a manner to prevent injury or contact with the sharp or pointed portions.
 - (v) Paper bags alone shall not constitute proper packaging.
- (g) GR 20, governing security in handling exhibits shall apply, with proviso the Court may also order withdrawal and substitution on its own merit.
- (h) All exhibits, some exceptions apply, will be held by the clerk following trial for safekeeping pending appeal or further court order. Those exhibits that fall under the exception will be returned forthwith to the investigating law enforcement agency pending appeal or further court order.
- (i) An 8.5 x 11 reproduction or color copy of each large-scale exhibit must be provided and shall be substituted for marking and filing with permission of the court.
- (j) After final disposition of a civil matter, the court, after hearing, may order the clerk to destroy or otherwise dispose of physical evidence, which cannot, because of bulk or weight, be retained in the case file, provided that all parties of record are given thirty days written notice of any such hearing.

LCR 79
BOOKS AND RECORDS KEPT BY THE CLERK

79(b)(10) Abstract of Judgment.

(a) The abstract of a judgment shall contain (1) the name of the party, or parties, in whose favor the judgment was rendered; (2) the name of the party, or parties, against whom the judgment was rendered; (3) the date of the rendition of the judgment; and (4) the amount for which the judgment was rendered.

(b) A transcript of a judgment is an abstract, plus an exact copy of the judgment itself. A transcript is required when filing a judgment from a district court or other court of limited jurisdiction in the superior court.

**LCR 80
COURT REPORTERS**

80.1 **Transcripts.** The Court Administrator shall make available to parties a list of approved transcriptionists. The party requiring a written transcript shall contact their chosen transcriptionist directly. Payment is made by the party requesting the transcript directly to the transcriptionist.

**LCR 81.1
COURTROOM PRACTICE AND DECORUM**

81.1.1 Deleted

81.1.2 Deleted

81.1.3 Deleted

81.1.4 Renumbered as 78.1.16

**LRALJ 2.6(a)(1)
CONTENT OF NOTICE OF APPEAL**

A Notice of Appeal from the District Court shall be (1) titled "Notice of Appeal", (2) identify the party or parties appealing, (3) designate each decision which the party wants reviewed, (4) name the court to which the appeal is taken, (5) provide the name and address of the lawyer for each of the parties represented by a lawyer and the address of the parties who are not represented by counsel, and if a criminal case, it shall include the address of the defendant, (6) state whether the case appealed is criminal (if so, provide RCW for charge), civil or an infraction, and (7) name the court and cause number from which the appeal is taken, and (8) state the name of the judge or commissioner making the original ruling.

**LRALJ 6.3.1
TRANSCRIPT OF ELECTRONIC RECORD**

(a) Unless the Superior Court orders otherwise, the appellant shall, in District Court, designate and identify the specific portion of the electronic recording of proceedings as provided in section (c) of this rule. The disk of the designated electronic record will be transmitted to the Superior Court Administrator by the District Court. The appellant shall not request or provide a transcript at county expense unless specifically ordered by the Superior Court.

(b) If the respondent wishes to add to or challenge the electronic record as designated by the appellant of the proceedings, then the respondent shall designate and identify the specific portion of the electronic record as provided in section (c) of this rule. The disk of the designated electronic record will be transmitted to the Superior Court Administrator by the District Court. The respondent shall not request or provide a transcript at county expense unless specifically ordered by the Superior Court.

(c) Content of electronic record. The designated record shall contain only those portions of the electronic record necessary to present the issues raised on appeal. The designation filed in District Court shall specify the exact time of the alleged error for the Superior Court to consider. If the appellant intends to urge that a verdict or finding of fact is not supported by the evidence, the appellant shall include in the designated record all testimony relevant to the disputed verdict or finding. If the appellant intends to urge that the court erred in giving or failing to give an instruction, the appellant shall include all objections to the instructions given and refused and the court's rulings.

LRALJ 8.4
BRIEFING SCHEDULE

Appeals from Courts of Limited Jurisdiction under RALJ, upon filing with the Superior Court, shall be issued a case schedule setting forth the briefing schedule of the parties and the time designated for oral argument. Parties shall comply with all RALJ rules covering traffic infractions, criminal and civil proceedings.

IV. JUVENILE COURT RULES

LJUCR 11
FINANCIAL RESPONSIBILITY - JUVENILE COSTS

11.1 **Assessment of Costs.** The assessment for the cost of detention and publicly funded counsel should not exceed actual costs to the county. The costs shall be assessed and ordered paid in a reasonable time unless a sworn financial statement is presented to the court at a proceeding to justify reduction or elimination of any such assessment, or there are other circumstances recognized by the court for reducing or not imposing the assessment.

11.2 **Notice.** It shall be the duty of the juvenile court services to notify the parent or parents, guardian or other person legally obligated to support the juvenile of this rule prior to said proceeding and to provide all necessary documents in order for such person to adequately prepare for said proceeding.

11.3 **Sanctions.** A show cause hearing with timely notice by the clerk's office to the delinquent person may be held to inquire into the delinquency of the assessment and the sanctions available under RCW 13.16.085.

V. SPECIAL PROCEEDING RULES

LSPR 94
NOTICE TO SUPERIOR COURT OF JUVENILE PROCEEDINGS

All parties to a proceeding involving custody or adoption in the Superior Court are obligated to disclose to said court the pendency of any juvenile proceedings regarding minor children.

LSPR 95
MANDATORY PARENTING SEMINARS

(a) **Definition of Applicable Cases.** This rule applies to all cases filed under Ch. 26.09 or Ch. 26.26 of the RCWs after September 1, 1997, including dissolutions, legal separations, major modifications and paternity actions (in which paternity has been established) where the parties are parents of a child under the age of 18, and where a parenting plan or residential plan is required which involves the care of any child.

(b) **Parenting Seminars Mandatory Attendance.** Both parents, and such nonparent parties as the court may direct, shall participate in and successfully complete an approved parenting seminar. The seminar shall be completed within 60 days of service of the motion or petition. Successful completion shall be evidenced by a certificate of attendance filed by the provider agency with the court.

(c) **Fees.** Each party attending the parenting seminar shall pay a fee charged by the approved provider and authorized by the court.

(d) **Special Consideration Waiver.**

(1) In no case shall opposing parties be required to attend a seminar together.

