

**LARLJ 0.1**  
**Administration**

**(a) General.** The responsibility to set policy and to oversee the administration of the Court resides in the elected and appointed judges of the Court. The judges, as outlined in these rules, delegate authority to an Executive Committee, a Chief Presiding Judge, an Assistant Presiding Judge, and a Chief Administrative Officer. The judges retain final authority to set, modify, or terminate policy or the execution of policy by the Executive Committee or any of the parties listed above through the appeal process set forth in LARLJ 0.2, Appeal.

**(b) Executive Committee.** The Executive Committee shall consist of five (5) judges: The Chief Presiding Judge and the Assistant Presiding Judge, and three (3) Division Presiding Judges, one from each of the three Administrative Divisions. The Chief Presiding Judge, Assistant Presiding Judge and each member of the Executive Committee shall serve a term of two (2) years, from January 1<sup>st</sup> through December 31<sup>st</sup>, or until a successor shall be elected. The Executive Committee is responsible for the establishment of policies regarding the administrative operations of the Court.

**(c) Chief Presiding Judge.** The Chief Presiding Judge is given the duties set forth in GR 29; is responsible for the supervision of the business of the Court and for ensuring that the business of the Court is conducted in accordance with these rules; shall propose policy to the Executive Committee; shall carry out the policies set by the Executive Committee; shall supervise the Chief Administrative Officer; shall be responsible for general supervision of the current budget; shall be responsible for the preparation of the yearly proposed budget for the Court; and after approval of the Executive Committee, shall present the yearly proposed budget to the County Executive and County Council. Should the County Council modify the proposed budget, the Budget Committee and the Chief Presiding Judge shall thereafter formulate and recommend a final budget to the Executive Committee for approval.

**(d) Assistant Presiding Judge.** The Assistant Presiding Judge shall assist the Chief Presiding Judge and shall serve as Acting Chief Presiding Judge during the temporary absence or disability of the Chief Presiding Judge. Unless otherwise directed by the Chief Presiding Judge, the Assistant Presiding Judge shall be the chair of the Budget Committee.

**(e) Division Presiding Judge.** Each of the Court's three (3) Administrative Divisions shall have a Division Presiding Judge who shall have the responsibilities and the authority delegated by the Chief Presiding Judge under GR 29.

**(f) Chief Administrative Officer.** The Chief Administrative Officer, under the supervision of the Chief Presiding Judge, shall have responsibility and authority, subject to delegation to the Deputy Chief Administrative Officer and Directors, where the Chief Administrative Officer deems appropriate, over the hiring, supervision, discipline and termination of all non-judicial personnel. The Chief Administrative Officer shall develop and implement uniform court, administrative and personnel procedures and, where appropriate, centralization of court administration to achieve cost savings. The Executive Committee is responsible for the hiring of the Chief Administrative Officer. The Chief Administrative Officer serves at the pleasure of the Executive Committee.

**(g) Deputy Chief Administrative Officer.** The Deputy Chief Administrative Officer, under the supervision of the Chief Administrative Officer, shall have the responsibility and authority delegated by the Chief Administrative Officer. The Deputy Chief Administrative Officer shall be hired by the Chief Administrative Officer only with the concurrence of the Executive Committee. The Deputy Chief Administrative Officer serves at the pleasure of the Executive Committee.

**(h) Director of Probation Services.** The Director of Probation Services, under the supervision of the Chief Presiding Judge, shall have responsibility and authority for operations of the Court's Probation Services, including the hiring, training, placement, discipline, and termination of Probation Services personnel. Responsibility for establishment of policies regarding the operations of Probation Services is placed with the Executive Committee. The Executive Committee is responsible for the hiring of the Director of Probation Services. The Director of Probation Services serves at the pleasure of the Executive Committee.

**(i) Directors.** Directors, other than the Director of Probation Services, shall report directly to the Chief Administrative Officer or Deputy Chief Administrative Officer as determined by the Chief Administrative Officer and shall have such responsibility and authority as the Chief Administrative officer deems appropriate, over the hiring, supervision, discipline, and termination of all non-judicial personnel under the assigned

supervision of the Director. Directors shall be hired by the Chief Administrative Officer with the concurrence of the Executive Committee. Directors serve at the pleasure of the Executive Committee.

[Adopted effective January 1, 1991; amended effective January 1, 2000; October 18, 2002; September 1, 2007; September 2, 2013; June 19, 2020; September 1, 2021.]

**LARLJ 0.2**  
**Appeals**

**(a)** A decision of the Chief Presiding Judge may be appealed to the Executive Committee by any judge.

**(b)** A decision of the Chief Presiding Judge or Executive Committee may be appealed directly to the judges by obtaining the consent of at least five (5) other judges and filing such appeal with the Office of the Presiding Judge for inclusion on the next general judges' meeting agenda. An affirmative vote of at least two-thirds of those judges voting is required to reverse the Chief Presiding Judge's or Executive Committee's decision.

[Adopted effective January 1, 1991; amended effective January 1, 2000; October 18, 2002.]

**LARLJ 0.3**  
**Regular Meetings**

Regular meetings of the Executive Committee shall be held every month on the first and third Tuesday. Regular meetings of the judges shall be held on the fourth Friday of January, July and October, or on such other day as may be designated by the Chief Presiding Judge. Provided, the Chief Presiding Judge may cancel an Executive Committee meeting or a regular meeting of the judges when there are no scheduled topics of discussion or when reasonably required by scheduling conflicts.

[Adopted effective January 1, 1991; amended effective January 1, 2000; October 18, 2002; June 19, 2020.]

**LARLJ 0.4**  
**Special Meetings**

Special meetings of the Executive Committee may be called by the Chief Presiding Judge at any time. Notice of any such meeting shall be provided to each member at least twenty-four (24) hours in advance by personal contact, email or in writing left at the judge's primary assigned chambers. Special meetings of the judges may be called at any time by the Chief Presiding Judge or by any six (6) judges acting jointly. Notice of any such meeting shall be provided to each judge at least twenty-four (24) hours in advance by personal contact, email or in writing left at the judge's primary assigned chambers.

[Adopted effective January 1, 1991; amended effective January 1, 2000; October 18, 2002; June 19, 2020.]

**LARLJ 0.5**  
**Voting**

Executive Committee members unable to attend a meeting of the Executive Committee shall be allowed to give a written proxy to another judge from that Division who may then participate and vote at the Executive Committee meeting in the same manner as the absent member could have. At a regular judges' meeting, each judge shall have the right to cast one vote on any issue before the judges. Voting by proxy at a regular judges' meeting shall be allowed only if a written proxy has been executed and filed with the Office of the Presiding Judge. Such proxy authorizes another judge to cast his or her vote as directed.

[Adopted effective January 1, 1991; amended effective January 1, 1992; September 1, 1993; January 1, 2000; October 18, 2002.]

**LARLJ 0.6**  
**Quorums**

A quorum for the conduct of business by the entire judges shall be ten (10) judges and for the conduct of business by the Executive Committee four (4) judges.

[Adopted effective January 1, 1991; amended effective January 1, 2000; October 18, 2002.]

**LARLJ 0.7**  
**Recording Secretary**

The Recording Secretary for all regular and special meetings of the Executive Committee and the judges shall be such person as the Chief Administrative Officer may designate.

The Recording Secretary shall send to all judges a copy of the proposed rule(s) and the Executive Committee's recommendation(s) regarding adoption or rejection at least five (5) days prior to the regular judges' meeting.

The Recording Secretary shall record and send to all judges the minutes of the proceedings of the Executive Committee and the judges meetings, including a copy, in pdf format, of the approved rules passed by the judges within five (5) working days following the meeting. The records of all proceedings of the judges and the prior association shall be maintained at the Office of the Presiding Judge.

[Adopted effective January 1, 1991; amended effective January 1, 2000; June 19, 2020.]

