

**LOCAL RULES FOR THE SUPERIOR COURTS
OF FERRY, PEND OREILLE AND
STEVENS COUNTIES**

Effective date: September 1, 2023

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(Cite as LAR)**

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LOCAL ADMINISTRATIVE RULES (Cite as LAR)

LAR 1. DEPARTMENTS OF COURT

The Superior Courts of Stevens, Ferry and Pend Oreille Counties shall be divided into as many departments as there are judges authorized by law. The departments shall be numbered consecutively in the order of the creation, as follows:

<u>DEPARTMENT</u>	<u>CREATED</u>
No. 1	June 13, 1860
No. 2	April 13, 1982
No. 3	June 11, 2020

[Adopted September 1, 1991; amended effective September 1, 2020.]

LAR 2. COURT SCHEDULE – MOTIONS

Motions and other pre-trial proceedings will be scheduled for hearing on a Law and Motion Docket, unless by prior arrangement through the court administrator.

The calendar is posted on the Court’s website. Attorneys and parties are advised to consult the calendar, the County Clerk, or the Court Administrator to confirm Law and Motion Docket dates and times prior to noting a motion.

[Adopted September 1, 1991; amended effective September 1, 2023.]

LAR 3. COURT MANAGEMENT

(a) General Management. The general management of the court shall be vested in the presiding judge under policy established by the judges at regular and special meetings.

(b) Presiding Court Rotation. The presiding judge shall be selected, serve, and, if necessary, be removed in accordance with GR 29. In the event of the lack of a majority vote of the judges, the Supreme Court shall be requested to

appoint a superior court judge from another jurisdiction to participate in the decision.

(c) Duties of the Presiding Judge. The presiding judge’s responsibilities, duties and authority shall be as provided in GR 29 as now or hereafter amended.

(d) Duties of the Court Administrator. The court administrator shall assist the presiding judge in his or her administrative responsibilities. Subject to the general supervision of the presiding judge, the court administrator’s duties shall include:

- (1) Administrative control of all non-judicial activities of the court;
- (2) Case setting and trial calendar management;
- (3) Preparation and administration of the budget;
- (4) Coordination with state Administrative Office of the Courts;
- (5) Assisting the presiding judge in dealing with county governments, bar associations, news media and other public and private groups having a reasonable interest in the administration of the court;
- (6) Preparation of such reports and compilation of such statistics as may be required by the judges or state Administrative Office of the Courts;
- (7) Making recommendations to the judges for the improvement of the administration of the court.

[Adopted September 1, 1991; amended effective September 1, 2004.]

LAR 4. JUVENILE COURT AND FAMILY LAW DEPARTMENT

Juvenile Department. There shall be a juvenile department of the court, in which all matters under juvenile court laws shall be heard. All judges are designated as judges of the juvenile and family courts. Each court commissioner of each of the three counties is authorized to hear juvenile cases and family law cases in his or her respective county in these departments as assigned by the presiding judge. “Judge” shall be synonymous with “commissioner,” and both shall be synonymous with “judicial officer” unless the context requires otherwise. See also LJuCRs below.

[Adopted September 1, 1991; amended effective September 1, 2023.]

LAR 5. CIVIL REVISION

(a) Revision by Motion and Notice. A revision motion filed by a party pursuant to RCW 2.24.050 shall be filed and noted for hearing pursuant to the provisions contained in applicable state and local court rules.

(b) At least seven (7) days prior to the hearing on the motion, the moving party shall file a transcript of the oral ruling of the Court Commissioner. The moving party shall obtain the transcript at their expense. A copy of the transcript shall, at least seven (7) days prior to the hearing, also be served upon the other parties and

furnished to the Judge who will hear the motion. A transcript will not be required if the matter was decided by letter decision, if no oral decision was rendered, or by order of the Court. The transcript shall be formatted in compliance with applicable local and state court rules. The person preparing the transcript shall comply with CR 35 and be listed on the transcriptionist list approved by the Court.

[Adopted September 1, 2023]

LOCAL CIVIL RULES (Cite as LCR)

1. COMMENCEMENT OF ACTION

LCR 1. HOLE-PUNCHING

Any document or combination of documents presented to the Stevens County Superior Court Clerk's Office for filing in one or more cases which exceed fifty (50) pages in length must be presented with two pre-punched normal-sized holes, centered 2 ½ inches apart and 5/8 inches from the top of the paper. A two-hole punch will be available at the Stevens County Superior Court Clerk's Office counter.

[Adopted September 1, 2018.]

LCR 5. SERVICE AND FILING OF PLEADINGS AND OTHER PAPERS

(b)(2) Service by Mail, Facsimile or Email.

(A) By Mail. See CR 5(b)(2)(A) and (B).

(B) By Facsimile. Service by facsimile shall be allowed only under the following conditions consistent with GR17:

- (i) The party or attorney of record to whom service is delivered has a publicly available fax number or has given written consent to receive fax service to the sending party or attorney;
- (ii) The attorney or party sending the document via fax shall retain the original signed document until 60 days after completion of the case. Documents to be transmitted by fax shall bear the notation: "SENT on (DATE) VIA FAX FOR FILING IN COURT."
- (iii) Documents transmitted by fax shall be letter size (8-1/2 by 11 inches). Documents over 10 pages in length may not be served by fax without prior approval of the receiving party.

