PIERCE COUNTY DISTRICT COURT NO. ONE
LOCAL RULES

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LARLJ 1
LOCAL RULES SUSPENSION

Any of these rules may be suspended or modified, upon good cause shown, by written stipulation of the parties approved by the court, or by the court upon its own motion.

LARLJ 2
FORM OF PLEADINGS
STYLE AND FORM
FACILITATING PROOF OF SERVICE AND FILING OF PAPERS

Style and Form. (See: CRLJ 5 and 10 and CrRLJs 1.5 and 8.4.)
Filing with Court. (See CrRLJ 8.4(c) and CRLJ 5.)

1. 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: (here state the action requested)".

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

a) Service and filing: Space should be provided at the 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. Common pleading or service forms should be two-hole punched at the page top for fastening in court files.

b) 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.

c) 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 LARLJ 2

SPACE FOR SERVICE PROOF SPACE FOR COURT FILING STAMP

PIERCE COUNTY DISTRICT COURT NO. ONE, PIERCE COUNTY WASHINGTON

Plaintiff	)	Cause No.
-vs-	)	CLERK'S ACTION REQUIRED: SET THIS MOTION FOR HEARING
Defendant	)	MOTION FOR _____

FOR ATTORNEY USE

Please set hearing prior to trial date.
Please set hearing day of trial.

FOR CLERK'S USE ONLY

This matter set for hearing on the _____ day of _____, 1993.

This matter to be heard on trial date, prior to start of actual trial.

EXAMPLE LARLJ 2

SPACE FOR SERVICE PROOF SPACE FOR COURT FILING STAMP

PIERCE COUNTY DISTRICT COURT NO. ONE, PIERCE COUNTY WASHINGTON

Plaintiff	)	Cause No.
-vs-	)	CLERK'S ACTION REQUIRED: SET THIS MOTION FOR HEARING
Defendant	)	MOTION FOR _____

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, 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. Amongst CRLJs impacted by this rule are:

CRLJ 2A Stipulations
CRLJ 4 Process
CRLJ 5 Service and Filing of Pleadings and Other Papers
CRLJ 7 Pleadings Allowed: Form of Motions
CRLJ 10 Form of Pleadings
CRLJ 12 Defenses and Objections
CRLJ 13 Counterclaim and Cross Claim
CRLJ 15 Amended and Supplemental Pleadings
CRLJ 26 Depositions Pending Action
CRLJ 38 Jury Trial
CRLJ 40 Assignment of Cases
CRLJ 41 Dismissal of Actions
CRLJ 45 Subpoena
CRLJ 54 Judgments/Costs
CRLJ 55 Default
CRLJ 56 Summary Judgment
CRLJ 59 New Trial, Reconsideration, and Amendment of Judgments
CRLJ 60 Relief from Judgment or Order
CRLJ 71 Withdrawal by Attorney

LARLJ 4
CANCELLATION NOTIFICATION OF SUMMARY JUDGMENT MOTIONS, JURY TRIALS, VISITING JUDGE CASES AND CIVIL TRIALS REQUIRING IN EXCESS OF ONE COURT DAY TO COMPLETE

Cancellation notification in writing or telephonically must be given to the Pierce County District Court No. One Civil Section at least 48 hours prior to the date and time the hearing is scheduled to take place.

If cancellation notification is not received at least 48 hours prior to the date and time of the hearing, the following sanctions may be imposed:

1. Jury Trial, Visiting Judge Case or Court Trial in Excess of One Day - Terms of up to $50.00 may be assessed against each party.
2. Summary Judgment Motion - Terms of up to $25.00 may be assessed against each party.

Trial and/or motion dates will not be rescheduled until sanction payments are received by the Court.

LARLJ 5
RETRIEVING CASE FILES FROM STATE ARCHIVE OR DISTRICT COURT STORAGE FACILITY

Retrieval from County Archives: Case files that have been transcribed, dismissed or satisfied are processed and transmitted to the State Archive Facility in accordance with the State Retention Schedule. In order to retrieve a case file from the State's facility a request form must be completed. The cost to retrieve a case file from archives will be set by court policy per case file. This fee covers the cost charged by the State to retrieve documents.

Retrieval from District Court Facility: Due to limited storage space, some open civil case files are stored outside the County/City Building. These case files are accessed from the off-site facility on a weekly basis at no cost to the party requesting the case file.

LARLJ 6A
SMALL CLAIMS MEDIATION

Mediation is mandatory before a trial is allowed. The court will set the date for mediation at the time of filing. Both parties must attend the mediation. If the plaintiff fails to appear, a dismissal will be entered. If the defendant fails to appear, their answer, if one was filed, will be stricken and a default judgment entered. Parties must bring their evidence to the mediation, however, no witnesses are allowed. The purpose of mediation is to settle the case if possible; if no settlement is made at mediation, the case will be set for trial. Attorneys and paralegals may not represent parties at mediation.