**LARLJ 0.8**  
**Committees**

The Chief Presiding Judge may from time to time, with or without a motion for such, set up ad hoc or special committees for specific purposes, and appoint judges to serve on such committees. Permanent committees which shall be appointed annually by the Chief Presiding Judge shall be:

**(a) Rules.** The rules committee shall be charged with the regular review and revision of all of the local and administrative rules that govern the operation of the judges of King County District Court. Except in emergencies, all rules revisions and new rules shall be first referred to this committee for drafting.

**(b) Probation.** The probation committee shall be charged with assisting the Probation Director and the Chief Presiding Judge in the development of policy under which the probation department shall operate.

**(c) Budget.** The budget committee shall be charged with the development of the proposed budget for the coming year for King County District Court. This committee shall coordinate and consider the requests from each Division and develop a recommended budget for consideration of the Executive Committee.

**(d) Personnel.** The personnel committee shall be charged with the development of all recommended policies that affect the people working in the Divisions, including union contract provisions, recommended salaries, and working condition rules and regulations. These recommendations shall be referred to the Executive Committee for action.

**(e) Caseload.** The Executive Committee will serve as the caseload committee.

**(f) Diversity, Equity, and Inclusion ("DEI")** The diversity, equity, and inclusion committee shall be charged with the development of all policies regarding diversity, equity, and inclusion that affect King County District Court, the communities it serves, the people working in the Divisions, other courts, and public and private sector entities. Except in emergencies, all diversity, equity, and inclusion policies shall be referred to this committee for recommendations. The committee shall refer recommendations to the Executive Committee for action.

[Adopted effective January 1, 1991; amended effective January 1, 2000; October 18, 2002; June 19, 2020; June 24, 2022.]

**LARLJ 0.9**  
**Committee Reports**

All committees having held meetings since the last regular or special meeting of either the Executive Committee or the judges shall report orally or in writing the business conducted by that committee at such meeting. Such report shall be made at the next regular or special meeting of either the Executive Committee or the judges.

[Adopted effective January 1, 1991; amended effective September 1, 2006; June 19, 2020.]

**LARLJ 0.10**  
**Elections**

Elections for the Chief Presiding Judge and the Assistant Presiding Judge shall be held at the regular judges' meeting in October. Elections for the Chief Presiding Judge and the Assistant Presiding Judge shall be decided by a majority vote of all the judges at the October election meeting. Elections for the Administrative Division representatives to the Executive Committee (Division Presiding Judges) shall be held no later than the Friday following the October judges' meeting. If no judge from an Administrative Division receives a majority of the votes to be elected Division Presiding Judge, then the Chief Presiding Judge shall draw names by lot from the top two finalists to fill the position. The Chief Presiding Judge shall be notified of the Division election results no later than November 5th.

[Adopted effective January 1, 1991; amended effective January 1, 1992; January 1, 2000; October 18, 2002; September 1, 2007; June 19, 2020.]

**LARLJ 0.11**  
**Executive Committee Vacancies**

This rule governs the procedure for filling vacancies on the Executive Committee that occur prior to the expiration of an elected term.

**(a) Chief Presiding Judge.** In the event of a vacancy, the position of the Chief Presiding Judge shall be filled by a majority vote of all of the judges in attendance at a special elections meeting.

**(b) Assistant Presiding Judge.** In the event of a vacancy, the position of the Assistant Presiding Judge shall be filled by a majority vote of all of the judges in attendance at a special elections meeting.

**(c) Division Presiding Judge.** In the event of a vacancy, the position of Division Presiding Judge shall be filled by a majority vote of the judges in attendance at a special elections meeting of the affected administrative division. If no judge from an administrative division receives a majority of the votes to be elected Division Presiding Judge, then the Chief Presiding Judge shall draw names by lot from the top two finalists to fill the position. The Chief Presiding Judge shall be notified of the Division election results no later than a week following the election.

[Adopted effective January 1, 1991; amended effective September 1, 2007; June 19, 2020.]

**LARLJ 0.12**  
**Meeting Agenda**

The Chief Presiding Judge shall prepare an agenda for both the Executive Committee and judges' meetings and shall deliver the agenda to all appropriate members for each meeting by email or mail, five (5) calendar days before the meeting.

A copy of any proposed amendment(s) to any current local court rule shall be attached to the agenda as a separately identified document.

[Adopted effective January 1, 1991; amended effective January 1, 2000; October 18, 2002; June 19, 2020.]

**LARLJ 0.13**  
**Recall of Elected Members**

This rule governs the procedure for recalling a member of the Executive Committee.

**(a) Chief Presiding Judge.** The Chief Presiding Judge may be recalled from office upon motion made and seconded and approved by two-thirds of the judges as defined in LARLJ 0.14(c). The vote shall occur at a special meeting of the judges called for that purpose.

**(b) Assistant Presiding Judge.** The Assistant Presiding Judge may be recalled from office upon motion made and seconded and approved by two-thirds of the judges as defined in LARLJ 0.14(c). The vote shall occur at a special meeting of the judges called for that purpose.

**(c) Division Presiding Judge.** A Division Presiding Judge may be recalled from office upon motion made and seconded and approved by two-thirds of those judges within the affected administrative division entitled to vote on the matter.

[Adopted effective January 1, 1991; amended effective October 18, 2002; June 19, 2020.]

**LARLJ 0.14**  
**Rule on Rules**

**(a) Notice.** Copies of proposed rules or amendments to rule(s), including proposed changes to these administrative rules, should be sent by mail or email to all judges at least three (3) weeks before consideration by the Executive Committee.

**(b) Executive Committee Action.**

(1) The Executive Committee, if it determines circumstances justify, may adopt the proposed rule(s), except changes to these Administrative Rules, as submitted or as modified at the Executive Committee meeting for immediate effect subject to an automatic review by the judges at the first regular meeting of the judges following such Executive Committee action.

(2) If the Executive Committee determines there is not a need for immediate enactment of the proposed rule(s), it shall nevertheless pass on the advisability of such rule(s), and any amendments considered at such meeting, and forward the proposed rule(s) to a meeting of the judges which is at least twenty-eight (28) days ahead.

(3) Any Division or judge may request a specific local rule (as opposed to a uniform local rule) for a Division in supplementation of the uniform local rules by obtaining the approval of the Executive Committee and adoption according to GR 7.

**(c) Judges.** "Judges" are defined to mean all the then current validly appointed or elected King County District Court Judges.

**(d) Meeting of the Judges.** A meeting of such judges includes those present in person, present by technological conferencing means capable of fully participating, and those present by means of proxy voting as authorized by these Local Administrative Rules.

**(e) Printing of Rules.** Copies of all adopted rules shall be filed as directed by GR 7 and available at all courthouses. Adopted as a goal is the desire to have the Local Court Rules reviewed on an annual basis in time to be accepted for publication by book companies. The Chief Presiding Judge may at any time make typographical error corrections of printed rules.

**(f) Emergency Bail Schedule Changes.** The Chief Presiding Judge may without prior notice add to, delete, or amend the King County District Court's Uniform Bail Schedule to conform with legislative change or Supreme Court rule change.

**(g) Suspension of Rules.** No local rule of this Court shall be adopted, rescinded or changed without a majority vote of all the judges at a regular or special judges' meeting and only after seven (7) days notice of a motion thereof; provided, a rule may be temporarily suspended for a special purpose by a vote requested thereon. The Chief Presiding Judge shall announce the rule suspended and the judges may proceed accordingly.

[Adopted effective January 1, 1991; amended effective September 1, 1993; January 1, 2000; October 18, 2002; June 19, 2020.]

**LARLJ 0.15**  
**Rules of Order**

The latest edition of Roberts Rules of Order shall govern parliamentary procedures at all meetings of the judges and committees.

[Adopted effective January 1, 1991; amended effective June 19, 2020.]

**LARLJ 0.16**

**Court Business Hours and Weddings**

**(a) Hours.** The King County District Court shall be open to the public for business from at least 8:30 AM to 4:30 PM Monday through Friday of each week except for holidays scheduled by the State of Washington Supreme Court and closures ordered by the Chief Presiding Judge when necessitated by inclement weather or other emergency.