(2) The court may, for good cause shown:

(a) waive the seminar requirement for one or both parents, or

(b) allow an alternative parenting seminar.

(e) **Failure to Comply.** Nonparticipation or default by one parent does not excuse participation by the other parent. Respondent's refusal, delay or default will not delay the progress of the case to a final decree; however, respondent will not be allowed to seek affirmative relief in this or subsequent proceedings, except certain temporary orders, on parenting issues until the seminar has been successfully completed. Petitioner's refusal or delay will prevent the case from being tried or any final order affecting the parenting/residential plan being entered in petitioner's favor. Willful refusal or delay by either parent may constitute contempt of court and result in sanctions imposed by the court or may result in the imposition of monetary terms, default, and/or striking of pleadings.

(f) **Service.** Petitioner, in all applicable cases as defined in Subsection (a) above, shall serve a copy of this Local Court Rule on Respondent. The notice shall be served with the initial pleadings.

LSPR 96 LOCAL GUARDIANSHIP PROCEEDINGS

(1) **Duties of Judge or Court Commissioner.** The judicial officer presented with an order appointing guardian or approving order of accounting shall set the date of the hearing for presentation of the next accounting and annual personal care plan.

(2) **Duties of Attorney.** Pursuant to the requirements of RCW 11.88.010(5) the attorney presenting an Order which includes findings that the subject does not have the capacity to vote shall file with the clerk on that same date a Notice of Loss Voting Rights (Appendix 10) providing information necessary to the county auditor.

Should the attorney representing the estate choose to withdraw, the attorney must advise the court of the name and address of the party to be notified, should that be necessary, of a delinquent accounting and annual Personal Care Plan. The notice to the court shall be filed prior to the effective date of the withdrawal of the attorney.

(3) Deleted

VI. GUARDIAN AD LITEM RULES TITLE 11 & 26

LGALR LOCAL GUARDIAN AD LITEM PROCEDURES

1.1 **Registry.** The Jefferson County Superior Court Administrator or designee shall be responsible for maintaining a registry of those qualified to serve as a Guardian ad Litem in guardianship proceedings as provided in RCW 11 and RCW 26.

1.2 **Qualifications.** All registry applicants must meet the certification and qualifications set forth in the statutes to be considered for placement on the registry. The registry shall be open for new applications one time a year, between January 1st and March 1st. All required information must be received by the Jefferson County Superior Court Administrator no later than March 1st of each year. The registry shall be defined by April 1st of each year. All persons on the registry must update their background and qualifications information annually no later than March 1st of each year.

1.3 **Notification.** Persons applying will be notified of their placement on the registry and shall then be eligible for appointment as a Guardian ad Litem.

1.4 **File.** The Court Administrator or designee shall maintain a file on each Guardian ad Litem. Each file shall include the Certificate of Completion of training, Background and Qualification Statement, together with all formal complaints or grievances related to the person's service as a Guardian ad Litem. Each file for members of the registry shall be open for public review during normal business hours.

1.5 **Code of Conduct.** All applicants shall abide by the Guardian ad Litem Code of Conduct, these procedures and the laws of the State of Washington.

1.6 **Appointment of Guardian ad Litem from Registry.** Application to the Court for appointment of a Guardian ad Litem shall be made by submitting an Order Appointing Guardian ad Litem to the Office of the Superior Court Administrator. Parties may agree to the appointment of a qualified guardian ad litem whose name appears on the rotational list. If the parties are not in agreement, the Superior Court Administrator shall write in the name which is next on the rotational list and initial the same. The Order shall then be submitted to a Judge or Commissioner for signature or such other action as may be appropriate. Any Judge or Commissioner who does not appoint the person next on the rotational list shall make an appropriate record of the reasons for said deviation. The Order, once signed, shall be presented to the Superior Court Administrator. In the event a Judge or Commissioner approves a person who is not next on the rotation list, the appointed person's name shall go to the bottom of the rotation list. In the event the person nominated as Guardian ad Litem chooses not to serve, regardless of the reason, his/her name shall go to the bottom of the rotational list just as if he/she had served.

1.7 **Retention on Guardian ad Litem Registry.** A person shall remain on the registry so long as he/she meets the statutory certification requirements for the registry, and has not been removed.

1.8 **Grievance Procedure.**

1.8.1 Any person may file a complaint against a guardian ad litem. The complaint must be in writing and filed with the Court Administrator. The complaint must state the specific act or failure to act of concern to the complaining person and shall include: (a) the name, mailing address, and telephone number of the person filing the complaint; (b) the status of the underlying case including the case number and case name; (c) whether the complaining person told the guardian ad litem about the complaint; (d) what action the guardian ad litem has taken to address the complaint; (e) which section of the Code of Conduct or Order of Appointment or statute was violated, and the specific facts involved for each violation; and (f) what the complaining person would like done to fix the problem which is the subject of the complaint.

1.8.2 Complaints filed under this rule must be filed within one year from the date of occurrence of the matters complained of.

1.8.3 If it is determined that the grievance concerns a completed case and the person making the grievance is a party to the case, or is their attorney, a copy of the grievance shall be sent to the Guardian ad Litem and a written response shall be requested from the Guardian ad Litem. A grievance concerning pending or not completed case shall be directed to the judicial officer presiding over the case.

1.8.4 At the discretion of the Superior Court Judge, the Guardian ad Litem's further participation on the registry may be suspended or denied pending resolution of the grievance.

1.8.5 The Judge or Court Administrator shall decide any grievance, including the decision to suspend or remove any Guardian ad Litem from the registry, and shall provide written notice of any decision to the complaining person, the guardian ad litem, and any counsel of record. A copy of the decision shall be placed in the file of the guardian ad litem.

1.8.6 A person may have additional, reasonable requirements imposed upon them which permit them to continue to serve as a Guardian ad Litem, they may be denied listing on the registry; or they may be removed from the registry for any other reason that places the suitability of the person to act as a Guardian ad Litem in question.

1.9 Code of Conduct – Title 11 Guardian Ad Litem

1.9.1 The Guardian ad Litem shall represent the best interests of the persons for whom he or she is appointed.

1.9.2 The Guardian ad Litem shall make a reasonable inquiry as to the facts and issues in dispute and shall decline the appointment if the Guardian ad Litem is not qualified, competent, or able to complete the matter in a timely manner.