- (iv) Any document transmitted by fax must be accompanied by a fax transmittal sheet in a form that includes the case number (if any), case caption, number of pages, the sender's name, and the senders voice and facsimile telephone numbers. Transmittal sheets are not considered legal filings.
 - (v) A document transmitted directly to the receiving party shall be deemed received at the time the receiving party's fax machine electronically registers the transmission of the first page, regardless of when final printing of the document occurs, except that a document received after the close of normal business hours shall be considered received the next judicial day. If a document is not completely transmitted, it will not be considered received. A document transmitted to another for filing with the clerk of the court will be deemed filed when presented to the clerk in the same manner as an original document.
 - (vi) [Rescinded effective September 2, 2014.]
 - (vii) Facsimile Machine Not Required. Nothing in this rule shall require a party, an attorney or a Clerk of a court to have a facsimile machine.
- (C) By Email.** Parties (or attorneys of record) may serve opposing parties by email only if they have written consent from the receiving party. Working copies may be emailed to the court as follows:
- (i) Any document (except original actions and personal restraint petitions) may be emailed as an attachment to an email message if:
 - a. The body of the email message to which the document is attached is no more than 100 words and includes: case name, case number, name, phone number, bar number and email address of the person sending the document; and does not include prohibited ex parte communications.
 - b. Any appendices attached to a brief, motion or pleading do not exceed a total of 25 pages.
 - c. The attached document complies with the Civil Rules, except where these protocols provide otherwise.
 - d. The attached document is subscribed with the name and bar number of the sender and the original signed document is retained in the sender's file.

e. The email must be properly addressed to the email address provided by the court administrator for each of the counties in the judicial district.

f. The subject line must include “Working Copy for [Cause No.][Case Name] for Hearing on [Date of Hearing] before [Name of Judge].”

g. The date and time the email was sent must be evident on the received email and show on any printout of that email.

h. The email must also be sent as a courtesy copy to any other party that has an email address and has so requested by filing a Request for Email Copies in substantially the following form: “[Party Name] requests that all working copies emailed to the court under LCR5(b)(2) also be emailed to the above at the following email address: [Email Address].”

(ii) No signature is required on an attached document, if all protocols are followed.

(iii) The date and time the attachment to email is deemed received will be no sooner than the date and time of actual filing of the document’s original with the Clerk.

(iv) The use of PDF format or Microsoft WORD is encouraged, but not required. If the conversion software used by the court is unable to convert a document, the party submitting the document will be notified to submit the document in written form.

(i) Documents Not to Be Filed. In addition to the discovery material specified in CR 5(i), 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; provided, any items submitted to the judge shall be provided to opposing parties or counsel at the same time.

[Adopted September 1, 1991; amended effective September 1, 2004; rescinded effective September 2, 2014.]

LCR 6. TIME.

(d) Motions and Other Papers.

(1) Scope of Rules. Except when specifically provided in another rule, this rule governs all motions in civil cases. See, for example, LCR 56 and LCR 94.04.

(2) Dates of Filing, Hearing and Consideration.

- (A) Filing and Scheduling of Motion.** The moving party shall serve and file all motion papers no later than nine (9) court days (excluding holidays and weekends) before the date the party wishes the motion to be considered. A motion must be scheduled by a party for hearing on an appropriate motion docket for the type of matter to be heard.
- (B) Working Copies.** The working copies of all papers shall be marked on the upper right corner of the first page with the date, time and county of hearing and the name of the judge.
- (i) **HARD COPIES:** Working copies of the motion and all papers in support or opposition, if provided, shall be delivered to the judge who is to hear the motion no later than the day they are to be served on all other parties, at 215 South Oak Street, #209, Colville, WA 99114, regardless of which county in which the motion is filed.
- (ii) **ELECTRONIC COPIES:** Email transmission is authorized for judge's working copies, provided that the email transmission of documents is done in a manner approved by the Stevens County Superior Court Clerk. The Clerk may assess a fee for the email submission of working copies.
- (C) Opposing Papers.** Any party opposing a motion shall file the original responsive papers in opposition to a motion, serve copies on parties and deliver any working copies to the judge as in (B) above no later than 10:00 a.m. four (4) court days (excluding holidays and weekends) before the date the motion is to be heard.
- (D) Reply.** Any papers in strict reply shall be filed, copies served on parties, and any working copies delivered to the hearing judge as in (B) above no later than 10:00 a.m. two (2) court days (excluding holidays and weekends) before the date of the hearing.
- (E) Confirmation of Hearing.** [Rescinded effective September 1, 2023.]
- (F) Sanctions.** Any material offered at a time later than required by this rule, and any reply material which is not in strict reply, will not be considered by the Court over objection of counsel except upon the imposition of appropriate sanctions, unless the Court orders otherwise.

(f) Motions Shortening Time

- (1) The time for notice and hearing of a motion may be shortened only for good cause upon written application to the court in conformance with this rule.
- (2) A motion for order shortening time may not be incorporated into any other pleading.
- (3) As soon as the moving party is aware that he or she will be seeking an order shortening time, that party must contact the opposing party to give notice in the form most likely to result in actual notice. The declaration in support of the motion must indicate what efforts have been made to notify the other side.
- (4) Proposed agreed orders to shorten time: If the parties agree to a briefing schedule on motion to be heard on shortened time, the order may be presented by way of a proposed stipulated order, which may be granted, denied or modified at the discretion of the court.
- (5) The motion for order shortening time shall be heard prior to the substantive motion related to the request.
- (6) The court may deny or grant the motion and impose such conditions as the court deems reasonable. All other rules pertaining to confirmation, notice and working papers for the hearing on the motion for which time was shortened remain in effect, except to the extent that they are specifically dispensed with by the court.
- (7) Time for notice and hearing of a motion shall not be shortened to less than two court days' notice.

[Adopted effective September 1, 2004; rescinded effective September 1, 2023.]

2. PLEADINGS AND MOTIONS

LCR 10. FORM OF PLEADINGS AND OTHER PAPERS

(d) Format Requirements.