**(b) Weddings.** Any judge performing a wedding ceremony during the hours the Court is open to the public for business must comply with the requirements of the Canons of the Code of Judicial Conduct and any applicable statutes.

[Adopted effective January 1, 1991; amended effective January 1, 2000; October 18, 2002; June 19, 2020.]

**LARLJ 0.17**  
**Name of Court**

Beginning January 1, 2007, the King County District Court will be comprised of five electoral districts operating in courthouses throughout King County. Reference to a particular courthouse location shall include the Administrative Division of the King County District Court. Beginning January 1, 2007, the Administrative Divisions are the East, South and West.

The current courthouse facilities located within the Administrative Divisions are as follows:

South Division

- (a) Auburn, 340 East Main Street - Suite 101, Auburn, WA 98002
- (b) Burien, 601 SW 149th Street, Burien, WA 98166
- (c) Maleng Regional Justice Center, 401 Fourth Avenue North, Kent, WA 98032
- (d) Vashon Facility (c/o Burien Courthouse, 601 SW 149th Street, Burien, WA 98166)

East Division

- (a) Bellevue, 1309 --114<sup>th</sup> Avenue SE - Suite 100 - Bellevue, WA 98004
- (b) Issaquah, 5415--220th Avenue SE, Issaquah, WA 98029
- (c) Redmond, 8601--160th Avenue NE, Redmond, WA 98052

West Division

- (a) Seattle, E-327 King County Courthouse, 516 --3rd Avenue, Seattle, WA 98104
- (b) Shoreline, 18050 Meridian Avenue N, Shoreline, WA 98133
- (c) King County Correctional Facility (c/o Seattle Courthouse, 516 -- 3<sup>rd</sup> Avenue, Room E-327, Seattle, WA 98104)

[Formerly LARLJ 0.18, adopted effective January 1, 1991; amended effective January 1, 1992; September 1, 1997; January 1, 2000. Renumbered as LARLJ 0.17 and amended effective October 18, 2002; June 26, 2004; September 1, 2007; June 19, 2020.]

**LARLJ 0.18**  
**Alternate Filing**

**(a) Chief Presiding Judge.** In order to assure the expeditious and efficient handling of all cases and an equitable distribution of workload among the Administrative Divisions, the Chief Presiding Judge, with the approval of the Executive Committee, may by written order, direct that certain types of cases be filed in different Administrative Divisions than otherwise provided in these rules for a designated period of time, or until further ordered. It is recommended, but not required, that the Chief Presiding Judge consult with the Executive Committee, affected Administrative Divisions, affected law enforcement agencies, and other affected parties prior to making such a recommendation to the Executive Committee.

**(b) All Judges.** Any judge may seek permission of their respective Division Presiding Judge to transfer a case to another courthouse within their Division. Any judge may seek permission of their respective Division Presiding Judge to transfer a case to another Division. The originating Division Presiding Judge will consult with the receiving Division Presiding Judge. Following consultation, the receiving Division Presiding Judge may accept or reject the transfer.

**(c) Courtesy Hearing.** Without transferring the case to another Administrative Division, a hearing may be held in a Division other than the one in which the case is filed for the purpose of setting bail, first appearance after being booked on a warrant, or other purpose agreed to by the Court where the case is filed.

[Formerly LARLJ 0.19, adopted effective January 1, 1991; amended effective January 1, 1992; September 1, 1997; January 1, 2000. Renumbered as LARLJ 0.18 and amended effective October 18, 2002; September 1, 2007; June 19, 2020.]

**LARLJ 0.19**  
**Remote Public Access to On-line Court Records**  
***[Effective until January 1, 2021]***

Access to on-line district court records shall be made available to the public subject to the following fees.

**(a) Per Page.** The fee assessed for remote access to on-line district court records shall be twenty-five cents per page. No fee shall be charged to view district court records using terminals that are made available to the public at district court facilities.

**(b) Collection.** Subject to the approval of the Chief Presiding Judge, the district court chief administrative officer shall establish a procedure for the collection of this fee.

[Adopted on an emergency basis effective January 1, 2009; adopted on a permanent basis effective September 1, 2009. Former LARLJ 0.19 adopted effective January 1, 1991; amended effective November 1, 1993; January 1, 2000; amended and renumbered as LARLJ 0.18 effective October 18, 2002; repealed June 19, 2020 effective January 1, 2021.]

LARLJ 0.20. Digital Signatures [Repealed effective June 19,  
2020]

**LCRLJ 3.1**  
**Filing of Civil, Impound and Small Claims Cases**

**(a) Venue.** "Venue", as prescribed in the CRLJ and RCW 3.66.040, includes the "District" venue and the "Division" venue of the King County District Court.

**(b) Impound Hearings.** Impound hearings shall be filed in the Division in which the impound of the vehicle occurred.

**(c) Small Claims.** Venue for small claims cases is governed by the provisions of RCW 3.66.040.

**(d) Civil Protective Orders.** These rules do not govern the filing of any petition for civil protective orders. Such petitions may be filed in any Division of the King County District Court.

**(e) Alternative Filing.** The Chief Presiding Judge may direct alternative filing requirements pursuant to LARLJ 0.18.

[Adopted effective January 1, 1991; amended effective September 1, 1993; September 1, 1999; July 1, 2000; September 1, 2009; September 2, 2014; September 1, 2016; September 1, 2017; September 1, 2020.]

LCRLJ 3.2. Case Information Cover Sheet [Repealed effective  
September 1, 2020]

**LCRLJ 4(d)(2)**  
**Service; Personal in State**

Personal service of process shall be as provided by CRLJ 4(d)(2) and RCW 12.04.050. No officer or employee of any party or the assignor of any party shall serve the summons and complaint.

[Adopted effective January 1, 1991; amended effective July 1, 2000; September 2, 2014.]

**LCRLJ 5(j)**  
**Service and Filing of Pleadings and Other Papers**

**(j) Filing by E-mail for Order of Protection cases**

(1) Except as set forth in subsection (5), the clerk of the court may accept for filing, documents associated with the civil Order of Protection cases, which are sent directly to the clerk of the court's business E-mail or to another by electronic E-Mail transmission. An E-Mail copy shall constitute an original for all court purposes. The attorney or party sending any document via E-Mail to the clerk shall retain the original signed document until sixty (60) days after completion of the case. The E-Mail subject line shall bear the notation:

"SENT on \_\_\_\_\_ (DATE) VIA E-MAIL FOR FILING IN COURT"

(2) If a document is transmitted by E-Mail to another for filing with the court, the person responsible for filing may be required to attach an original affidavit as the last page of the document. The affidavit must bear the name of the court, the division, the case caption, the case number, the name of the document to be filed, and a statement that the individual signing the affidavit has examined the document, determined that it consists of a stated number of pages, including the affidavit page, and that it is complete and legible. The affidavit shall bear the original signature, the printed name, address, phone number and E-Mail number of the individual who received the document for filing.

(3) The clerk of the court may use E-Mail transmission to send any document requiring personal service to one charged with personally serving the document. Notices and other documents may be transmitted by the clerk to counsel of record via the E-Mail (electronic mailbox) on file with the court.

(4) Clerks may charge reasonable fees to be established in statute, for receiving, collating, and verifying E-Mail transmissions.

(5) Without prior approval of the clerk of the receiving court, an E-Mail transmission is not authorized for judge's working copies (courtesy copies) or for those documents for which a filing fee is required.

(6) Conditions.

(i) Documents transmitted to the clerk via E-Mail shall be letter size (8-1/2 by 11 inches). Unless otherwise provided by

local court rule, documents over 20 pages in length may not be filed by E-Mail without prior approval of the clerk.

(ii) Any document transmitted to the clerk by E-Mail must include the case number (if any) in the subject line. The case caption, number of pages attached, the sender's name, the sender's telephone number(s) should be included in the body of the email. The e-mail itself is not considered a legal pleading.