1.9.3 The Guardian ad Litem shall maintain the ethical principles of the Guardian ad Litem’s own profession.

1.9.4 The Guardian ad Litem shall remain qualified for the registry to which the Guardian ad Litem is appointed and shall promptly advise the court of any grounds for disqualification or unavailability to service.

1.9.5 The Guardian ad Litem shall maintain independence and objectivity in the Guardian ad Litem investigation.

1.9.6 The Guardian ad Litem shall avoid any actual or apparent conflict of interest or impropriety in the conduct of the Guardian ad Litem’s duties. The Guardian ad Litem shall avoid self-dealing or association from which the Guardian ad Litem might directly or indirectly benefit, other than for compensation as Guardian ad Litem. The Guardian ad Litem shall take action immediately to resolve any potential conflict or impropriety. The Guardian ad Litem shall advise the court and the parties of action taken or resign from the matter as may be necessary to resolve the conflict or impropriety.

1.9.7 The Guardian ad Litem shall treat the parties with respect, courtesy, fairness, and good faith regardless of race, color, creed, religion, national origin, cultural heritage, gender, age, education, economic status, marital status, sexual orientation or disability.

1.9.8 The Guardian ad Litem shall make reasonable efforts to become informed about the facts of the case, and locate professional resources, as necessary, to assist in the Guardian ad Litem’s evaluation and recommendations.

1.9.9 The Guardian ad Litem shall inform the court concerning all relevant information disclosed or made available to the Guardian ad Litem.

1.9.10 The Guardian ad Litem shall not guarantee or create the impressions that any portion of the investigations will remain confidential.

1.9.11 The Guardian ad Litem shall maintain the privacy of the parties, and shall make no disclosures about the case or investigation except in reports to the court or as necessary to perform the duties of the Guardian ad Litem.

1.9.12 Any Guardian ad Litem report submitted to the Court **shall** comply with RCW 11.88.090(f)(i) thorough (viii).

1.9.13 The Guardian ad Litem shall perform his or her duties in a prompt and timely manner. The Guardian ad Litem shall maintain adequate documentation to substantiate recommendations and conclusions. The Guardian ad Litem shall keep complete and contemporaneous records of actions taken and the time and expense incurred.

1.9.14 The Guardian ad Litem shall report to D.S.H.S. and the court, any adult abuse as defined in RCW 74.34.020(2).

1.10 Code of Conduct – Title 26 Guardian Ad Litem

1.10.1 The Guardian ad Litem shall investigate and report to the court, the factors relevant to the parenting and best interests of the person for whom he or she is appointed.

1.10.2 The appointed Guardian ad Litem shall make a reasonable inquiry as to the facts and issues in dispute and shall decline the appointment if they are not qualified, competent, have a conflict of interest or unable to complete the matter in a timely manner.

1.10.3 The Guardian ad Litem shall maintain the ethical principles of their own profession.

1.10.4 The Guardian ad Litem shall remain qualified for the registry to which they are appointed and shall promptly advise the court of any ground for disqualification or unavailability to serve.

1.10.5 The Guardian ad Litem shall maintain independence and objectivity in their investigation.

1.10.6 The Guardian ad Litem shall avoid any actual or apparent conflict of interest or impropriety in the conduct of their duties. The Guardian ad Litem shall avoid self-dealing or association from which the Guardian ad Litem might directly or indirectly benefit, other than from compensation as Guardian ad Litem. The Guardian ad Litem shall take action immediately to resolve any potential conflict or impropriety. The Guardian ad Litem shall advise the court and the parties of action taken, or resign from the matter, as may be necessary to resolve the conflict or impropriety.

1.10.7 The Guardian ad Litem shall treat the parties with respect, courtesy, fairness and good faith regardless of race, color, religion, national origin, cultural heritage, gender, age, education, economic status, sexual orientation or disability.

1.10.8 The Guardian ad Litem shall inform the court concerning all pertinent information disclosed or made available to them during the course of their appointment.

1.10.9 The Guardian ad Litem shall not guarantee or create the impression that any portion of the investigation will remain confidential, and shall inform all witnesses that information gathered by the Guardian ad Litem must be reported to the court.

1.10.10 The Guardian ad Litem shall maintain the privacy of the parties, and shall make no disclosures about the case or investigation except in reports to the court, to the parties and their attorneys, or as necessary to perform the duties of the Guardian ad Litem.

1.10.11 The Guardian ad Litem shall perform his or her duties in a prompt and timely manner, and shall file any report as required by court order or statute.

1.10.12 The Guardian ad Litem shall maintain adequate documentation of the investigation conducted, to substantiate the reported facts, as well as any recommendations or conclusions.

1.10.13 The Guardian ad Litem shall keep complete and contemporaneous records of actions taken, time spent, and expense incurred during the investigation.

1.10.14 All records, including time and expense records, of the Guardian ad Litem shall promptly be made available to the parties and their attorneys for review upon request, without formal discovery request(s) being made. Copies of the records may be made by the parties and their attorneys under circumstances, which assure that the file remains complete, organized and intact.

1.10.15 The Guardian ad Litem shall not have ex parte contact with any judicial officer involving in a matter in which they are appointed or serving.

1.10.16 The Guardian ad Litem shall be available to testify.

1.11 **Compensation.** The rate of compensation shall be established by the Court and reviewed on an annual basis. The court administrator shall keep a record of the established rates to be allowed. The Guardian Ad Litem shall not charge for travel time, however, may bill for mileage at the applicable Washington State reimbursement rate.

1.12 **Notice.** If a guardian ad litem is appointed, the guardian ad litem is entitled to notice of all proceedings, including trial.

VII. GUARDIAN AD LITEM RULES TITLE 13

LGALR ESTABLISHMENT OF LOCAL RULES FOR COURT APPOINTED SPECIAL ADVOCATES

1.1 **Roster.** The Director of Juvenile and Family Court Services, through the GAL Coordinator, shall maintain a roster of volunteer Guardians ad Litem who are currently qualified under the GAL Program.

1.2 **Qualifications.** All volunteer Guardians ad Litem must meet the minimum requirements set out by the GAL Program, and must complete training as prescribed by state law and by GAL Program policy.