If the parties have already submitted the case to another type of mediation or arbitration service, the case may proceed directly to trial.

LARLJ 6B
CONTINUANCE OF MEDIATION OR SMALL CLAIM TRIAL

The party requesting the continuance must contact the other party who must also agree to the continuance. Both parties must contact the Court in person or by telephone.

If one party will not agree to the continuance, the party seeking the continuance may make a written motion for continuance and set a hearing date prior to the scheduled mediation or trial date. The motion and notice of hearing must be served on the opposing party not less than five days prior to the date set for the motion to continue. At the hearing, the Judicial Officer will make the ruling if the matter will be continued.

If there are less than five days prior to the mediation or trial date to serve the opposing party, the party requesting the continuance may contact the Court to explain the circumstances which require the mediation or trial to be continued. The matter may be continued by the Court upon showing of good cause.

LARLJ 7A
INFRACTION WITNESSES

The District Court will not serve or forward subpoenas issued pursuant to IRLJ 3.1. Pursuant to IRLJ 6.6, a request for a Speed Measuring Device Expert shall be made at the time of the request for a contested hearing to allow appropriate scheduling of the hearing. Failure to do so shall result in an IRLJ 6.6(c) continuance of the hearing to a subsequent hearing when an expert will be available. The defendant may in the alternative waive the presence of the expert at the hearing and accept the IRLJ 6.6 affidavit in lieu of testimony.

LARLJ 7B
INFRACTION DISCOVERY REQUEST

Discovery requests other than a copy of the infraction, the officer's report and the speed measuring device certification must be set for hearing to determine the relevance of such requests.

LCrRLJ 1
FORMS OF PLEADINGS-STYLE AND FORM-FACILITATING PROOF OF SERVICE AND FILING OF PAPERS/CLERKS ACTION REQUIRED

SEE LARLJ 2

LCrRLJ 6.1
Criminal Jury Trial Readiness

In all criminal jury trials a readiness hearing shall be scheduled during the week prior to the scheduled criminal jury trial. The defendant, defense attorney and prosecuting attorney must attend the readiness hearing unless prior to or at that hearing a “Declaration of Readiness for Jury Trial In Lieu of Readiness Hearing” is filed with the court.

The Readiness Hearing is scheduled to determine which matters set for trial, will in fact, go to trial. Dispositions may be presented at the readiness hearing or on the scheduled trial date. After the readiness hearing the following restrictions to the proceedings shall apply:

All Plea Negotiations shall be concluded at or before the readiness hearing. No amendments to the charges will be granted by the court, unless they have been agreed to by the parties prior to or at the readiness hearing.

Continuances on the scheduled trial date will only be granted for good cause.1

The Time of Trial shall be extended at or after a case is declared "ready for trial" in case of extraordinary and unforeseeable circumstances only.2

[Adopted effective September 1, 2001.]

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1 It is the intention of the Court to not extend the time within which the case is to be tried. The court will vigorously enforce the speedy trial rule, bringing matters to trial a soon after the alleged offense date as is practicable.

2 These will usually involve injury, illness or death. Vacations, training or other scheduled events shall not be the basis for an extension of the speedy trial time.

LCrRLJ 6.3
CRIMINAL JURY TRIAL

1. Voir Dire: The court will obtain from the members of the jury panel answers to a general list of questions touching on their qualifications to serve as jurors. The form of the questionnaire will be adopted and amended by the judges and maintained in the court policy manual to allow updating without requiring a change of local rules. These questions may be supplemented at the request of the Court or the parties.

LCrRLJ 6.15
CRIMINAL JURY TRIAL

1. Jury Instructions: The court will maintain, in certain types of cases, a standard set of jury instructions which will be given by the court, unless supplemented or supplanted by jury instructions provided by the parties. When the court does not maintain a standard set of jury instructions or either party wishes to supplement or supplant the standard set, the party or parties shall provide copies of said jury instructions to the court not later than the start of the defendant's case, unless the requirement for the instruction(s) was not foreseeable. The parties' proposed instructions shall consist of one original set of jury instructions without citation to Washington Pattern Jury Instructions or case law and one set with citations. A copy of the set with citations shall be served upon opposing counsel at the same time jury instructions are filed with the court.

LCrRLJ 8.2A
PROCEDURE FOR SETTING MOTIONS

1. PRETRIAL MOTIONS AND POST-TRIAL MOTIONS FILED DURING THE APPEAL PERIOD:

All motions shall be in writing and set forth the relief sought. Motions, other than those regarding warrants, should be filed at the pretrial conference whenever possible or as soon as possible thereafter. Where issues arise after the pretrial conference or after disposition, the moving party shall file and serve a written request for docketing of the motion together with the motion and supporting documents stating the general basis for the motion.