(iii) An email with attached documents transmitted directly to the clerk of the court shall be deemed received at the time the clerk's E-Mail registers the transmission of the first page, except that an E-Mail received after the close of normal business hours shall be considered received the next judicial day. If an email and/or its attachments are 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.

(iv) Court personnel will not verify receipt of an E-Mail transmission and persons filing by E-Mail shall not call the clerk's office to verify receipt.

(v) Persons sending documents via E-Mail agree to be in compliance with the same Technical Standards as electronic filing via the court's electronic filing portal.

[Adopted on an Emergency Basis, effective October 21, 2022; amended effective September 1, 2023.]

**LCRLJ 7(b)**  
**Motions and Other Papers**

(1) (i) *Motions on all Criminal Cases.*

For motions in criminal cases please see LCrRLJ 8.2.

(1) (ii) *Motions on Consumer Debt Cases.*

Every post-judgment application/motion on cases arising from consumer debt shall include a sworn declaration from the plaintiff that the plaintiff is in compliance with RCW 19.16.250 and with all requirements set forth in any applicable Washington State Gubernatorial Proclamation(s), including any applicable extensions issued on or after January 1, 2020.

Additionally, any proposed order must include the following language denoted at the bottom of the Judgment Summary: \*Post-judgment interest calculation is in compliance with any applicable Washington State Gubernatorial Proclamation(s) and any applicable issued extensions.

Any pleading not in compliance with this court rule may result in an assessment pursuant to King County Ordinance KCC 4A.634.100A.

[Adopted on an Emergency Basis, June 19, 2020. Adopted effective September 1, 2020; amended on an Emergency Basis, effective May 1, 2021; amended effective September 1, 2021.]

**LCRLJ 10**  
**Form of Pleadings**

**(a) Caption; Names of Parties.**

(i) *Caption on Complaint; Motion for Default and Default Judgment.*

In any action brought by a debt buyer, the caption of each complaint and motion for default and default judgment in any shall contain the designation: DEBT BUYER.

In any action based upon medical debt, other consumer debt, or private student loan debt, the caption of each complaint and motion for default and default judgment shall contain the designation(s): MEDICAL DEBT, OTHER CONSUMER DEBT, PRIVATE STUDENT LOAN DEBT.

[For additional information on statutory definitions, see RCW 19.16.100.]

Example LCRLJ 10(a) (i)

SPACE FOR SERVICE PROOF

SPACE FOR COURT/FILING STAMP

IN THE KING COUNTY DISTRICT COURT  
IN AND FOR THE STATE OF WASHINGTON  
\_\_\_\_\_  
Division  
\_\_\_\_\_  
Courthouse

\_\_\_\_\_  
Plaintiff ) No.  
)  
)  
) NAME OF PLEADING  
)  
vs. ) [CHECK ALL THAT APPLY BELOW]  
)  
)  DEBT BUYER  
)  MEDICAL DEBT  
\_\_\_\_\_  
Defendant. )  OTHER CONSUMER DEBT  
)  PRIVATE STUDENT LOAN DEBT  
)  
)  
) (CLERK'S ACTION REQUIRED)  
)  
)  
\_\_\_\_\_ )

[Adopted on an Emergency Basis, June 19, 2020. Adopted effective September 1, 2020.]

**LCRLJ 26**  
**Discovery**

**(g) Time for Discovery.** The parties may agree, with the permission of the Court, to discovery cut-off dates which modify the time for discovery within CRLJ 26(g). A notice, signed by all parties, of an agreed schedule shall be filed with the Court, and shall become binding upon the parties upon approval by the Court. Any party may propose a discovery schedule which modifies the time for discovery within CRLJ 26(g).

(1) Any party intending to propose a discovery schedule under this rule must serve the proposed discovery schedule on all parties, within 90 days of service of the summons and complaint, or counterclaim, or cross complaint, whichever is longer.

(2) Such discovery schedule shall be deemed approved by the Court if no objection or counter proposal is served and filed within 14 days of the date of filing.

(3) If an objection or other proposed schedule is filed within 14 days of the filing of a proposed discovery schedule, the Court shall note the case for a discovery conference and set discovery deadlines.

(4) No ex-parte fee will be charged.

[Adopted effective January 1, 1991; amended effective September 1, 1994; July 1, 2000; September 2, 2014.]

**LCRLJ 35**  
**Physical and Mental Examination of Persons**

Superior Court Civil Rule (CR) 35 is adopted in its entirety.

[Adopted effective September 2, 2014.]

**LCRLJ 38**  
**Civil Jury**

**(a) Demand.** Either the plaintiff or the defendant may request a jury trial in a civil case which shall be made by filing a demand with the clerk, supplying a copy to the opposing party or counsel and paying the jury fee. If a party only notes the matter for trial and does not either request a jury trial or does not pay the jury fee, the other party may request a jury trial and pay the fee within 10 days of receiving the note for trial. Failure to comply with this rule shall waive the right to a jury trial.

[Adopted effective January 1, 1991; amended effective July 1, 2000; September 2, 2014.]

**LCRLJ 39**  
**Admissibility of Documents**

**(a) Certain Documents Deemed Admissible.** ER 904 shall apply and documents listed therein will be deemed admissible, unless objection is made pursuant to ER 904(c).

In addition, the following documents will also be deemed admissible: A wage loss statement; The written statement of any witness including a written report of an expert witness, and including a statement of opinion which the witness would be allowed to express, if testifying in person, if the written statement is made by affidavit or by declaration under penalty of perjury.

When the Court is determining whether a document is admissible under ER 904(a)(6), the Court shall consider the factors listed in ER 904 and shall also consider the purpose of Courts of Limited Jurisdiction, noted in CRLJ 1, to secure the just, speedy, and inexpensive determination of every action.

[Adopted effective September 2, 2014; amended effective September 1, 2017; September 1, 2018; September 1, 2019; September 1, 2020.]

**LCRLJ 54**  
**Judgment; Costs**

**(e) Attorney Fees.** The following attorney fee schedule, where authorized and instead of those statutory fees set by RCW 12.20.060, shall be deemed reasonable in all default cases unless the parties present evidence of circumstances that convince the Court that a larger or smaller fee should be awarded, provided however, the Court shall have authority to vary from this schedule on its own motion:

SCHEDULE FOR REASONABLE ATTORNEY FEES IN DEFAULT CASES

(Other than Statutory Attorney Fees)

From	To	Amount
\$.01	\$1,000	\$250
\$1,000.01	\$1,500	\$300
\$1,500.01	\$2,000	\$350
\$2,000.01	\$2,500	\$400
\$2,500.01	\$3,000	\$450
\$3,000.01	\$4,000	\$500
\$4,000.01	\$5,000	\$550
\$5,000.01	Set at Court's discretion.	

[Adopted effective January 1, 1991; amended effective January 1, 1991; May 5, 1992; September 1, 1993; July 1, 2000; September 2, 2014; September 1, 2020.]

**LCRLJ 55**  
**Default Judgments**

**(g) Form of Submission.** Any party seeking a default judgment shall submit at least the following to the Court contemporaneously with the motion for default judgment, unless otherwise excused by the Court for good cause, regardless of whether any of these required documents have been filed with the Court prior to the motion:

(1) A copy of the original proof of service shall be submitted with every motion for default judgment.

(2) In Debt Buyer causes of action involving debt purchased on or after June 11, 2020: proof as set forth in RCW 19.16.260. An affidavit by counsel under CRLJ 55(b)(1) is sufficient as to the amount of the debt only.

(3) In assigned causes of action: a copy of the assignment interest. If the debt was assigned more than once, each assignment or other writing evidencing transfer of ownership must be submitted to establish an unbroken chain of ownership, beginning with the original creditor to the first debt buyer and each subsequent sale.

(4) In causes of action based on all contracts: sworn testimony to prove performance(s) may be required; a copy of the contract, if written; proof of the items of account and any credits; the factual basis for the breach; and the final amount of the principal owing (the final amount should be underlined and highlighted). In addition:

(i) In causes of action based on open account: a written statement of account setting forth all charges and credits and the dates thereof on the principal and separately listing any statement of any interest or surcharges; and a statement of the nature of merchandise or services furnished.