1.3 **Swearing In/Eligibility to Serve.** Upon successful completion of the Initial Training and acceptance into the GAL Program by the Director of Juvenile and Family Court Services, the volunteer Guardian ad Litem will be sworn in by the Superior Court Judge or designee, and then will be eligible to serve.

1.4 **Appointment.** Upon receipt of an order appointing the GAL Program as Guardian ad Litem for a child, the GAL Coordinator will assign a volunteer Guardian ad Litem to the case, if one is available, and will notify the court and parties of the assignment, and the assignment will take effect immediately. The court shall appoint the person recommended by the program. If a volunteer Guardian ad Litem is not available, the GAL Coordinator shall serve as Guardian ad Litem until a volunteer becomes available.

1.5 **File.** The GAL Program shall maintain a file on each volunteer Guardian ad Litem. Each file shall contain the volunteer's Application, Authorization for Background Inquiry, results of Criminal History Check, Background Information Record, and documentation of any instances of removal of a case for cause. At the beginning of each case the GAL Program will provide to the court and parties, through their attorneys, copies of the volunteer GAL's Background Information Record. The BIR will include: Level of Education; Training Related to GAL duties; Number of Years' Experience as a GAL; Number of Assignments as a GAL; Criminal History; Dismissals for Cause. The information in the BIR shall be updated annually.

1.6 **Code of Conduct.** The volunteer GAL shall abide by the Code of Conduct as set out in these Rules, and by GAL Program Policies, as well as the Court Rules of the Courts of the State of Washington, which are incorporated herein.

1.6.1 The volunteer Guardian Ad Litem shall represent the best interests of the child for whom he or she is appointed. If the Guardian ad Litem learns that a conflict exists between the best interests of the child and the child's desires, the GAL will bring this conflict to the court's attention and request an attorney be appointed for the child.

1.6.2 The volunteer Guardian Ad Litem shall complete an independent, thorough investigation of the child's situation.

1.6.3 A volunteer Guardian Ad Litem shall identify himself or herself to parties or other individuals involved in the case as a Guardian ad Litem and shall explain the role of the Guardian ad Litem.

1.6.4 The volunteer Guardian Ad Litem shall complete and submit to the court in a timely manner a written report that addresses the historical and current facts of the child's situations, the GAL's conclusions based on these facts, and the GAL's recommendations in the best interests of the child.

1.6.5 The volunteer Guardian ad Litem shall not guarantee or create the impression that any

portion of the investigation will remain confidential, and shall inform all persons interviewed that all pertinent information gathered by the Guardian Ad Litem must be reported to the court.

1.6.6 The volunteer Guardian Ad Litem shall maintain the privacy of parties in a manner consistent with GAL Program Policies.

1.6.7 The volunteer Guardian Ad Litem shall appear in court for all hearings involving the child, unless prior arrangements have been made with the GAL Coordinator to stand in for the GAL.

1.6.8 The volunteer Guardian Ad Litem shall maintain independence, objectivity, and the appearance of fairness in dealing with parties and professionals, both in and out of the courtroom, and shall act in a professional manner.

1.6.9 The volunteer Guardian Ad Litem shall timely report to the court any changes in the situation of the child for whom the GAL is appointed.

1.6.10 The volunteer Guardian Ad Litem shall remain qualified for the GAL Program Roster by passing periodic background checks, meeting continuing education requirements, and by abiding by the policies of the GAL Program.

1.6.11 The volunteer Guardian ad Litem shall avoid actual conflicts of interest or the appearance thereof.

1.6.12 The volunteer Guardian ad Litem shall treat the parties with respect, courtesy, fairness, and good faith regardless of race, color, creed, religion, national origin, cultural heritage, gender, age, education, economic status, sexual orientation or disability.

1.6.13 The volunteer Guardian ad Litem shall maintain adequate documentation of his/her investigation.

1.6.14 The volunteer Guardian Ad Litem shall not have ex parte contact with any judicial officer involving a matter in which they are appointed or serving.

1.6.15 The volunteer Guardian Ad Litem will perform only those duties that are within the scope of the role of the Guardian Ad Litem and included in the GAL job description.

1.7 **Grievance Procedure.** Any party can file a complaint against a volunteer Guardian ad Litem. The complaint should be made in writing, and should be addressed to the Director of Juvenile and Family Court Services, P.O. Box 1220, Port Townsend, WA 98368. The complaint must state the specific act or failure to act of concern to the complaining person and shall include:

- (a) The name, mailing address, and telephone number of the person filing the complaint;
- (b) The status of the underlying case including the case number, if known, and the case name;
- (c) Whether the complaining person told the Guardian ad Litem and/or the Guardian Ad Litem Coordinator about the complaint;
- (d) What action the Guardian ad Litem or the Guardian ad Litem Coordinator has taken to address the complaint;
- (e) Which section of the Code of Conduct or statute was violated, and the specific facts of each violation;
- (f) What the complaining person would like done to fix the problem which is the subject of the complaint.

The Director of Juvenile and Family Court Services will determine whether the complaint is substantive in nature and meets the criteria above. The Director will contact the complaining party for clarification of the complaint as needed. If the person making the complaint is a party to a pending case, or the attorney of a party to the case, a copy of the complaint will be sent to the judicial officer and parties. A copy of the complaint will also be sent to the volunteer Guardian ad Litem, and to the Guardian ad Litem Coordinator, and a written response shall be requested of the volunteer Guardian ad Litem, and the Guardian ad Litem Coordinator if appropriate.

The Director of Juvenile and Family Court Services will investigate the complaint and either the Judge or Director shall decide any grievance that concerns:

- (a) A case that is closed,
- (b) A complaint made by a person not a party to a pending case, or
- (c) A case that is open, and the complaint is brought by a party or his/her attorney, but the complaining party has not moved the court to decide the matter.

The decision of the Judge or Director may include whether to remove the volunteer Guardian ad Litem from the case or the GAL Program Roster.

Decisions made by the Director of Juvenile and Family Court Services regarding a grievance pertaining to an open case may be brought before the presiding judicial officer for review and resolution of the matter.

Any party to an open case who is filing a grievance may bring the complaint, through proper procedure, to the court's attention and move the court to resolve the complaint and/or dismiss the volunteer Guardian ad Litem from the case.