- (1) Any item filed with the court clerk that is not a document shall be treated as an exhibit. Compact discs, digital video discs, audio tapes, thumb drives and similar devices containing recorded information shall not be attached to documents filed with the court clerk. In order to make such recorded information part of the court's record they must be transcribed, if

possible, and then filed as a document in paper format. In the event the recorded information cannot be transcribed, the proponent of the recorded information shall contact the Clerk's Office four (4) court days before the hearing to ensure appropriate arrangements are made for admission of the recorded information. All exhibits filed with the court clerk are subject to the exhibit retention schedule.

[Adopted effective September 1, 2019; amended effective September 1, 2022.]

LCR 16. PRETRIAL PROCEDURES AND FORMULATING ISSUES

- (a) Hearing Matters Considered.** Upon the motion of a party or the court's own initiative, the presiding judge or, in the case of a preassigned case, the judge so designated will decide whether any civil case would benefit from a pretrial scheduling conference.
- (b) Pretrial Order.** The conference procedures and form of the pretrial order shall be determined by the judge to whom the matter is assigned.
- (c) Settlement Conference.** Upon the motion of a party or the court's own initiative, the presiding judge or designated judge may order private mediation or a mandatory settlement conference with respect to any civil case. Any settlement conference ordered will be held before a designated settlement judge at least thirty (30) days before the scheduled trial date. At least five (5) court days before the settlement conference each party shall supply a confidential position statement to the settlement judge. The statement shall include:
- (1)** A general factual summary of the case;
 - (2)** Disputed and admitted facts;
 - (3)** A statement of legal issues, together with authorities; and
 - (4)** A general position statement.
 - (5)** In domestic relations cases, the party's position, in precise terms, concerning issues of:
 - (a)** property,
 - (b)** debts,
 - (c)** maintenance,
 - (d)** child support,
 - (e)** parenting plan, and
 - (f)** any other matters requiring resolution.

The attorneys who will be in charge of each party's case shall attend the settlement conference personally and shall come prepared to discuss in detail and in good faith the issues of fact and law remaining, the evidence pertaining to liability and damages, or, in a domestic relations case, the various categories of issues subject to the court's jurisdiction, and the respective positions of the various parties on settlement. The attorneys shall be accompanied by their clients or representatives possessing authority to settle unless such clients or representatives are available by telephone or are otherwise excused by the judge, or unless the attorney himself or herself has full authority with respect to settlement.

The proceedings of the settlement conference shall be privileged and not recorded. If a settlement is not reached the settlement judge shall not make any order or preside at the trial on the merits without consent of all parties.

(d) Pre-assignment to a Particular Judge. Upon written application of any party with notice to the other parties, or on the court's own motion, the presiding judge may pre-assign cases involving complex issues and/or extensive pretrial procedures to a particular judge for pretrial procedures and trial. The burden of establishing the need for pre-assignment shall be on the party or parties requesting the same. Pretrial conferences and hearings and trial scheduling shall be arranged directly with the preassigned judge and the court administrator.

(e) Methods.

(1) Summary Judgment. See LCR 56.

(2) Filing of Motions, Memoranda and Affidavits—General. See LCR 6(d) for times for filing motions, responses and replies. The moving party shall file with the Note for Hearing – Issue of Law form the following: The motion being noted, all supporting affidavits and documentary evidence, and a brief or memorandum of authorities, unless the legal position is fully and adequately stated in the motion or issue of law form.

(3) Copies of Briefs or Memoranda. A copy of the brief or memorandum and supporting affidavits shall be furnished to the assigned judge at the time of filing. The judge's working copies, with a notation thereon as to the date and time of hearing on the motion, shall be delivered or mailed to the judge at 215 South Oak Street, #209, Colville, WA 99114, regardless of in which county the motion is being filed. Working copies of responsive materials should likewise note the date of hearing and be delivered or mailed to judge hearing the matter at the above address. Failure to comply with these requirements may result in a continuance and/or imposition of terms.

(4) *Affidavits or Declarations.* All affidavits or declarations shall be sworn or affirmed under penalty of perjury, made on personal knowledge, set forth such facts as would be admissible in evidence, and show affirmatively that the affiant or declarant is competent to testify to the matters stated therein.

(5) *Motion Calendar Hearing Procedures.* The Law and Motion calendar will commence at times designated on the Judicial District's online court calendar. Matters shall be noted for the particular time designated by the court calendar. Agreed orders and defaults will be heard at the beginning of the docket. Motions other than summary judgment shall be limited to ten (10) minutes each side. Motions which will exceed the time limit of this rule, if allowed by the motion judge, will ordinarily be placed at the end of the motion docket.

(a) *Striking a hearing.* Any moving party may strike a previously scheduled motion on two (2) days' notice to the opposing party and the Court. Notice may be served in any manner reasonably calculated to provide actual notice to the other party. The party striking the hearing shall file the mandatory form located on the Court's website. Failure to provide timely notice may subject the moving party to terms.

(f) **Change of Judge.** In the event that a motion is scheduled for hearing before a judge on a specified day and an affidavit of prejudice is filed against that judge, the scheduled motion will be transferred for hearing by the court administrator to another judge or court commissioner; provided, however, motions for summary judgment and any other motion which would be dispositive of a claim of any party shall be heard only by a judge, except as otherwise authorized under LAR 4.

[Adopted September 1, 1991; amended effective September 1, 2023.]

6. TRIALS

LCR 40. ASSIGNMENT OF CASES AND TRIAL EXHIBITS

(a) **Note for Trial Setting and Certificate of Readiness.** Any party desiring to bring an issue of fact to trial shall serve and file a properly completed Note for Trial Setting and Certificate of Readiness on the mandatory form available on the Court's website. Any party contending the case is not ready for trial, or that the estimated length of trial is not correct, shall serve and file a counter Note for Trial Setting and Certificate of Readiness or objection to trial setting and notice of argument thereon within ten (10) days of the date of service of the Note for Trial Setting and Certificate of Readiness, which objection shall be noted for hearing pursuant to LCR 6 (d)(2)(A).