(ii) In causes of action based on a check as defined in RCW 62A.3-104 or a promissory note: the original or a document which comports with the Rules of Evidence (ER), including an attestation that the document is reliable.

(iii) In causes of action based on credit card debt: the original or a copy of billing statements in the debtor's name showing cumulative charges to the extent available, interest,

interest rate, payments, credits and, if available, a statement of the nature of merchandise or services furnished; and a final billing statement proving the principal.

(iv) In causes of action for rent based on an oral lease: a statement of account similar to that required in actions on open account. If any claim is made for damages or repairs to premises, such claim must be itemized separately.

(v) In causes of action for rent based on a written lease: the original or a copy of the lease and a statement of the account.

(vi) In causes of action based on a retail sales contract, chattel mortgage, or conditional sales contract: the original or a copy of the contract. Where applicable, an automobile title or bill of sale must be filed.

(5) In causes of action based on tort:

(i) Proof of liability shall be made by sworn statement of a witness with competent knowledge of the event (for automobile accident cases, see RCW 46.52.080 (police accident report not admissible));

(ii) Otherwise, the proof required showing the amount of damages shall be the same as required above for proving contract balances except that the following additional proof of the amount of damage shall be required:

(A) Property damage may be proven by repair bills or estimates;

(B) Loss of use claims, and pain and suffering shall be proved by sworn testimony;

(C) Loss of wages may be proven by sworn declaration from the employer or employer's agent; and

(D) Hospital, doctor, and other medical expenses may be proved by written bills or statements.

**(h) Conformed Copies.** If the default motion is by mail, the plaintiff shall file a self-addressed, stamped envelope for the clerk to return a conformed copy of the default judgment to the plaintiff.

**(i) Pre-Judgment Interest.** In order for a judgment for pre-judgment interest to be allowed, the following must be presented to the Court:

(1) A document that indicates the date interest commenced. This date should be underlined and highlighted for the Court; and

(2) The computation of the interest claimed due. The computation must include: principal; an adjustment to principal if a payment has been made; the date of any payment; and the rate(s) of interest, including the start date and the end date. The document with the rate of interest should have the rate of interest underlined and highlighted for the Court.

[Adopted effective January 1, 1991; amended effective July 1, 2000; September 1, 2006; September 1, 2007; September 2, 2014; amended on an Emergency Basis, June 19, 2020; amended effective September 1, 2020; amended on an Emergency Basis, effective October 21, 2022; amended effective September 1, 2023.]

**LCRLJ 56**  
**Summary Judgment**

**(i) Providing a Copy of the Rule.** A party moving for summary judgment shall, along with its motion for summary judgment, serve a copy of CRLJ 56 on all opposing parties who are not represented by counsel in the action.

[Adopted effective July 1, 2000; amended effective September 2, 2014.]

**LCrRLJ 1.5**  
**Style and Form Facilitating Proof of Service and Filing of Papers**

**(a) Style and Form.** (See: CRLJ 5 and 10 and CrRLJ 1.5 and 8.4.)

**(b) Filing with Court.** (See: CRLJ 5 and CrRLJ 8.4(c).)

(1) *Action Documents.* Pleadings or other papers requiring action on the part of the Court (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 on the first page, stating: " Clerk's Action Required: (here state the action requested)."

(2) *Format Recommendations.* It is recommended that all pleadings and other papers include or provide for the following:

(i) *Service and Filing.* Space should be provided at top of the first page of a document allowing on the right half for the clerk's filing stamp, and in the left half for proof of, or acknowledgment of, service.

(ii) *Numbered Paper.* All pleadings, motions, affidavits, briefs, and other supporting documents prepared by attorneys/parties should be on paper with line numbering in the left-hand margin.

(3) *Handling by Clerk.* All pleadings or other papers with proper caption and cause number will be date receipted, docketed and secured/placed in the court file by the Clerk of the District Court in the order received.

Example LCrRLJ 1.5

SPACE FOR SERVICE PROOF/SPACE FOR COURT/FILING STAMP

IN THE KING COUNTY DISTRICT COURT  
IN AND FOR THE STATE OF WASHINGTON

\_\_\_\_\_ Division

\_\_\_\_\_ Courthouse

	)	
PLAINTIFF	)	NO. XXXXXXXX
	)	
v.	)	CLERK'S ACTION REQUIRED:
	)	
	)	SET THIS MOTION FOR HEARING
	)	
	)	
DEFENDANT	)	MOTION CHALLENGING COMPLAINT SUFFICIENCY

The clerks will *not* search out action items. They will not search through letters, notices of appearance, requests for discovery, or other materials, to locate possible requests for action, such as: preservation of jury trial, or non-waiver of 60/90 day rule (this needs a request to set within the correct time, see CrRLJ 3.3), or concern with witnesses. CrRLJs impacted by this rule are:

- CrRLJ 1.5 Style and Form
- CrRLJ 4.1 Objection to Arraignment Date
- CrRLJ 3.3 Setting of Trial Date ... Waiver of Objection
- CrRLJ 4.3 Joinder of Offenses and Defendants
- CrRLJ 4.3.1 Consolidation for Trial
- CrRLJ 4.4 Severance of Offenses and Defendants
- CrRLJ 4.7 Discovery (regulation of, not requests for)
- CrRLJ 4.8 Subpoenas

[Adopted effective January 1, 1991; amended effective September 1, 2007; September 1, 2017; September 1, 2020.]

LCrRLJ 2.2(a). Warrant of Arrest and Bench Warrant of Arrest  
[Repealed effective October 19, 2012]

**LCrRLJ 2.6**  
**eSuperform**

Prosecuting Attorneys may file electronic Superforms ("eSuperforms") using the e-filing application by following the procedure established by GR 30 and LGR 30. The probable cause statement in the eSuperform must be authenticated by a law enforcement officer using a digital signature that complies with the requirements of Ch. 19.34 RCW or GR 30, or by the arresting or citing officer explicitly signing the statement and transmitting the eSuperform within any electronic booking or referral system, as permitted by GR 30 and LGR 30.

[Adopted on an Emergency Basis effective March 6, 2008. Adopted effective September 1, 2009; amended effective September 1, 2017; September 1, 2020.]

**LCrRLJ 3.1(f)**  
**Services Other Than Lawyer**

(1) All initial requests and approval for expert services for county and state case expenditures are hereby delegated to the King County Office of Public Defense.

[Adopted on an Emergency Basis effective June 24, 2005. Adopted effective September 1, 2005; amended effective September 1, 2020.]

LCrRLJ 3.2(o). Bail [Repealed effective September 1, 2020]

LCrRLJ 3.3. Continuances [Repealed effective September 1, 2020]

**LCrRLJ 3.4**  
**Presence of the Defendant**

**(c) Defendant Not Present.** Upon the non-appearance of a defendant at the time and place scheduled by the Court and a warrant of arrest issued, the defendant's bail or bond may be ordered forfeited with or without further proceedings upon motion of the prosecuting attorney or upon the Court's own motion. If the necessary witness(es) does/do not appear at the time scheduled by the Court, the Court may dismiss such action unless a good cause for such non-appearance is shown. No action under this rule should be taken until thirty (30) minutes after the scheduled appearance time.

**(d) Video Conference Proceedings.**

(2) *Agreement.* All trial court proceedings, except jury trials, may be conducted by video conference only by agreement of the parties, either in writing or on the record, and upon the approval of the judge.

[Adopted on an Emergency Basis effective July 14, 2017. Amended effective September 1, 2019; September 1, 2020.]

LCrRLJ 4.1. Appearance by Counsel [Repealed effective September 1, 2020]

**LCrRLJ 4.5**  
**Pre-Trial Hearing**

**(a) Pre-trial Orders.**

(1) *Presenting Orders.* In cases which will proceed to trial, the parties shall fully complete the pre-trial order form provided by the Court. All pre-trial orders will be presented to and signed by the judge in open court on the record, unless otherwise ordered by the judge in a specific case.