Removal of a volunteer Guardian ad Litem from the Guardian ad Litem Program Roster pursuant to a grievance shall be decided by the Judge or Director of Juvenile and Family Court Services, in consultation with the GAL Coordinator and the GAL Program Attorney.

A copy of the decision shall be placed in the file of the volunteer Guardian Ad Litem. Dismissals from a case pursuant to a grievance are included in the volunteer Guardian ad Litem's Background Information Record.

Complaints under this rule may be filed at any time during the pendency of a case and up to six months following the dismissal of the case.

VIII. CRIMINAL RULES

LCrR 1

SCOPE, PURPOSE AND CONSTRUCTION

1.1 **Scope.** The Local Civil Rules shall apply in all criminal proceedings when not inconsistent with these rules, the Superior Court Criminal Rules or applicable statutes.

LCrR 3.2

RELEASE OF ACCUSED

3.2.1. **Drug Court Participants.** No drug court participant booked into the Jefferson County Jail on new criminal charges or drug court violations shall be released on bail prior to appearing in drug court by video the following business day at 11:30 am. It will be the court administrator's responsibility to keep the participant list current at the Jefferson County Jail.

LCrR 3.4

PRESENCE OF THE DEFENDANT

3.4(d)(2) Video Conference Proceedings - Agreement. In criminal matters, in addition to those proceedings specifically mentioned in CrR 3.4(d)(1), all trial court proceedings may be conducted by video conference by agreement of the parties on the record. If neither party objects on the record to the proceeding being held by video conference, the participation in the proceeding will constitute "agreement on the record" to the use of video conference for that proceeding.

**LCrR 3.6
SUPPRESSION HEARINGS**

(a) Pleadings. Motions to suppress physical, oral or identification evidence, other than a motion pursuant to rule 3.5, shall be in writing and a bench copy of said motion must be provided for the court at time of filing. Opposing counsel may be ordered to serve and file a memorandum of authorities in opposition to the motion. The court shall determine whether an evidentiary hearing is required based upon the moving papers.

**LCrR 4.9
CRIMINAL PRETRIAL HEARINGS**

4.9.1 Pretrial hearings shall be set on all felony charges.

4.9.2 Pretrial hearings shall be set on the 8:30 a.m. Friday motion calendar at least ten (10) days prior to the trial date.

4.9.3 The defendant shall be present at the pretrial hearing. Should defendant fail to appear, unless good cause is shown, the trial date shall be stricken and a warrant for arrest of the defendant shall issue.

4.9.4 At the pretrial hearing the court shall determine: (i) whether discovery has been completed, (ii) whether discovery has been reviewed by defendant and counsel, (iii) whether a plea offer from the prosecuting attorney has been received by defendant and counsel, (iv) whether defendant is going to change his plea, (v) whether the defendant is going to petition for Drug Court or Diversion, and (vi) such other matters as may be appropriate.

4.9.5 If defendant advises the court that he intends to enter a guilty plea or petition for Drug Court or Diversion, the trial date will be stricken and a date scheduled for entry of plea or Drug Court or Diversion contract. If defendant does not indicate an intent to enter a guilty plea or petition for Drug Court or Diversion, the case will proceed to trial on the charge(s) as filed.

4.9.6 In the event that a trial is cancelled after pretrial subsequent to the jury call having been processed, counsel or parties to the action shall be subject to a jury administrative reimbursement fee equal to the actual costs incurred by the court for jury fee payments or administrative costs in calling the jury panel. Upon a showing of good cause, said fee may be waived by the court.

**LCrR 8.10
COURT COMMISSIONERS IN CRIMINAL CASES**

8.10 In adult criminal cases, any court commissioner appointed to serve in the Jefferson County Superior Court, and qualified under Article 4, Section 23 of the Washington State Constitution, shall have the power, authority and jurisdiction, concurrent with superior court judges, to preside over arraignments, preliminary appearances, initial extradition hearings, and noncompliance proceedings pursuant to RCW 9.94A.634; to accept pleas; appoint counsel; make determinations of probable cause; set, amend and review conditions of pretrial release; set bail; set trial and hearing dates; authorize continuances; and accept waivers of the right to speedy trial.

**LCrR 8.11
CRIMINAL NO CONTACT ORDERS**

8.11 At the time of the entry of any criminal Judgment and Sentence, Judgment of Acquittal, Order of Dismissal or other order disposing of a criminal cause of action, the Office of the Prosecuting Attorney shall enter a new Domestic Violence No Contact Order which reflects the extension of any initial order, or in the alternative, an order that reflects the vacation of any initial order.

LCrR 8.12
CRIMINAL HEARING CONTINUANCES

8.12 Criminal motions will only be continued with the consent of the judge and in open court. Continuances shall not be granted by telephone.

LOCAL RULES CONFORMING TO GENERAL RULES

LGR 31

PERSONAL IDENTIFIERS - CHILDREN

31.1 **Complete names of children, sealed case types.** The complete names of children shall be used in cases that are deemed confidential pursuant to state or federal statutes; including cases filed pursuant to RCW 13 (excluding offender cases); RCW 4.24; RCW 26.33 (Adoption); and, RCW 71.34 (Mental Health Services for Minors).

31.2 **Confidential Information Form.** The complete names of children and other identifiers shall be included in the Confidential Information Form or similar document for cases filed under Title 26.

31.3 **Domestic Relations Orders.** Court orders concerning the financial support or the custody or residential schedule of a child (including temporary or permanent parenting plans and similar documents) and orders establishing or disestablishing paternity shall include the full name of the child. The date of the birth of a child shall be included in court records only as authorized by General Rule 22.

31.4 **Child who is alleged to be a victim in a crime.** The complete name of a child who is alleged to be a victim of a crime may be included in subpoenas and in jury instructions. Nothing in this rule requires that subpoenas be routinely filed in the court file.

31.5 **Child who is charged with a crime.** The complete name of a child charged with a crime shall be included in any indictment or information filed with the court pursuant to CrR 2.1 or JuCR 7.2, as part of an affidavit or declaration of probable cause or for any other purpose deemed necessary for the prosecution or defense of the criminal or juvenile offender matter.

31.6 **Child who is the subject of minor settlement.** The complete name and date of birth of a child who is the subject of a minor settlement shall be included in the petition and any dispositive orders, pursuant to Rule 98.16W of the Superior Court Rules on Special Proceedings.