(g) Pre-Trial Organization of Exhibits and Admissibility Without Authentication.

- (1) The week prior to trial, all parties pro se and/or counsel shall provide a copy of their likely exhibits to all parties and/or counsel. Parties and/or counsel shall endeavor to agree on which exhibits are admissible.
- (2) The parties and/or counsel shall prepare original separate exhibit binders containing tabbed exhibits and an index of proposed exhibits. Sufficient binders should be made for each attorney, the court, and the testifying witness.
- (3) Each proposed exhibit shall contain a label which indicates the case name, case number, date of hearing, hearing type, and exhibit number.
- (4) The parties shall arrive at least thirty (30) minutes prior to trial to assist the clerk in numbering all exhibits.
- (6) The parties shall notify the court at the commencement of trial which exhibits are agreed to. Those exhibits will be admitted without need for authentication.

(h) Pre-Trial Status Conference. Once a case is set for trial, the parties shall appear before the Court for a Pre-Trial Status Conference. If both parties fail to appear for this hearing, the trial date will be stricken and parties will be required to file a new Note for Trial Setting and Certificate of Readiness.

[Adopted September 1, 1991; amended effective September 1, 2023.]

LCR 43. TAKING OF TESTIMONY

(a) Testimony.

- (3) *Excusing Witnesses.* A witness under subpoena is excused from further attendance as soon as testimony has been given, unless either party makes request in open court that the witness remain in attendance or be subject to recall. Witness fees will not be allowed on subsequent days unless the court has required the witness to remain in attendance, which fact shall be noted by the clerk in the court.
- (4) *Telephonic Testimony.* Witnesses may not testify telephonically except upon prior court approval.

(e) Evidence on Motions.

- (1) Generally.** Motions for temporary support, attorney's fees and costs, restraining orders, injunctions, to dissolve injunctions and to quash or dissolve attachments shall be heard only on the pleadings, affidavits or declarations, published depositions and other papers filed unless the court otherwise directs.

[Adopted September 1, 1991; amended effective September 1, 2004.]

LCR 47. JURORS

(e) Challenge.

- (9) Peremptory Challenges.** The exercise or waiver of peremptory challenges shall be noted silently.

- (k) Statement of Case.** Each party in a civil case shall submit a brief statement of the case suitable to be read to the jury before the voir dire examination.

[Adopted September 1, 1991; amended effective September 1, 2004.]

LCR 49. VERDICTS

- (k) Receiving Verdict During Absence of Counsel.** A party or attorney desiring to be present at the return of the verdict must remain in attendance at the courthouse or be available by telephone call. If a party or attorney fails to appear within 20 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 any dissenting jurors recorded.

[Adopted effective September 1, 1991.]

LCR 51. INSTRUCTIONS TO JURY AND DELIBERATION

- (b) Submission.** Each party shall file with the Clerk the original proposed instructions, numbered and with citations, and shall provide the judge with one copy numbered and with citations and one copy unnumbered and without citations. One copy, numbered and with citations, shall be served on each other party.

[Adopted September 1, 1991; amended effective September 1, 2004.]

LCR 52. DECISIONS, FINDINGS AND CONCLUSIONS

(a) Requirements.

- (6) *Time.* Unless the judge has included formal findings of fact and conclusions of law in a written opinion or memorandum of decision pursuant to CR 52(a)(4) or they are otherwise unnecessary by reason of CR 52(a)(5), the attorney of record for the prevailing party shall prepare proposed findings of fact and conclusions of law, along with the proposed form of decree, order or judgment as required by CR 54(e). At the time of the decision the court shall enter an order fixing a date by which the proposed findings, conclusions and decree, order or judgment shall be prepared and served and establishing a date of presentation.

[Adopted September 1, 1991; amended effective September 1, 2004.]

7. JUDGMENT

LCR 54. JUDGMENTS AND COSTS

(f) Presentation Methods.

- (3) *Presentment of an order by the Clerk with payment of fee.* Counsel presenting a judgment or seeking entry of an order shall be responsible to see that all papers pertaining thereto are filed and that the court file is provided to the judge by the Clerk. Counsel may present routine *ex parte* or stipulated matters based on the record in the file by mail addressed to the Clerk. Self-addressed, stamped envelopes shall be provided for return of any conformed materials and/or rejected orders, and the appropriate *ex parte* fee shall be submitted prior to presentation.
- (4) *Ex Parte Docket.* Alternatively, parties may appear on the *ex parte* docket which is held according to the schedule on the Judicial District's online calendar. A party shall contact the Stevens County Superior Court Clerk at least two (2) hours prior to the commencement of the docket to reserve a five (5) minute time slot. Parties shall provide copies of any documents they wish to present or have considered at the hearing when they reserve their time slot. Arrangements to appear on the *ex parte* docket, and the submission of documents, may be accomplished by sending an e-mail to exparte@stevenscountywa.gov. Unless otherwise provided by statute or court rule, only uncontested matters shall be heard on this docket.

[Adopted September 1, 1991; amended effective September 1, 2023.]

LCR 56. SUMMARY JUDGMENT

(c) Motion and Proceedings. In the event a motion for summary judgment, partial summary judgment or dismissal is to be argued, counsel for the moving party is required to confirm the motion with the court administrator by telephone by 4:30 p.m. at least four (4) court days before the hearing. Working copies of the motions, all accompanying documents, and all responsive and reply papers, shall be provided by the respective parties to the judge at the time of filing at 215 South Oak, #209, Colville, WA 99114, regardless of the county in which the motion is filed.