(2) *Identifying Motions.* Each party shall identify with specificity its suppression motions in a separate pleading and the party may be required to articulate on the record the basis for any motion. Motions other than for suppression shall be listed on the written pre-trial order form. All rulings made at the pre-trial hearing or subsequent motion hearing(s) shall be binding on the parties and shall not be relitigated at trial. Any motions not filed at pre-trial may be deemed waived unless otherwise allowed by the Court.

(3) *Scheduling.* The Court shall assign dates and give written notice to the parties for motion hearings and trial at the time of the pre-trial hearing and shall, insofar as is reasonably possible, schedule those hearings in consultation with the parties. Other factors, such as witness availability, shall also be considered.

(4) *Jury Call.* A Jury Call hearing will be scheduled in all cases proceeding to jury trial unless specifically waived by the judge in a particular case for good cause shown. The defendant shall be required to attend this hearing unless excused by the Court.

[Adopted effective September 1, 1996; amended effective September 1, 2020.]

**LCrRLJ 4.8**  
**Subpoenas**

**(a) Issuance for Witness.**

(1) The defendant and the prosecuting authority may subpoena witnesses necessary to testify at a scheduled hearing or trial. The subpoena may only be issued by a judge, court commissioner, clerk of the court, or by a party's lawyer. If a party's lawyer issues a subpoena, a copy shall be filed with the Court. If the subpoena is for a witness outside of King County or counties contiguous with it, the judge must approve the subpoena.

(2) A party issuing a subpoena, or requesting the Court to issue a subpoena, may label the witness list or subpoena as confidential with respect to address. When a party files such confidential list or subpoena, the party shall file a redacted and a non-redacted subpoena with the address. The redacted subpoena shall be placed in the court file for public view and the non-redacted subpoena shall be placed in the court file as "confidential" (and not for public view). If only one copy is filed, it is placed in the public court file. If a person seeks to have access to the "confidential" witness list or subpoena filed under this rule, the person must file a motion for access to the subpoena stating the reasons for such access. The motion shall be decided by a judge on a case by case basis.

[Adopted effective September 1, 2020.]

LCrRLJ 4.11. Video Conference Proceedings [Repealed effective  
September 1, 2018]

**LCrRLJ 5.1**  
**Filing of Criminal and Criminal Traffic Cases**

All criminal and criminal traffic actions shall be filed in the Division where the violation is alleged to have occurred, except as may otherwise be ordered pursuant to LARLJ 0.18, Alternate Filing.

[Adopted effective January 1, 1991; amended effective September 1, 1993; September 1, 2020.]

LCrRLJ 6.1. Jury Week [Repealed effective September 1, 2020]

LCrRLJ 6.13. Evidence - Court's Custody of Exhibits [Repealed effective September 1, 2018]

LCrRLJ 7.2.(a) Sentencing - Generally [Repealed effective  
September 1, 2020]

LCrRLJ 8.1.(b) Time - Enlargement [Repealed effective September 1, 2020]

**LCrRLJ 8.2**  
**Motions**

**(a) A Separate Proposed Order is Required to be e-Filed on all Agreed, Uncontested, or Ex Parte Criminal Case Motions.** Except on petitions for a Deferred Prosecution, any moving party wishing to have a motion considered without the need for a court hearing shall electronically file a separate proposed order apart from any agreed, uncontested, or ex parte motion (i.e. motions to continue or to strike a testimonial hearing). The proposed order shall not be filed as part of the motion pleadings.

**(b) Joint Motion to Continue, Other than Trial.** Unless a request to continue a pre-trial, motion, and/or other final disposition is duly noted for a motion hearing, all such requests to continue will require the agreement of both parties or proof of service on the other party before such request will be submitted to a judge for approval. The party submitting the motion is responsible for service on the other party prior to e-filing the motion. The Court will not consider any motion unless proper proof of service has been filed. Examples of accepted proof of service include: declaration, conformed copy, email correspondence, or the signature of the other party.

A request to continue a pre-disposition matter beyond the applicable time-for-trial period under CrRLJ 3.3 without a signed time-for-trial waiver will not be considered without a hearing.

**(c) Motion of Countywide Significance.** Upon the filing of a motion in a criminal case, any party may request that such motion be designated as an "issue of countywide significance". A judge in any Division of the Court may, on his or her own motion or upon receiving such a request from a party, request of the Chief Presiding Judge that such motion be designated as an "issue of countywide significance". Upon receiving such request from a Judge, the Chief Presiding Judge may designate such motion as an "issue of countywide significance".

Upon designation of a motion as an "issue of countywide significance", the Chief Presiding Judge shall assign three judges to act as a panel to hear the motion. The panel of judges shall hear testimony and argument and enter Findings of Fact and

Conclusions of Law and Decision ("Ruling") on the motion. Judges of the Court shall then have the following options: (1) accept such Ruling in its entirety; (2) not accept such Ruling and schedule a hearing before the referring judge for the presentation of testimony and argument; or (3) accept the Findings of Fact and Conclusions of Law, in whole or in part, and make a separate decision thereon. A record of the hearing shall be made, and a transcript shall be made available to any judge of the Court upon his or her request. Copies of the transcript shall be made available through the Court to any person upon payment of the costs of transcription.

**(d) Petitions for a Deferred Prosecution.** Petitions for a Deferred Prosecution, along with all supporting documents, shall be filed at least two (2) court days prior to the hearing on the petition.

[Adopted effective January 1, 2000; amended effective September 1, 2001; September 1, 2020; amended on an Emergency Basis, effective May 1, 2021; amended effective September 1, 2021.]

LCrRLJ 8.3. Stipulated Orders of Continuance [Repealed effective September 1, 2020]

**LGR 14**  
**Pleadings—Style and Form Facilitating Proof of Service and**  
**Filing of Papers**

**(e) Filing with Court; Action Documents.** Pleadings or other papers requiring action on the part of the clerk/court (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 on the first page, stating:

**"Clerk's Action Required: (herein state the specific action requested)."** Clerks will not search through letters, notices of appearance, requests for discovery or other materials to locate possible requests for action.

[Adopted effective September 1, 2020.]

**LGR 30**  
**Electronic Filing and Service**

**(a) Definitions.**

(2) "Electronic Filing" or "e-filing" is the electronic transmission of information to a court or clerk for case processing.

**(b) Electronic Filing Authorization, Exception, Service, and Technology Equipment.**

(3) *Electronic Transmission from the Court.*

(i) *Attorneys.* The Court or clerk may electronically transmit notices, orders, or other documents or communications, to all attorneys using the attorney's electronic mailbox address on file with the Court. It is the responsibility of all attorneys to maintain an electronic mailbox sufficient to receive electronic transmissions of notices, orders, and other documents.

(ii) *Non-Attorneys.* The Court or clerk may electronically transmit notices, orders, or other documents or communications, to any party who has filed electronically or has agreed to accept electronic documents from the Court by using the electronic address provided to the clerk. It is the responsibility of the filing or agreeing party to maintain an electronic mailbox sufficient to receive electronic transmissions of notices, orders, and other documents.

(4)

(A) *Mandatory Electronic Filing.* Unless otherwise provided for in this rule or as authorized by the Court, attorneys shall electronically file (e-file) all documents, including emergency pleadings, using the Court's e-filing application. Non-attorneys and pro se parties are permitted but not required to e-file.