31.7 **Orders issued for the protection of a child.** If a child is a person protected by a criminal no contact order issued pursuant to RCW 10.99, an anti-harassment order issued pursuant to RCW 10.14, an order of protection issued pursuant to RCW 26.50 or a restraining order or order of protection issued pursuant to RCW 26.09, RCW 26.10, RCW 26.26, RCW 26.52.020, or any other court order entered for the protection of the child, the child's full name and other identifiers shall be included on petitions and orders as necessary for entry of the order in the Judicial Information System (JIS) and/or the Washington Crime Information Center (WACIC).

31.8 **Orders on release of criminal defendant.** If access to a child is restricted pursuant to CrR 3.2(d)(1), the court may include the full name of the child on the order if deemed necessary for effective enforcement of order.

31.9 **Orders restraining child from contacting or harassing others.** Whenever a child is named as a respondent in an order listed in (3) above, the child's full name and other personal identifiers shall be included on the petition and order as necessary for entry of the order in the Judicial Information System (JIS) and/or the Washington Crime Information Center (WACIC)

31.10 **Petitions and Notices filed pursuant to RCW 11.28 (children as heirs to estate).** The full names and ages of children and other information required by RCW 11.28.110 and RCW 11.28.330 shall be included. However, the date of birth may be included only as authorized by General Rule 22.

31.11 **General Authority.** Nothing in this rule shall prohibit a court from authorizing the use of a child's full name or date of birth when necessary for the orderly administration of justice, consistent with the requirements of General Rule 22

APPENDIX 1

SUPERIOR COURT OF WASHINGTON
 COUNTY OF JEFFERSON

In Re the Marriage of:)	
)	NO.
_____)	
Petitioner,)	REQUEST FOR ENTRY OF DECREE AND
)	DECLARATION OF JURISDICTIONAL FACTS
and)	(DISSOLUTION OF MARRIAGE)
)	
_____)	
Respondent.)	
_____)	

REQUEST	The petitioner requests immediate entry of Findings of Fact, Conclusions of Law and Decree of Dissolution of Marriage without a final hearing, and states:
RESIDENCE	I was a resident of the state of Washington when the petition was filed.
TIME LIMITS	More than 90 days have elapsed since the later of _____, _____, the date on which the Petition was filed, and _____, _____, the date: <ul style="list-style-type: none"> <input type="checkbox"/> the respondent signed a joinder. <input type="checkbox"/> the respondent signed an acceptance of service. <input type="checkbox"/> the summons and petition were personally served upon the respondent. <input type="checkbox"/> the summons and petition were mailed pursuant to an order for service by mail. <input type="checkbox"/> the summons was first published pursuant to an order for service by publication. <input type="checkbox"/> default has been taken. <input type="checkbox"/> default has not been taken.
MARRIAGE & SEPARATION	The parties were married on _____, _____, at [city, state] _____ and separated on _____, _____. The marriage is now irretrievably broken.
PREGNANCY	The wife is not now pregnant.
DEPENDENT CHILDREN	All dependent children of the marriage are identified in the proposed Decree. The proposed Parenting Plan is in the children's best interest; the Child Support Worksheets are accurate.
PROPERTY & DEBTS	All property and all debts of the parties are fairly and completely divided in the Decree.
IF DEFAULT	If entry of the Decree is sought after default of the Respondent, the Decree provides for only that relief requested in the petition.
PERJURY DECLARATION	I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Dated: _____, 20____.	[Signed] _____
at _____, Washington	Petitioner
Presented by:	Approved, notice of presentation waived:
[Signed] _____	[Signed] _____
Petitioner	Respondent

APPENDIX 2

SUPERIOR COURT OF WASHINGTON
 COUNTY OF JEFFERSON

In Re the Marriage of:)	
)	NO.
_____)	
Petitioner,)	REQUEST FOR ENTRY OF DECREE AND
)	DECLARATION OF JURISDICTIONAL FACTS
and)	(LEGAL SEPARATION)
)	
_____)	
Respondent.)	
_____)	

REQUEST	The petitioner requests immediate entry of Findings of Fact, Conclusions of Law and Decree of Legal Separation without a final hearing, and states:
RESIDENCE STATUS	I was a resident of the state of Washington when the petition was filed. <input type="checkbox"/> the respondent signed a joinder. <input type="checkbox"/> the respondent signed an acceptance of service. <input type="checkbox"/> the summons and petition were personally served upon the respondent. <input type="checkbox"/> the summons and petition were mailed pursuant to an order for service by mail. <input type="checkbox"/> the summons was first published pursuant to an order for service by publication. <input type="checkbox"/> default has been taken. <input type="checkbox"/> default has not been taken.
MARRIAGE & SEPARATION	The parties were married on _____, at [city, state] _____ and separated on _____.
PREGNANCY	The petitioner wishes to be legally separated.
DEPENDENT CHILDREN	The wife is not now pregnant. All dependent children of the marriage are identified in the proposed Decree. The proposed Parenting Plan is in the children's best interest; the Child Support Worksheets are accurate.
PROPERTY & DEBTS IF DEFAULT	All property and all debts of the parties are fairly and completely divided in the Decree.
PERJURY DECLARATION	If entry of the Decree is sought after default of the Respondent, the Decree provides for only that relief requested in the petition. I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Dated: _____, 20____. [Signed] _____
 at _____, Washington Petitioner

Presented by: _____ Approved, notice of presentation waived:
 [Signed] _____ [Signed] _____
 Petitioner Respondent

APPENDIX 3



Superior Court of Washington
County of Jefferson

Plaintiff/Petitioner

vs.

Defendant/Respondent

No. _____

NOTE FOR MOTION DOCKET

(NTMTDK)

TO THE CLERK OF THE COURT AND

TO:

AND:

Please take notice that the undersigned will bring on for hearing:

NATURE OF MOTION:

The hearing is to be held:

DATE: _____

TIME: _____

AT: Superior Court of Jefferson County
1820 Jefferson Street
Port Townsend, WA 98368

DATED: _____

Signed: _____

Lawyer for _____

Address: _____

Telephone: _____

APPENDIX 4

DOMESTIC RELATIONS INFORMATION FORM

Date: _____

Husband

Petitioner

Cause No.: _____

Wife

Respondent

PARTIES:

HUSBAND/FATHER		WIFE/MOTHER	
Name:	Age:	Name	Age:
Address:		Address:	

Date of Marriage:	Date of Separation:
-------------------	---------------------

DEPENDENT CHILDREN:

Name	Age	This Marriage	Prior Marriage	Percent Residential Time		Since
				Father %	Mother %	

CHILD SUPPORT:

1.