[Adopted September 1, 1991; amended effective September 1, 2004.]

8. PROVISIONAL AND FINAL REMEDIES

LCR 69. EXECUTION

(a) Procedure – Delinquent Support. No writ of execution or attachment shall be issued for the collection of delinquent child support or spousal maintenance until a judgment determining the amount due has been entered.

(b) Supplemental Proceedings. In all supplemental proceedings wherein a show cause order is issued requiring the personal attendance of the party to be examined in open court and in orders to show cause in re contempt, the order to show cause must include the following words in capital letters:

YOUR FAILURE TO APPEAR AS SET FORTH AT THE TIME, DATE AND PLACE SET FORTH IN THIS ORDER MAY CAUSE THE COURT TO ISSUE A BENCH WARRANT FOR YOUR APPEHENSION AND CONFINEMENT IN JAIL UNTIL SUCH TIME AS THE MATTER CAN BE HEARD, UNLESS BAIL IS FURNISHED AS PROVIDED IN SUCH WARRANT.

The failure to include such wording will be grounds for the court to refuse to issue a bench warrant for the apprehension of such person.

[Adopted effective September 1, 1991.]

10. SUPERIOR COURTS AND CLERKS

LCR 77. SUPERIOR COURTS AND JUDICIAL OFFICERS

(o) Conference Calls. Motions or other matters may not, without the advance approval of the court, be heard by conference call. The specific time shall be arranged with the court administrator. Conference calls are discouraged for Law and Motion Docket days. Conference calls will be recorded only at the

request of either party made to the court administrator at the time of scheduling the call.

(p) Trial Status. [Rescinded effective September 1, 2022.]

[Adopted September 1, 1991; rescinded effective September 1, 2022.]

LCR 79. BOOKS AND RECORDS KEPT BY THE CLERK

(g) Other Books and Records of Clerk.

- (1) Exhibits.** Exhibits shall be kept separately from the court file. Any inspection of an exhibit must be in the presence of the clerk or a deputy clerk unless authorized by a court order.
 - (2) Rejection of Unsuitable Materials.** The Clerk shall not accept for filing in the court file material which should be filed as an exhibit or other materials not to be included by reason of CR 5(i) and LCR 5(i). When the Clerk is uncertain as to whether material is suitable for filing, he or she shall seek the advice of the presiding judge before filing the same.
 - (3) Return of Contraband Exhibits.** When contraband, alcoholic beverages, tobacco products, controlled substances or fish or wildlife parts are being held by the Clerk as part of the records and files in any criminal case, and all proceedings in the case have been completed, the court may order the Clerk to deliver such contraband or substances to an authorized representative of the law enforcement agency initiating the prosecution for disposition according to law. The Clerk shall then deliver the contraband and take from the law enforcement agency a receipt which shall be filed in the case. The Clerk shall also file any certificate issued by an authorized federal or state agency and received by the Clerk showing the nature of such contraband or substances.
 - (4) Return of Administrative Record on Appeal.** When a case for review of an administrative record is finally completed, the Clerk shall treat the administrative record as an exhibit. The Clerk shall return the administrative record to the officer or agency certifying the same to the Court.
- (h)** At the discretion of the Clerk, a file may be removed from the courthouse by a resident attorney, a representative of a title company with proper authorization, or a judicial officer. Authorization for an attorney to remove a file from the courthouse may be given in writing by the Clerk or Clerk's deputy and shall not exceed two (2) court days. Files may be withdrawn to be taken to a courtroom by the following persons: judicial officers, deputy clerks, bailiffs, the court administrator or his/her staff, and resident attorneys.

In instances of mail or telephonic requests by non-resident attorneys, the file will be mailed by certified mail to the Clerk of the county where such applicant attorney is a resident. All costs of mailing shall be borne by the applicant attorney. All files so withdrawn must be returned to the Clerk's office within the period specified by the Clerk, but in no event will this period exceed two (2) court days. The court may, upon written application showing cause therefor, authorize the withdrawal of specified Clerk's files for a period in excess of two (2) court days.

Any person found in violation of the provisions of this rule shall be subject to sanctions as ordered by the court.

[Adopted September 1, 1991; amended effective September 1, 2004.]

LCR 80. REPORTING OF COURT PROCEEDINGS

(c) General Reporting Requirements.

- (1) *Electronic Recording.* All proceedings required to be on the record shall be recorded by electronic recording or court reporter pursuant to CR 80. The original court record shall be kept by the clerk of the court.
- (2) *Oral Decision.* Oral decisions or rulings by a judge which are transcribed shall first be submitted to the judge for review prior to delivery and a final copy shall be furnished to the judge for his/her file.
- (3) *Transcripts.* With the exception of transcripts provided under RALJ 6.3A, the official transcript or verbatim report of proceedings of any matters shall be prepared by or under the direction of the court administrator. Anyone wishing to order an official transcript or verbatim report of proceedings shall make such request to the court administrator and shall at the same time make arrangements for payment thereof. With the exception of RALJ appeal matters, transcripts or verbatim reports of proceedings not obtained through the court administrator are subject to being stricken from the record upon the request of any party or on the court's own motion.

[Adopted September 1, 1991; amended effective September 1, 2022.]

12. SPECIAL MATTERS

LCR 93.04. LIMITATIONS ON DECLARATIONS

(a) Application.

This rule shall apply to all family law motions, motions in paternity actions and actions to establish residential schedule, and domestic violence and anti-harassment hearings.

(b) Formats.

- (1) All motions and pleadings in support thereof, shall use mandatory forms where applicable, follow the format required by GR 14, and meet the requirements of GR 31.
- (2) All declarations shall contain information that provides the court with foundational information such as the name of the declarant, relationship to one or both of the parties, age, education, city and state of residence, and occupation. This information shall be provided in summary fashion at the beginning of each declaration.
- (3) All filed documents shall be legible. If typed or computer printed, documents shall be in 11 point or larger type and double-spaced.