(i) *Documents That Shall Not Be e-filed.* The following documents must be filed in paper form rather than e-filed:

(a) Documents submitted for *in camera review*;

(b) Motions to Seal and all supporting documents pursuant to GR 15 or CrRLJ 3.1(f)(2). Motions to Seal previously filed documents may be e-filed;

(c) Application for Court issued Writs of Garnishment;

(d) Applications for Writs of Attachment, Writs of Execution, or Replevin and original supporting documents;

(e) Bonds in civil cases;

(f) Documents incapable of legible conversion to an electronic format by scanning, imaging, or any other means;

(g) Documents from governments or other courts under official seal, except that a copy may be e-filed as an exhibit to another document, such as a pleading, by leave of the Court;

(h) Documents larger than permitted in the User Agreement;

(i) New cases or fee-based documents filed with a Motion and Order to proceed *in forma pauperis*;

(j) New cases based upon the filing of a Foreign Judgment;

(k) Appeals. All initiating pleadings and filings requiring payment of a fee to District or Superior Court (e.g., Notice of Appeal, Designation of Record), or motions to proceed *in forma pauperis*. Subsequent filings related to the appeal that do not require payment of a fee or if a waiver of fees has previously been granted may be e-filed. Notices of Appeal accompanied by motions to proceed *in forma pauperis*, or motions to stay conditions of sentence or execution of a judgment pending appeal may also be presented to the Court at the time of the sentencing hearing or other hearing on the matter to be appealed;

(l) Proposed Findings of Fact, Conclusions of Law and Order Granting Deferred Prosecution;

(m) Motions to waive mandatory e-filing requirement as provided in section (iv); or

(n) Documents filed pursuant to a Court order requiring in-person paper filing.

(ii) *Documents That May Be e-filed.* The following documents may be e-filed:

(a) Documents associated with a scheduled court hearing or scheduled trial presented for filing during the course of the hearing or trial;

(b) Applications for emergency warrants;

(c) Answers to Writs of Garnishment;

(d) Motions to Vacate Convictions;

(e) Petitions for Protection Orders, Motions to Modify or Terminate Protection Orders, and, sworn declarations;

(f) Motions requesting the authorization of interpreters;

(g) Subpoenas in criminal cases; or

(h) Motions for a finding of probable cause prior to a first appearance calendar or pursuant to a motion to issue an emergency warrant.

If filed electronically, the filing party must retain the original document during the pendency of any appeal and until at least sixty (60) days after completion of the instant case, and shall present the original document to the Court if requested to do so. This does not include documents that are or will be submitted as an exhibit in a hearing or trial.

(iii) *Working Copies.* Judges' working copies for e-filed documents are not required, except that paper working copies of e-filed documents of fifty (50) pages or more shall be delivered to the judge at least five (5) court days prior to the hearing and paper working copies of Proposed Jury Instructions on criminal cases shall be delivered to the judge the morning of the first trial day.

(iv) *Waiver of the Requirement to e-File for Attorneys.*

(a) If an attorney is unable to e-file documents, the attorney may request a waiver from the Court. The attorney must make a showing of good cause and explain why they are not able to e-file. The Court will make waiver request forms available on the Court website. The Court will consider each application and provide a written approval or denial to the attorney. Attorneys who receive a waiver shall file a copy of the waiver in each case in which they file documents. Attorneys who receive a waiver shall place the words "Exempt from e-filing per waiver filed on (date)" in the caption of all paper documents filed for the duration of the waiver.

(b) Upon a showing of good cause, the Court may waive the requirement as to a specific document or documents on a case by case basis.

(v) *Non-Compliance with this Rule.* Pursuant to KCC 4A.634.100A, the Court may assess a fee of twenty dollars to anyone who files an electronic document that requires special handling because of errors, failure to follow court rules or statutes or lack of completeness. If an attorney files a document in paper form and does not have an approved waiver from e-filing, the Court may assess a fee against the attorney pursuant KCC 4A.634.100B for each paper document filed.

(5) Electronically filed court records have the same force and effect and are subject to the same right of public access as are documents that are not e-filed.

(6) If a party serves another party electronically or via email, that party must likewise accept service from the other parties electronically or via email.

**(c) Time of Filing, Confirmation, and Rejection.**

(1)

(A) A party whose filing is untimely as the result of a technical failure of the Court's e-filing application may seek appropriate relief from the Court. The Court shall consider its e-filing application to be subject to a technical failure if the site is unable to accept filings, either continuously or intermittently, for more than one hour after 10:00 a.m. on any court day. Known systems outages will be posted on the Court website. Users are responsible for monitoring the Court website to be aware of regularly scheduled down time for maintenance.

(B) Problems on the filer's end (such as phone line problems,

problems with the filer's Internet Service Provider, or hardware or software problems) will not constitute a technical failure under this rule, nor excuse an untimely filing. A filer who cannot file a document electronically because of a problem on the filer's end should explore other e-filing options. The filer's login and password will work on any computer that has internet access, e.g., at the library, home computer, or in commercial business service centers.

(C) Filing a document electronically does not alter filing deadlines. A filing received on a business day (Monday through Friday excluding holidays or Court closures) between the hours of 8:30 a.m. and 4:30 p.m. will be filed on the business day they are filed. Filings submitted after 4:30 p.m. will be filed on the next business day.

(2)

(A) In the absence of the Court's confirmation of receipt and filing, there is no presumption that the Court received and filed the document. The filer is responsible for verifying that the Court received and filed any document that was submitted to the Court electronically using the Court's e-filing application.

**(d) Authentication of Electronic Documents.**

(1)

(C)

(i) Filers agree to protect the security of their passwords and immediately notify the Court if they learn that their password has been compromised. Filers may be subject to sanctions for failure to comply with this provision.

(2)

(D)

(ii) In addition to the systems set forth in GR 30(d)(2)(D), law enforcement may electronically submit documents digitally signed using the following systems: The King County Electronic Log of Detective Investigations (eLODI); King County Booking and Referral System (BARS); The King County Sheriff's Office Mark 43 System, or any other similar secure law enforcement agency's system that requires use of a single user unique login and password that is associated with the active duty law enforcement officer. Unless the Court directly downloads from such system and thus is aware of its login procedures, digital signatures from any of the aforementioned systems will only be accepted where the signature block identifies that the document was signed using the law enforcement officer's unique login and

password. The signature block shall also identify the system that was used unless that information is evident from the document itself. In addition to law enforcement agency systems, the Court will also accept law enforcement digital signatures from systems that the Court directly downloads from including, but not limited to, American Traffic Solutions, Diamond Parking, FileZilla Verra Mobility, and Axisis.

(iii) In addition to the systems set forth in GR30(d)(2)(D), the Chief Presiding Judge has designated King County Electronic Log of Detective Investigations (eLODI); King County Sheriff's Office Mark 43 System; King County Booking and Referral System (BARS); or any other similar secure law enforcement agency system including, but not limited to, American Traffic Solutions, Diamond Parking, FileZilla, Verra Mobility, and Axisis as local secured systems.

(3) An electronic document filed in accordance with this rule shall bind the signer and function as the signer's signature for any purpose, including CRLJ 11.

(A) When a document has been filed electronically, the official record is the electronic record of the document as stored by the Court, and the filing party is bound by the document as filed.

[Adopted on an Emergency Basis, April 21, 2017; Adopted effective September 1, 2017; amended on an Emergency Basis effective July 19, 2019; amended on an Emergency Basis, effective May 1, 2021; amended effective September 1, 2021; amended on an Emergency Basis, effective October 21, 2022; amended effective September 1, 2023.]

**LGR 31**  
**Access to Court Records**

**(e) Personal Identifiers Omitted or Redacted from Court Records.**

(1)

(D) Taxpayer Identification Number (TIN). If the Taxpayer Identification Number must be included in a document, only the last four characters of that number shall be used.

(E) Passport Number.

(F) Patient, Health care, or Health Insurance identifier. If the patient, health care, or health insurance identifier of the individual must be included in a document, only the last four characters of that number should be used.

[Adopted effective September 1, 2018.]

**LIRLJ 2.3**  
**Filing**

Infraction citations shall be filed in the Division where the violation is alleged to have occurred, except as may otherwise be ordered pursuant to LARLJ 0.18, Alternate Filing.

[Adopted effective January 1, 1991; amended effective September 1, 1993; amended on an Emergency Basis effective July 22, 2011; June 29, 2012. Amended effective September 1, 2012; September 1, 2020.]