	NET INCOME	SUPPORT
Husband/Father:	\$	
Wife/Mother:	\$	

2. Tax Exemptions allocated as follows: _____

3. Exceptional support considerations: _____

4. Child Support presently being paid \$ _____ per month; since _____

5. Summary of proposed residential arrangements for the children: _____

YOU MUST ATTACH:

- 1. Proposed Child Support Order, Support Worksheets and current pay stubs. Form WPF DR 01-050.
- 2. Completed Financial Declaration. Form WPF DR 01-055
- 3. Proposed Parenting Plan, if disputed.

MAINTENANCE:

- 1. Requested: \$ _____ per month, duration: _____
- 2. Presently being paid: \$ _____ per month, for _____ months.

HUSBAND/FATHER INCOME:

Employer/Other Source	Length	Gross Income	Net Income
		Total Income	

WIFE/MOTHER INCOME:

Employer/Other Source	Length	Gross Income	Net Income
		Total Income	

FACTORS RELATING TO AWARD OF MAINTENANCE: _____

IF ATTORNEY FEES ARE AT ISSUE:

1.	Incurred to Date	\$	Paid To Date	\$
2.	Ordered to Date	\$	Paid to Date	\$
3.	Requested to Date	\$	Estimate to Trial	\$

PROPERTY DIVISION:

ASSETS:	Fair Market Value	Debt Owed	Net to Husband	Net to Wife
Real Estate:				
Home	\$	\$	\$	\$
Other Real Property	\$	\$	\$	\$
	\$	\$	\$	\$
Vehicles (Year/Make):				
	\$	\$	\$	\$
	\$	\$	\$	\$
Household Goods	\$	\$	\$	\$
Tools/Equipment	\$	\$	\$	\$
Recreational/Hobby Equipment	\$	\$	\$	\$
Business/Profession:				
Husband	\$	\$	\$	\$
Wife	\$	\$	\$	\$
Investments	\$	\$	\$	\$
Life Insurance Cash Value	\$	\$	\$	\$
Retirement:				
Husband	\$	\$	\$	\$
Wife	\$	\$	\$	\$
IRA's, TSP's, 401-K's, etc.:				
Husband	\$	\$	\$	\$
Wife	\$	\$	\$	\$
Receivables	\$	\$	\$	\$
Other Assets:				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Debts:	(\$)	(\$)	(\$)	(\$)
TOTALS	\$	\$	\$	\$
Equalization:	\$	- \$	divided by two (2)	= \$

Proposed Percentage Division: _____ % to Husband _____ % to Wife
Effects of Proposed Division: \$ _____ to Husband \$ _____ to Wife

APPENDIX 5



Superior Court of Washington
County of Jefferson

<p>_____ / Plaintiff/Petitioner</p> <p>vs.</p> <p>_____ / Defendant/Respondent</p>	<p>No. _____</p> <p>PRETRIAL SCHEDULE FOR COMPLEX CIVIL LITIGATION</p>
--	--

TRIAL DATE: _____

NON-EXPERT WITNESS LIST TO BE EXCHANGED AND FILED BY _____

MOTIONS TO AMEND AND/OR TO ADD ADDITIONAL PARTIES MUST BE FILED BY _____

EXPERT WITNESS LIST EXCHANGED AND FILED BY _____

SECOND EXPERT WITNESS LIST EXCHANGED AND FILED BY _____ (A party may only list witnesses in the same category and same number as those listed by the opposing party in its original witness list).

DISCOVERY CLOSES _____ (Interrogatories and Production Requests must be propounded so that the answers are due by this date).

DISPOSITIVE MOTIONS MUST BE FILED AND HEARD BY _____

IN LIMINE MOTIONS MUST BE FILED AND HEARD BY _____

TRIAL BRIEFS AND JURY INSTRUCTIONS FILED BY _____

PROPOSED DEPOSITIONS TESTIMONY TO BE USED (PAGE AND LINE NUMBER) MUST BE FILED BY _____ (This rule does not apply to the use of deposition testimony to cross examine witnesses.)

Dated: _____

JUDGE/COURT COMMISSIONER

Presented by:

Attorney WSBA #

Attorney WSBA #

Address: _____

Address: _____

Phone: _____

Phone: _____

APPENDIX 6



**Superior Court of Washington
County of Jefferson**

Plaintiff/Petitioner

vs.

Defendant/Respondent

No. _____

NOTE FOR TRIAL SETTING

(NTRS)

(Clerk's Action Required)

TO THE CLERK OF THE COURT AND TO:

Please take notice that this case will be placed on the trial setting docket for assignment of trial on Friday, the _____ day of _____, 20____ at 1:00 civil or 2:00 domestic.

1. Nature of Case: _____
2. A Jury has been demanded 12 person 6 person has not been demanded
3. Estimated length of trial: _____ hours _____ days
Plaintiff(s)/Petitioner(s) case: _____ hours/days Defendant(s)/Respondent(s) case: _____ hours/days
4. Preferred trial dates: _____
5. Dates unavailable for trial: _____
6. Case may be heard by a judge pro tem Yes No
7. Visiting Judge Required: Yes No
8. Mandatory Settlement Conference Required: Yes No

CHECK APPROPRIATE SQUARES:

- I have contacted all counsel and they agree the trial may be set anytime after _____ (date).
- I have contacted all counsel and am unable to obtain agreement on trial dates. The Court will set the trial date.
- No contact has been made with other counsel/party, but all have been served with a copy of this notice in time to allow a response within 10 days.

I hereby represent to the Court that this case is at issue and should be set for trial.

- Plaintiff's claim exceeds \$50,000.00
- Plaintiff seeks relief other than a money judgment.
- Defendant's counter or cross claim exceeds \$50,000.00.
- Defendant's counter or cross claim seeks relief other than a money judgment.

Any party not in agreement with the information or estimates given in Note for Trial Setting shall file and serve at least (3) days prior to the trial setting date a counter notice or written objection to setting. If an objection to setting is filed, counsel shall appear on the setting day before the motions judge, to argue the objection.

