PART V
RULES FOR COURTS OF LIMITED JURISDICTION

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RULE 1

(RESCINDED)

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RULE 2
SCOPE OF RULES

These rules shall govern the procedure of civil, criminal, and infraction cases in all courts of limited jurisdiction inferior to the superior court. They shall be construed to secure the just, speedy, and inexpensive determination of every action. Failure to set forth herein any provisions of common law or statute, not inconsistent with these rules, shall not be construed as an implied repeal thereof.

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RULE ARLJ 3
DEFINITION OF TERMS

As used in these rules, unless the context clearly requires otherwise:

(1) "Court" means any court inferior to the superior court.

(2) "Judge" shall include every judicial officer authorized, alone or with others, to hold or preside over any court of limited jurisdiction, or any court inferior to the superior court which may be hereinafter established.

(3) "Oaths" include affirmations.

(4) "Prosecuting Attorney" or "prosecutor" includes deputy prosecuting attorneys, and city attorneys, corporation counsel, and their deputies and assistants, or such other persons as may be designated by statute or court rule.

(5) "Offenses against the State" shall, wherever appropriate, include offenses against a county or a city by virtue of violation of an ordinance or resolution.

(6) "City" shall be construed to include towns.

(7) "State", whenever appropriate, shall include a city or town.

[Amended effective September 1, 1989.]

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## ARLJ 4
## CODE OF JUDICIAL CONDUCT

(1) The Code of Judicial Conduct (CJC) as adopted by the Supreme Court of Washington shall apply to the judge of each court subject to these rules, whether or not such judge has been admitted to the Bar. It shall be the obligation of each such judge to conduct his or her court and his or her professional and personal relationships in accordance with the same standards as are required of judges of courts of record, except that CJC Canon 5(F), prohibiting judges from practicing law, shall not apply to attorney-judges of courts of limited jurisdiction who have been specifically authorized by statute to practice law.

(2) The taking of photographs in the courtroom or radio or television broadcasting or transmitting of judicial proceedings from the courtroom during the progress of judicial proceedings shall be governed by GR 16.

[Adopted effective July 1, 1963; amended effective October 1, 2002.]

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## RULE ARLJ 5
## PRESIDING JUDGE, MULTIPLE JUDGE COURT DISTRICT, MULTIPLE DISTRICT COUNTIES

[REPEALED]

[Amended effective May 6, 1988; September 1, 2000; Repealed effective April 30, 2002.]

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## RULE 6
## RECORDS: SEPARATE DOCKETS--CONTENTS

(a) Every court having criminal jurisdiction shall keep such records as are required by law.

(b) Separate dockets shall be kept for criminal, traffic, civil, and small claims actions. The required entries within the traffic and criminal dockets shall be as required on the "Complaint/Citation Docket Form" prescribed in CrRLJ 2.1. In civil and small claims dockets there shall be entered:

(1) The title of all actions;

(2) The object of the action or proceeding;

(3) All filing, return, trial, and appearance dates;

(4) An abstract of every motion, rule, order and decision of the court;

(5) Every continuance, and for whom granted;

(6) All demands for a trial by jury, and by whom;

(7) The names of the jurors who appear and are sworn, the names of witnesses sworn, and at whose request;

(8) An abstract of the verdict of the jury when received and other proceedings in connection with the jury;

(9) An abstract of the judgment of the court and the amount thereof, and all costs granted in connection therewith;

(10) The time of issuing execution, and an account of the debt and costs, and the fees due to each person separately;

(11) The fact of a notice of appeal and the date thereof;
(12) Satisfaction of the judgment, or any money paid thereon and the date thereof;
(13) Such other entries as may be material.

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ARLJ 7

{Reserved}.

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RULE 8
REPORTING OF CRIMINAL CASES

(a) Report of Disposition. Within 5 court days after the disposition by a court of limited jurisdiction of a felony or gross misdemeanor charge or misdemeanor charges which have been reported to the Washington State Patrol Section on Identification, whether the disposition be a plea of guilty or by deferral or suspension of imposition of sentence, or a finding of guilty, or not guilty after trial, or by a dismissal of the charge, the court clerk shall report such disposition to the Section on a disposition form approved by the Administrator for the Courts. When a sentence has been deferred or suspended, the report to the Section shall indicate the length of time over which such suspension or deferral is to be effective. At the conclusion of the time period for deferral or suspension of sentence, the court clerk shall forward an amended disposition form to the Section showing the actual disposition of the case.
(b) Report of Appeal. If an appeal is taken from the disposition made by a court of limited jurisdiction, the court clerk shall, within 5 court days of the taking of the appeal, notify the Section on an amended disposition form. In the event that the result of any proceeding changes or otherwise makes inaccurate the information forwarded on the original disposition report, the court clerk shall prepare and forward to the Section a supplemental disposition report on a form approved by the Administrator for the Courts indicating thereon the information necessary to correct the current status of the disposition of charges against the subject maintained in the records of the Section.

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RULE ARLJ 9

[Reserved.]

[Adopted effective September 1, 1987; repealed effective December 10, 2013.]