LIRLJ 2.4. Time Payments On Infractions [Repealed effective  
September 1, 2020]

**LIRLJ 2.6**  
**Scheduling of Contested Hearings**

**(a) Hearing Request.** A defendant who requests a contested hearing may first be scheduled for a prehearing conference, which shall be scheduled for not less than 14 days from the date the written notice of the hearing is sent by the Court nor more than 45 days from the date of the notice of infraction or the date a default judgment is set aside, unless otherwise agreed by the defendant in writing.

**(b) Waiver of Prehearing Conference.** The prehearing conference may be waived by the defendant in writing if the waiver is received by the Court before the time set for the prehearing conference. If the prehearing conference is waived, the case will be set for contested hearing. The contested hearing shall be scheduled for not more than 90 days from the date of the prehearing conference or, if the prehearing conference is waived, from the date of the waiver of the prehearing conference is received by the Court.

**(c) Subpoenas.** Upon receipt of a request for the subpoena of a citing officer or other witness, the Court may reschedule the hearing.

[Original LIRLJ 2.6 was repealed effective June 26, 2004. Current LIRLJ 2.6 was adopted on an Emergency Basis effective June 24, 2005. Adopted effective September 1, 2005; amended effective September 1, 2020.]

LIRLJ 2.6(a) Prehearing Conference [Repealed effective September 1, 2020]

**LIRLJ 3.5**  
**Local Rule Options**

**(a) Decisions on Written Statements.**

The Court may accept electronically submitted statements or requests for deferred findings on the Court's website. Written statement(s) or electronically transmitted statement(s) must be received by the Court no later than seven (7) calendar days before the scheduled hearing or the statement(s) will not be considered. Forms for written statements, and the link for electronically transmitted statement(s), can be found at <https://www.kingcounty.gov/courts/district-court/citations-or-tickets.aspx>

[Adopted effective September 1, 2001; amended on an Emergency Basis effective July 28, 2014; October 24, 2014. Amended effective September 1, 2019; September 1, 2020.]

LIRLJ 3.6. Pleadings--Style and Form Facilitating Proof of Service and Filing of Papers [Repealed Effective September 1, 2020]

**LIRLJ 6.7(a)**  
**Relief From Judgment or Order**

**(a) Clerical Mistakes.** Clerical mistakes in judgments, orders or other parts of the record and errors therein arising from oversight or omission may be corrected by the court at any time of its own initiative or on the motion of any party and after such notice, if any, as the court orders. Such mistakes may be so corrected before review is accepted by the superior court and thereafter may be corrected by order of the superior court.

**(b) Mistakes; Inadvertence; Excusable Neglect; Newly Discovered Evidence; Fraud; etc.** On motion and upon such terms as are just, the court may relieve a party from a final judgment, order, or proceeding for the following reasons:

- (1) Mistakes, inadvertence, surprise, excusable neglect or irregularity in obtaining a judgment or order;
- (2) Newly discovered evidence which by due diligence could not have been discovered in time to move for a new trial under the provisions of CrRLJ 7.5;
- (3) Fraud (whether heretofore denominated intrinsic or extrinsic), misrepresentation, or other misconduct of an adverse party;
- (4) The judgment is void; or
- (5) Any other reason justifying relief from the operation of the judgment.

**(c) Timing.** The motion shall be made within a reasonable time and for reasons (1) and (2) not more than 1 year after the judgment, order, or proceeding was entered or taken. A motion under this section does not affect the finality of the judgment or suspend its operation.

**(d) Procedure on Vacation of Judgment.**

(1) Motion. Application shall be made by motion stating the grounds upon which relief is asked, and supported by affidavit or declaration of the applicant or applicant's attorney, setting forth a concise statement of the facts or errors upon which the motion is based.

(2) Consideration of Motion.

(i) The court may decide the motion without hearing based on section (b) (1) if the motion, affidavit or declaration, and court's records establish the moving party is entitled to the requested relief.

(ii) If a contested hearing on the merits was previously held, and the moving party is seeking to modify the finding, a show cause hearing with notice to the adverse party shall be

scheduled.

(iii) The court may deny the motion without a hearing if the facts alleged in the affidavit or declaration do not establish grounds for relief.

(iv) The court may enter an order fixing a time and place for hearing and directing the adverse party to appear and show cause why the relief asked for should not be granted.

(3) Interim Relief. The court may enter an order recalling any notice to the Department of Licensing regarding the party's failure to appear or failure to respond to an infraction or referral to collections pending the outcome on the motion.

(4) Service. No later than 14 days before the scheduled show cause hearing, the moving party shall serve a copy of the motion, affidavit or declaration, and order to show cause upon the other party or the party's attorney, as provided in CrRLJ 8.4(b), and file proof of service with the court.

[Adopted effective January 22, 2010.]

**LOCAL JUDICIAL INFORMATION SYSTEM RULES**  
**RULE 8**  
**Retention**

The Court shall establish the retention periods for all computerized records consistent with state law and not less than the time periods established by the Administrator for the Courts.

[Adopted effective October 20, 2017.]

**LOCAL JUDICIAL INFORMATION SYSTEM RULES**

**RULE 15**

**Data Dissemination of Computer-Based Court Information**

It is the policy of the Court to facilitate public access to court records, provided such disclosures in no way present an unreasonable invasion of personal privacy and will not be unduly burdensome to the ongoing business of the Court.

Due to the confidential nature of some Court information, authority over the dissemination of such information shall be exercised by the Court. This rule establishes the minimum criteria to be met by each information request before allowing dissemination.

**(a) Application.** This rule applies to all requests for computer-based court information submitted by an individual, as well as public and private associations and agencies.

**(b) Excluded Information.** Records sealed, exempted, or otherwise restricted by law or court rule may not be released except by Court order.

**(c) Data Dissemination Committee.** (Reserved.)

**(d) Data Dissemination Policies and Procedures.** The Court shall promulgate policies and procedures for handling applications for computer-based information.

**(e) Information for Release of Data.** Information which must be supplied by the requestor and upon which evaluation will be made includes:

- (1) Identifying information concerning the applicant;
- (2) Statement of the intended use and distribution; and
- (3) Type of information needed.

**(f) Criteria To Determine Release of Data.** The criteria against which the applications are evaluated are as follows:

- (1) Availability of data.
- (2) Specificity of the request.
- (3) Potential for infringement of personal privacy created by release of the information requested.
- (4) Potential disruption to the internal, ongoing business of the Court.

**(g) Costs.** The requestor shall pay the costs adopted by the

Court in accordance with section (d) for providing the requested information.

**(h) Appeal.** If a request is denied, the requestor may appeal the decision as provided in section (d).

[Adopted effective October 20, 2017; amended effective September 1, 2020.]

**LSC 0.1**  
**Scope**

Local Rules on Small Claims actions supplement Chapter 12.40 of the Revised Code of Washington.

[Adopted effective September 1, 2020.]

**LSC 0.2**  
**Hearing**

**(a) Defendant.** When a party against whom a judgment is sought fails to appear at the time and place specified in the notice of claim issued pursuant to RCW 12.40.060, a default judgment may be entered upon proof of valid service, presentation of supporting evidence of indebtedness, proof of venue, and evidence of non-military service.

**(b) Plaintiff.** When a plaintiff fails to appear at the time and place specified in the notice of claim issued pursuant to RCW 12.40.060, the plaintiff's claim shall be dismissed without prejudice.

[Adopted effective September 1, 2020.]

**LSC 0.3**  
**Pre-Trial Hearing**

At some courthouse locations, small claims cases may initially be set for a pre-trial hearing. All parties are required to appear at the pre-trial hearing and participate in a mediation session prior to the case being set for trial.

The trial will not occur on the pre-trial hearing date.

If the plaintiff does not appear for the pre-trial hearing, the case may be dismissed.

If the defendant does not appear for the pre-trial hearing, a default judgment may be entered against him/her.

If the parties cannot resolve the dispute through mediation, the Court will set a trial date.

[Adopted effective September 1, 2020.]