2. POST-TRIAL MOTIONS AFTER APPEAL PERIOD HAS EXPIRED:

A request for hearing of any motion after the appeal period has expired will require the defendant or defense attorney to file and serve a written motion and declaration stating the relief requested and the basis therefore and requesting the court to set a hearing on the motion. The court will grant or deny the hearing on the motion within seven (7) days of filing the motion and notify the parties within five (5) days of the decision.

LCrRLJ 8.2B
MOTION FOR CONTINUANCE

All motions for continuance shall be in writing and supported by an affidavit substantially in the form of attachment A hereto. The moving party will set forth in the affidavit the following information:

1. Date of arraignment;
2. Date the trial is currently set;
3. Dates of prior continuances and which party requested the same;
4. Reason for this requested continuance, including the date the information upon which this motion is made came to the attention of the moving party;
5. If the request is based on the unavailability of witnesses, include the earliest date the witnesses will be available (whether before or after the current trial date set);
6. Any other facts known to the moving party bearing on questions of due diligence in moving for the continuance or which will assist the court in setting an appropriate date if the continuance is granted.

The non-moving party if in opposition to the motion for continuance, when given five (5) working days notice of the motion, shall file an affidavit setting forth any prejudice their client will suffer if the continuance is granted. Failure to file such an affidavit shall be deemed a waiver of a claim of prejudice by the non-moving party.

In the District Court No. One, Pierce County Washington

State of Washington Plaintiff -vs- Defendant.	Affidavit in Support of Motion to Continue CASE NO.(s)

State of Washington)
) ss.
County of Pierce)

The undersigned, being first duly sworn on oath deposes and says:

1. Defendant was arraigned _____

2. Trial date is currently set for _____

3. Prior continuances have been requested by _____

4. The reason for the prior request was _____

5. The basis for this motion is _____

6. Date information basing this motion became available is _____

7. If the request is based on the unavailability of witnesses, what is the earliest date the witnesses will be available, whether before or after the current trial date set
_____

8. Any other facts known to the moving party bearing on questions of due diligence in moving for the continuance or which will assist the court in setting an appropriate date if the continuance is granted.
_____
_____
_____
_____
_____

_____
Defendant\Defense Counsel\Prosecuting Attorney

Subscribed and sworn to before me this ____ day of _____, 19___.

_____
Notary Public in and for the State of Washington residing at _____.

LCrRLJ 16
MANDATORY APPEARANCE AND PLEADINGS BY ATTORNEYS

Pursuant to CrRLJ 3 & 4, an attorney may enter an appearance and/or plea of not guilty on behalf of a client in any criminal or traffic offense, if said appearance or plea is made in writing or made in open court UNLESS the defendant is charged with domestic violence, driving while under the influence or physical control.

A person charged with domestic violence, driving while under the influence or physical control shall be required to appear in person before a judicial officer on the earliest practicable day following arrest. The earliest practicable day is defined as:

For persons arrested not posting bail	The next judicial day
For persons arrested	According to schedule

posting bail	determined by the court
For persons not arrested	Summoned within 15 days from filing of charge

Unless previously commenced by an appearance made in open Court, when a written appearance is authorized it shall commence the running of the time periods established in CrRLJ 3.3 from the date of receipt by the Court. A written appearance, waiving an arraignment, but without plea, shall be considered a plea of not guilty, made in writing, or in open Court, and obviates the need for further arraignment and waives any defects in the complaint other than failure to state a crime. Telephonic requests or notice by defendant or defense counsel shall not constitute an arraignment, appearance or plea, and shall not commence the time periods under CrRLJ 3.3.

LCRLJ 1
FORMS OF PLEADINGS-STYLE AND FORM-FACILITATING PROOF OF SERVICE AND FILING OF PAPERS/CLERKS ACTION REQUIRED

SEE LARLJ 2

LCRLJ 5
FILING OF PLEADINGS AND OTHER PAPERS

1. Documents Not to be Filed:

a) Interrogatories and depositions without written permission of Pierce County District Court No. One, unless necessary for the disposition of a motion or objection;

b) Unanswered request for admissions, unless necessary for the disposition of a motion or objection;

c) Photocopies of reported cases, statutes, or texts appendixed to a brief or otherwise, shall not be filed, but may be furnished directly to the Judge hearing the matter; and

d) Documents or copies thereof which should be received as exhibits rather than part of the court file.

e) Evidence Rule 904 documents.