(c) Page limitations.

All exhibits attached to any declaration or affidavit shall be counted toward the page limit. Absent prior authorization from the court, the entirety of all declarations and affidavits from the parties and any non-expert witnesses in support of motions, including any reply, shall be limited to a total of 25 pages. The entirety of all declarations and affidavits submitted in response to motions shall be limited to a sum total of 20 pages. If more than one motion is to be heard at the same time, the page limits apply to the entire hearing, not each individual motion.

This rule shall be qualified as follows:

- (1) Expert Reports and Evaluations. Declarations, affidavits, and reports from Guardians ad litem and similar expert witnesses shall not count toward the above page limit.
- (2) Financial declarations. The above page limits shall not apply to basic pleadings and financial declarations. Financial declarations, including all exhibits, shall be limited to 25 pages.

(d) Children's Statements.

Unless prior permission of the court is obtained, the parties shall not submit declarations by minors.

(e) Non-Compliance.

The court may, in its discretion, assess terms and/or sanctions, including refusing to consider those materials that violate this rule.

(f) Motion to Exceed Page Limits.

Motions to exceed page limits must be in writing and may be presented on an ex parte basis consistent with LCR 54(f).

[Adopted September 1, 2017; amended effective September 1, 2020.]

LCR 94.04 DOMESTIC RELATIONS ACTIONS.

(a) Preliminary and Temporary Orders.

(1) Affidavit or Declaration of Financial Affairs. A party applying for temporary support, maintenance, debt or income-producing property allocation, attorney's fees or other financial relief pending trial must serve and file with his or her motion an affidavit or declaration under penalty of perjury respecting financial affairs. The responding party, if contesting the motion, shall likewise submit such an affidavit or declaration which shall be served and filed. The notice of hearing or show cause order shall notify the responding party of this requirement.

(b) Ex Parte Hearing. Orders and Decrees which have been approved by all parties or their counsel may be presented for signature before the judge assigned to hear *ex parte* matters. The attorney or party shall request that the clerk present the original court file to the *ex parte* judge at the time of presentment, together with the proposed findings of fact, conclusions of law and decree. Presentment of such agreed decrees may be by mail to the Clerk of the Court. The appropriate *ex parte* fee and return postage paid and pre-addressed envelopes for any conformed copies shall be submitted prior to presentation. Parties may also utilize LCR 54(f)(4) in order to present agreed orders that fall within the scope of this rule.

(c) Automatic Temporary Orders. Upon the filing of a Petition for Dissolution/Legal Separation/Invalidity or a Petition to Establish a Parenting Plan/Residential Schedule, the Court, on its own motion, automatically issues a temporary order.

(1) The Court's automatic temporary order will not be entered in any law enforcement database.

- (2) This rule does not preclude any party from seeking any other restraining order(s) as may be authorized by law.

[Adopted September 1, 1991; amended effective September 1, 2023.]

LCR 95.04 MANDATORY PARENT EDUCATION WORKSHOP

[Adopted effective September 1, 1999; rescinded effective September 1, 2021.]

LCR 99. LOCAL RULES OF SUPERIOR COURT

[Rescinded September 1, 2020.]

LCR 100. APPEALS FROM SMALL CLAIMS COURT

(c) Local Practice:

(1) Scheduling:

- (A) Once the District Court transcript of proceedings is filed with the Superior Court, the Superior Court Clerk shall forward the file to the Superior Court Administrator for preparation of an **Appeal Scheduling Notice**.
- (B) The Court Administrator will schedule the trial *de novo* on the record ninety (90) days from the date the appeal is filed in Superior Court.
- (C) Parties are encouraged, but not required, to submit briefing to assist the Court in the event of a unique or complex legal issue. The parties shall not present any new information or argument in their briefs that was not presented to the District Court.
- (D) The Court Administrator shall set deadlines in the **Appeal Scheduling Notice** for filing and serving any briefs the parties choose to submit as follows:
1. Appellant's Brief 30 days after Superior Court filing
 2. Respondent's Brief 30 days after receipt of Appellant's brief
 3. Reply Brief 15 days after receipt of Respondent's brief
- (E) Upon the Administrator's completion and filing of the **Appeal Scheduling Notice**, the Administrator shall immediately mail copies of the notice to all parties involved in the appeal, and shall note the dates scheduled in the notice on the court's docket.

(2) Briefs:

The original copy of any brief shall be filed with the Clerk of the Superior Court, and copies shall be served on the opposing party by personal delivery or regular mail. In addition, one copy of each brief shall be provided to the Superior Court Administrator for delivery to the judge. This copy may be provided by a PDF or MS Word attachment and shall be submitted pursuant to LCR(6)(d)(2)(B)(i) and (ii).

(3) Trial Procedures:

Prior to the trial de novo the Court will review the District Court Record and any briefing submitted by the parties.

The time for oral argument shall be limited to fifteen (15) minutes per side.

[Adopted September 1, 2022; amended effective September 1, 2023.]

**LOCAL CRIMINAL RULES
(Cite as LCrR)**

LCrR 3.1. ARRAIGNMENT, TRIAL AND OTHER HEARINGS.

(a) - (c) [Rescinded September 1, 2020.]

(f) A lawyer for a defendant who is financially unable to obtain investigative, expert or other services necessary to an adequate defense in the case may request them by a motion to the court. A motion for these services shall be made on forms approved by the Court and available in the courtroom.

[Amended September 1, 2020.]