Date: _____

SIGNED _____

Lawyer for: _____

Address: _____

APPENDIX 7

SUPERIOR COURT OF WASHINGTON
COUNTY OF JEFFERSON

In Re the Domestic Partnership of:)	
_____)	NO.
)	
Petitioner,)	REQUEST FOR ENTRY OF DECREE AND
)	DECLARATION OF JURISDICTIONAL FACTS
and)	(REGISTERED DOMESTIC PARTNERSHIP)
)	
_____)	
Respondent.)	
_____)	

REQUEST	The petitioner requests immediate entry of Findings of Fact, Conclusions of Law and Decree of Dissolution of Registered Domestic Partnership without a final hearing, and states:
RESIDENCE	I was a resident of the state of Washington when the petition was filed.
TIME LIMITS	More than 90 days have elapsed since the later of _____, _____, the date on which the Petition was filed, and _____, _____, the date: <ul style="list-style-type: none"> <input type="checkbox"/> the respondent signed a joinder. <input type="checkbox"/> the respondent signed an acceptance of service. <input type="checkbox"/> the summons and petition were personally served upon the respondent. <input type="checkbox"/> the summons and petition were mailed pursuant to an order for service by mail. <input type="checkbox"/> the summons was first published pursuant to an order for service by publication. <input type="checkbox"/> default has been taken. <input type="checkbox"/> default has not been taken.
REGISTRATION & SEPARATION	The parties' domestic partnership was registered with the Secretary of State (Washington) on _____, _____. The parties separated on _____, _____. The domestic partnership is now irretrievably broken.
PREGNANCY	Neither party is currently pregnant.
DEPENDENT CHILDREN	All dependent children of the partnership are identified in the proposed Decree. The proposed Parenting Plan is in the children's best interest; the Child Support Worksheets are accurate.
PROPERTY & DEBTS	All property and all debts of the parties are fairly and completely divided in the Decree.
IF DEFAULT	If entry of the Decree is sought after default of the Respondent, the Decree provides for only that relief requested in the petition.
PERJURY DECLARATION	I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Dated: _____, 20____. [Signed] _____
 at _____, Washington Petitioner

Presented by: _____ Approved, notice of presentation waived:
 [Signed] _____ [Signed] _____
 Petitioner Respondent

APPENDIX 8

FAX TRANSMITTAL SHEET
FOR FILING IN THE JEFFERSON COUNTY SUPERIOR COURT
OF THE STATE OF WASHINGTON (per GR 17)

ONLY FOR DOCUMENTS TO BE FILED IN THE COURT FILE - FEE REQUIRED

RUTH GORDON, JEFFERSON COUNTY CLERK 360-385-9125

FAX Number: (360) 385-5672

FAX Fee = \$5.00 1st page + \$1.00 per page thereafter.

Cause Number:	Case Caption: VS
Person Filing:	Date:
Firm Name:	FAX Contact:
Address:	City/State/Zip:
Phone Number:()	FAX Number:()
# Pages (not counting this Sheet):	Payment Verification #

PAGE LIMIT: To send single transmissions exceeding twenty (20) pages during regular business hours (8:30 a.m. to 4:30 p.m. Monday through Friday), you must have permission from the Clerk's Office. **(Please call in advance)** The transmission may need to be scheduled for low use hours. We do not count the FAX COVER SHEET toward this limit. There is no page limit for transmissions after regular business hours. FAX filing is available 24 hours per day, 7 days per week. **Do Not Send the Original. (Attach GR 17(b)(2) Affidavit/Declaration – LCR Appendix 9)**

FAX FEE: The Clerk's FAX fee is \$5.00 for the first page and \$1.00 for each page thereafter. You must also prepay any fees normally required upon filing pleadings in our court. You may pay by credit or debit card or via the the "Court Payments" link on our web page, <http://www.co.jefferson.wa.us/Clerk/default.asp>. **You must enter the last four digits of your Payment Verification Number in appropriate field above.** Read and sign the "FAX FEE REMITTANCE CERTIFICATION", below. Our payment agent will charge you a convenience fee for using their service in addition to your filing fees and FAX fees.

FILING FEE: Documents requiring filing fees may be FAXed. These include, but are not limited to, original petitions or complaints, jury demands, writs, notices of appeal, and petitions to modify child support. Payment must be made prior to FAX filing. Verification number must be indicated above.

<p>FAX FEE PAYMENT NOTICE: I have prepaid all necessary fees and have included my verification number above for \$_____, which includes the FAX fee for _____ pages of the accompanying document. Signature _____</p>
--

USE ONLY THIS COVER SHEET TO FILE BY FAX

APPENDIX 9



Superior Court of Washington
County of Jefferson

<p>_____ Plaintiff/Petitioner</p> <p>vs.</p> <p>_____ Defendant/Respondent</p>	<p>No. _____</p> <p>FACSIMILE AFFIDAVIT/DECLARATION</p> <p>(AF)</p>
--	--

I, _____ (name), _____ (title), with
_____ (firm/organization), declare and state the following:

The attached is a facsimile transmission of _____
_____ (titles of documents),
submitted by _____ (name), _____ (title), in the
above-entitled matter.

The attached document(s), prepared for filing on the _____ day of _____, 20_____, and
consisting of _____ pages, including this affidavit page, has been examined and determined by
me to be complete and legible. I will retain the originals in accordance with GR17.

DATED: _____

SIGNED: _____

Address: _____

Phone: _____

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

IN RE THE GUARDIANSHIP OF

Incapacitated Person

NO.

NOTICE OF LOSS OF VOTING RIGHTS
(NLVR)

**(CLERK'S ACTION REQUIRED – send
notice to County Auditor)**

On _____, this matter came before the court. Pursuant to Laws of Washington RCW 11.88.010, it has been determined that the individual named in this notice lacks the capacity to understand the nature and effect of voting such that she or he cannot make an individual choice and should not retain the right to vote.

Accordingly, the court has appointed a guardian and has revoked the right to vote.

Name: _____ Date of Birth: _____

Address: _____

Date: _____

Signature of Filing Party

Printed Name/WSBA#

Address

I hereby certify that I personally mailed the above notice to the Auditor of the county in which the incapacitated person resides on _____.

Deputy Clerk, _____ County Superior Court