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ARLJ 10

RULE 10

CASE INFORMATION COVER SHEET

(1) Each new civil filing, except in infraction cases, shall be accompanied by a Case Information Cover Sheet prepared and submitted by the plaintiff. The minimum requirements of this Case Information Cover Sheet shall be established by the Court Management Council in coordination with the Office of the Administrator for the Courts. Any additional case flow information deemed necessary for the management of cases by a court must be approved by the Office of the Administrator for the Courts.

(Effective September 1, 1999.)

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ARLJ 11
Misdemeanant Probation Department

RULE 11 PROBATION DEPARTMENT

RULE 11.1 DEFINITION

A misdemeanant probation department, if a court elects to establish one, is an entity that provides services designed to assist the court in the management of criminal justice and thereby aid in the preservation of public order and safety. This entity may consist of probation officers and probation clerks. The method of providing these services shall be established by the presiding judge of the local court to meet the specific needs of the court.

RULE 11.2 QUALIFICATIONS AND CORE SERVICES OF PROBATION DEPARTMENT PERSONNEL

(a) Probation Officer Qualifications.

(1) A minimum of a bachelor of arts or bachelor of science degree that provides the necessary education and skills in dealing with complex legal and human issues, as well as competence in making decisions and using discretionary judgment. A course of study in sociology, psychology, or criminal justice is preferred.

(2) Counseling skills necessary to evaluate and act on offender crisis, assess offender needs, motivate offenders, and make recommendations to the court.

(3) Education and training necessary to communicate effectively, both orally and in writing, to interview and counsel offenders with a wide variety of offender problems, including but not limited to alcoholism, domestic violence, mental illness, sexual deviancy; to testify in court, to communicate with referral resources, and to prepare legal documents and reports.

(4) Anyone not meeting the above qualifications and having competently held the position of probation officer for the past two years shall be deemed to have met the qualifications.

(b) Probation Officer - Core Services.

(1) Conduct pre/post-sentence investigations with face to face interviews and extensive research that includes but is not limited to criminal history, contact with victims, personal history, social and economic needs, community resource needs, counseling/treatment needs, work history, family and employer support, and complete written pre/post-sentence reports, which includes sentencing recommendations to the court.

(2) For offenders referred to the misdemeanant probation department, determine their risk to the community using a standardized classification system with a minimum of monthly face to face interviews for offenders classified at the highest level.

(3) Evaluate offenders' social problems, amenability to different types of treatment programs, and determine appropriate referral.

(4) Supervise offenders with face to face interviews depending on risk classification system.

(5) Oversee community agencies providing services required of offenders with input to the judicial officer (e.g. alcohol/drug, domestic violence, sexual deviancy, and mental illness).

(6) Other Duties. The core services listed under both probation officer and probation clerk are not meant to exclude other duties that may be performed by either classification of

employee or other court clerical staff, such as record checks, calendaring court proceedings, and accounting of fees.

(c) Probation Clerk Qualifications.

(1) High school or equivalent diploma.

(2) Efficient in all facets of basic clerical skills including but not limited to keyboarding, computer familiarity and competence, filing, and positive public interaction.

(3) Above average ability in dealing with stress and difficult clients.

(4) Ability to complete and perform multi-task assignments.

(d) Probation Clerk - Core Services.

(1) Monitor compliance of treatment obligations with professional treatment providers.

(2) Report offender non-compliance with conditions of sentence to the court.

(3) Coordinate treatment referral information, and monitor community agencies for statutory reporting compliance.

(4) Anyone not meeting the above qualifications and having held the position of probation clerk for the past two years shall be deemed to have met the qualifications.

(5) Other Duties. The core services listed under both probation officer and probation clerk are not meant to exclude other duties that may be performed by either classification of employee or other court clerical staff, such as record checks, calendaring court proceedings, and accounting of fees.

RULE 11.3 STATUTORY PROBATION SERVICE FEES TO BE USED FOR PROBATION SERVICES

All positions, which are funded by statutory probation service fees, shall be limited to working with individuals or cases who are on probation. Any additional funds raised from statutory probation services fees beyond what is necessary to fund the positions in the probation department shall be used to provide additional levels of probation services.

[Adopted effective September 1, 2001.]

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## ARLJ 12
## REGISTRATION BY COURTS OF LIMITED JURISDICTION

(1) All courts of limited jurisdiction shall register with the Administrative Office of the Courts. The registration shall include the name of the court, address, telephone number and the names of judicial officers and the court clerk or administrator. The registration shall include the days of the week and the hours the court is open for business to the public. The official registration must be updated annually by each court on or before July 1 and also within 30 days from the date of any changes in the information previously supplied to the Administrative Office of the Courts.

(2) The failure of a court to register as required by this rule shall not affect in any way the power or authority of a court.

[Adopted effective September 1, 2002; amended effective November 8, 2005.]

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## ARLJ 13
## LIMITED JURISDICTION COURTS ARE REQUIRED TO RECORD ALL PROCEEDINGS ELECTRONICALLY

a) Generally. All limited jurisdiction courts shall make an electronic record of all proceedings and retain the record for at least as long as the record retention schedule dictates.

b) Nonelectronic Record in Emergency. In the event of an equipment failure or other situation making an electronic recording impossible, the court may order the proceeding to be recorded by nonelectronic means. The nonelectronic record must be made at the court's expense, and in the event of an appeal, any necessary transcription of the nonelectronic record must be made at the court's expense.

[Adopted effective October 1, 2002.]