LCrR 3.4 PRESENCE OF THE DEFENDANT

(a) When Necessary. The defendant shall be present at the arraignment, at every stage of the trial including the empaneling of the jury and the return of the verdict, and at the imposition of sentence, except as otherwise provided by these rules, or as excused or excluded by the court for good cause shown. Agreed omnibus orders and scheduling orders may be presented to the court by delivering them to the Court Clerk.

[Adopted September 1, 2020; amended effective September 1, 2023.]

LCrR 4.2. SUPERIOR COURT COMMISSIONERS – AUTHORITY IN ADULT CRIMINAL CASES

In adult criminal cases, Superior Court Commissioners have the power, authority, and jurisdiction set forth in RCW 2.24.040 (15). Superior Court Commissioners qualified under Article 4, Section 23 of the Washington State Constitution are hereby specifically authorized to accept and enter pleas of guilty in accordance with CrR 4.2.

[Adopted September 1, 2018.]

LCrR 6.1. TRIAL BY JURY.

[Adopted effective September 1, 2004; rescinded effective September 1, 2018.]

**LOCAL JUVENILE COURT RULES
(Cite as LJuCR)**

LJuCR 2.5. AMENDMENT OF SHELTER CARE ORDER.

Hearings to review an existing shelter care order shall be set for hearing no later than thirty (30) days after the prior shelter care hearing. When the Department of Social and Health Services is the petitioner, the Department shall submit for entry a continuing shelter care order, maintaining the existing orders, no more than three (3) judicial days prior to the date of the shelter care review hearing unless: (1) a party files and serves an objection to continued shelter care on or before three (3) judicial days prior to the hearing date for the shelter care review hearing; (2) any party formally notes a shelter care hearing; or (3) the entry of a court order (such as an order of dependency) has made continued shelter care unnecessary.

[Adopted effective September 1, 2004.]

LJuCR 3.8. DISPOSITION HEARINGS.

- (c) **Evidence.** At disposition, review and permanency planning hearings, the court shall consider the social file, social study (Individual Service and Safety Plan), and other appropriate predisposition studies, including diagnostic, treatment and progress reports and recommendations from service providers who have provided services to parties under prior court order. Any predisposition study shall be made available to the other parties a reasonable time prior to the hearing.

[Adopted effective September 1, 2004.]

LJuCR 3.9. REVIEW HEARINGS. [Rescinded effective September 1, 2023.]

[Adopted effective September 1, 2004; rescinded effective September 1, 2023.]

**LOCAL GUARDIAN AD LITEM AND COURT VISITOR
GRIEVANCE RULES
(Cite as LRGAL)**

**LRGAL 1. GUARDIAN AD LITEM AND COURT VISITOR COMPLAINT
REVIEW COMMITTEE.**

There shall be a complaint committee (hereinafter referred to as the “committee”), consisting of the presiding judge and two (2) appointees to adjudicate complaints about guardians ad litem and court visitors involved in Titles 11, 13 and 26 RCW.

[Adopted effective September 1, 2004; amended effective September 1, 2023.]

LRGAL 2. SUBMISSION OF COMPLAINTS.

All complaints shall be in writing, signed by at least one individual with his/her address and phone number, and submitted to the court administrator.

[Adopted effective September 1, 2004.]

LRGAL 3. REVIEW OF COMPLAINT.

Upon receipt of a written complaint, the court administrator shall convene the complaint review committee within ten (10) business days to review the complaint. Upon review of the complaint, the committee shall either:

- (a) Make a finding that the complaint concerns a case then pending in the court and decline to review the complaint and so inform the complainant. In such instances, the committee shall advise the complainant that the complaint may only be addressed in the context of the case at bar, either by motion seeking the removal of the guardian ad litem or by contesting the information or recommendation contained in the guardian ad litem’s or court visitor’s report or testimony. In such cases, the committee and its members shall perform their roles in such a manner as to assure that the trial judge or court commissioner remains uninformed as to the complaint; or
- (b) Make a finding that the complaint has no merit on its face, and decline to review it and so inform the complaining party; or
- (c) Make a finding that the complaint appears to have merit and request a written response from the guardian ad litem within ten (10) business days detailing

the specific issues in the complaint to which the committee desires a response. The committee shall provide the guardian ad litem or court visitor with a copy of the original complaint. A guardian ad litem's or court visitor's failure to respond within the required ten (10) business days shall result in the immediate suspension of the guardian ad litem or court visitor from all registries. In considering whether the complaint has merit, the committee shall consider whether the complaint alleges the guardian ad litem or court visitor has:

- (1) Violated the Rules of Professional Conduct;
- (2) Misrepresented his or her qualifications to serve as a guardian ad litem;
- (3) Not met the annual training requirements set forth in the registry requirements;
- (4) Breached the confidentiality of the parties;
- (5) Falsified information in a report to the court or in testimony before the court;
- (6) Failed to report abuse of a child;
- (7) Communicated with a judge/commissioner *ex parte*, except as allowed by law (such as in obtaining an emergency restraining order);
- (8) Purported to represent the court in a public forum without prior approval of the presiding judge;
- (9) Violated state or local laws, or court rules in the person's capacity as guardian ad litem or court visitor;
- (10) Taken or failed to take any other action which would reasonably call the suitability of the person to serve as guardian ad litem or court visitor into question;
- (11) Failed to keep information confidential from non-parties or disclosed protected information to a party;
- (12) Intentionally lied or presented information in a false light to the court, another party or a third party; or
- (13) Talked about a case for which the guardian ad litem or court visitor was appointed to the media or public without the permission of all parties and/or the court.

[Adopted effective September 1, 2004; amended effective September 1, 2023.]

LRGAL 4. RESPONSE AND FINDINGS.

Upon receipt of a written response to a complaint from the guardian ad litem or court visitor, the complaint review committee shall, within ten (10) business days, make a finding as to each of the issues delineated in the committee's written request to the guardian ad litem or court visitor that based on the response, there is either no merit to the issue, or there is merit to the issue. In any case where the committee finds that there is merit to an issue, the committee may conduct further investigation, including the

examination of witnesses, documents, and such other evidence as the committee may, in the exercise of its discretion, choose to examine. The committee may extend the time for entering findings of fact during such examination, provided, however, that no such extension shall exceed thirty (30) days beyond the date the committee determined that there is merit to any issue.

[Adopted effective September 1, 2004; amended effective September 1, 2023.]

LRGAL 5. CONFIDENTIALITY.

- (a) A complaint shall be deemed confidential for all purposes unless the committee has determined that it has merit under LRGAL 1.3(c).
- (b) Any record of complaints filed which are found by the committee not to have merit shall be and remain confidential and shall not be disclosed except by court order.

[Adopted effective September 1, 2004.]

LRGAL 6. COMPLAINT PROCESSING TIME STANDARDS.

- (a) Complaints shall be resolved within twenty-five (25) days of the date of receipt of the written complaint if a case is pending.
- (b) Complaints shall be resolved within sixty (60) days of the date or receipt of the written complaint if the complaint is filed subsequent to the conclusion of the case.
- (c) The complainant and the guardian ad litem or court visitor shall be notified in writing of the committee's decision within ten (10) business days of the entry of the committee's findings and decision.
- (d) Complaints filed under this rule must be filed within three (3) years from the date of the occurrence of the matters complained of. The committee shall find complaints filed after this time not to have cause to proceed. This limitation applies to all complaints, whether filed during the pendency or after the conclusion of a case.

[Adopted effective September 1, 2004; amended effective September 1, 2023.]

LRGAL 7. SANCTIONS.

The committee shall have the authority to issue a written admonishment, issue a written reprimand, refer the guardian ad litem or court visitor to additional testing, recommend to the presiding judge either that the court, on its own motion, remove the guardian ad litem or court visitor from the instant case, or that the presiding judge suspend or remove the

guardian ad litem from the registry. In considering a sanction, the committee shall take into consideration any prior complaints which resulted in an admonishment, reprimand, referral to training, removal of the guardian ad litem or court visitor from a particular case, or suspension or removal from a registry. If a guardian ad litem or court visitor is listed on more than one registry, at the discretion of the committee, the suspension or removal may apply to each registry on which the guardian ad litem or court visitor is listed. When a guardian ad litem or court visitor is removed from a registry pursuant to the disposition of a grievance, the court shall send notice of such removal to the state Administrative Office of the Courts (AOC).

[Adopted effective September 1, 2004; amended effective September 1, 2023.]

LRGAL 8. REQUEST FOR RECONSIDERATION BY GUARDIAN AD LITEM OR COURT VISITOR.

A guardian ad litem or court visitor may, within five (5) business days of receipt of notification that he or she has been suspended or removed from a registry, request a hearing for reconsideration of the committee's decision. The presiding judge shall designate a hearing officer to preside over and conduct such review. The sole purpose of the review shall be to review the appropriateness of the suspension or removal from the registry. The hearing officer shall review the written record of the instant case and any prior complaints upon which the committee relied and hear oral argument from the guardian ad litem or court visitor and a representative of the committee. Said hearing shall be conducted within twenty (20) days of receipt of a request for the hearing.

[Adopted effective September 1, 2004; amended effective September 1, 2023.]

LRGAL 9. MAINTAINING RECORDS OF GRIEVANCES.

The superior court administrator shall maintain a record of grievances filed and of any sanctions issued pursuant to the grievance procedure.

[Adopted effective September 1, 2004.]

LRGAL 10. UNAVAILABILITY OF PRESIDING JUDGE.

In the event the presiding judge is not able to sit on the committee, issue an order or make an assignment as required by these rules, on account of being the judge who is assigned to a particular case, or is recused or may otherwise be disqualified, the other sitting judge shall act in the place and stead of the presiding judge. In the event both judges are unable to so act, the court administrator shall arrange for a court commissioner or visiting judge, so to act.

[Adopted effective September 1, 2004.]

**LOCAL RULES FOR APPEAL
OF DECISIONS OF
COURTS OF LIMITED JURISDICTION
(Cite as LRALJ)**

LRALJ 3.1. PROCEDURE

- (a) **Scheduling.** When a notice of appeal has been filed, the Clerk shall provide the presiding judge with a suggested schedule of dates for filing the transcript, for submission of briefs as provided by RALJ 6.3A and 7.2, and for oral argument. The presiding judge shall then enter an order which requires the parties to comply with a schedule for such filings and to appear for a hearing for oral argument. The Clerk shall give notice of the appeal scheduling order to all parties, which notice shall include a notice sent directly to any criminal defendant, even if represented by counsel. The scheduling order shall bear the following legend above the judge's signature:

ATTENTION APPELLANT: You are ultimately responsible for ensuring that your appeal is prosecuted in a timely manner, even if you have an attorney assisting you in preparing your appeal. You must maintain contact with your attorney and the court to ensure that this scheduling order is being followed. If you or your attorney fail to meet the deadlines set out in this scheduling order, or fail to timely seek an extension of time pursuant to RALJ 10.3, sanctions may be assessed against you, or your appeal may be involuntarily dismissed pursuant to RALJ 10.2(a).

- (b) **Transcripts.** In the event the transcript or briefs are not timely filed, a party or the Clerk may note the matter on the motion docket either for dismissal for want of prosecution or for order of reversal.
- (c) **Argument.** Arguments on appeal will be limited to 20 minutes per side, except on prior order of the court.

[Adopted September 1, 1991; amended effective September 1, 2004.]