LCRLJ 10
PRO SE LITIGANTS

In accordance with District Court rules, all pro se defendants must respond to the service of a Summons and Complaint by filing a Pro Se Appearance and Answer in the form of the civil rules or by utilizing the uniform form set forth in these rules. The original of the Pro Se Appearance and Answer shall be filed with the court and a copy served upon

the plaintiff or plaintiff's attorney.

PIERCE COUNTY DISTRICT COURT NO. ONE, PIERCE COUNTY WASHINGTON

Plaintiff,	)	NO.
-vs-	)	PRO SE APPEARANCE AND ANSWER
Defendant.	)	

1. My name is: _____

2. My address is: _____

3. Telephone: Home _____ Work _____

4. I am appearing:

_____ for myself only

_____ for myself and _____

whose address is _____

5. I admit the following paragraph and/or subparagraph numbers of the complaint:

_____

6. I deny the following paragraph and/or subparagraph numbers of the complaint:

_____

7. The specific reason(s) I denied the paragraph(s) listed in number six (6) above is/are as follows:

_____

_____

I have read the above appearance and answer, the statements made are true to the best of my knowledge.

DATE: _____ SIGNATURE _____

LCRLJ 14
REMOVAL OF SMALL CLAIM TO CIVIL STATUS

1. Cross claim or counter claims: Defendant or his Counsel may file a Summons and Complaint by paying the $31.00 filing fee, and then move the Court to consolidate the Small Claim action and the Civil action under the District Court number. A date will be set hearing the motion and both parties notified.

2. Other: In a case where there will be no cross-claim or counter claim, the defense counsel shall file a motion asking that the matter be moved to the District Court. If the motion is granted, Defense Counsel must submit, within fourteen (14) days of the granting of the motion, an appearance and answer on behalf of the defendant(s) and pay the $31.00 civil filing fee. The Small Claim action will then be transferred to the Civil docket and will proceed as a Civil case from thereon. If the

defendant fails to so file or pay, the order transferring the matter to the District Court Calendar shall be vacated and the matter rescheduled as a small claim.

LCRLJ 26
DISCOVERY

1. Depositions of a Party. A party will be entitled to take one (1) deposition of another party without prior permission of the court, and in accordance with Rule 30 of the Superior court Rules.

2. Demand for Damages. A party may demand a specification of damages under RCW 4.28.360.

3. Limited Interrogatories Without Prior Approval of the Court. The following Interrogatories and Requests for Production may be submitted by either party:

A. State the amount of general damages being claimed.

B. State each item of special damages being claimed and the amount thereof.

C. List the name, address and phone number of each person having any knowledge of facts regarding liability.

D. List the name, address and phone number of each person having any knowledge of facts regarding the damages claimed.

E. List the name, address and phone number of each expert you intend to call as a witness at trial. For each expert, state the subject matter on which the expert is expected to testify. State the substance of facts and opinion to which the expert is expected to testify and a summary of the grounds for each opinion.

F. Produce a copy of any insurance agreement under which any person carrying on an insurance business may be liable to satisfy part or all of any judgment which may be entered in this action, or to indemnify or reimburse the payments and to satisfy the judgment.

G. Produce a copy of any agreement or contract or other document upon which this claim is being made.

H. Produce a copy of any bill or estimate for items for which special damages is being claimed.

4. Additional Discovery. No additional discovery shall be allowed, except as the parties may stipulate or as the court may order. The court shall have discretion to decide whether to permit any additional discovery. In exercising such discretion the court shall consider:

A. Whether all parties are represented by counsel;

B. Whether undue expense or delay in bringing the case to trial will result;

C. Whether the interests of justice will be promoted.

5. Conducting Discovery. Any discovery authorized pursuant to this rule shall be conducted in accordance with Civil Rules 26-37.

6. Limitations on Discovery. No blanket orders for unlimited discovery will be permitted.

7. Evidence Deemed Admissible.

A. All provisions of Evidence Rule (ER) 904 are adopted.

B. Subject to the time lines established in ER 904, the written statement of any witness, including the written report of an expert witness, which includes statements of opinion, which the witness would be allowed to express if testifying in person, is deemed admissible if it is made by affidavit or by declaration under penalty of perjury. Any other party may subpoena the author or maker of the written statement admissible under this subsection, at the party's expense, and examine the author or maker as if under cross examination.

LCRLJ 38A
CONFIRMATION OF CIVIL JURY TRIAL

Whenever a civil jury trial has been demanded and scheduled, the requesting party shall notify the Civil Department at Pierce County District Court No. One during normal business hours on the Friday or the last working day of the week prior to the date the trial is set and confirm that the jury trial is to remain scheduled.

Failure to do so will be deemed as a waiver of the jury trial demand.

LCRLJ 38B
CANCELLATION OF CIVIL JURY TRIAL

Whenever a case set for jury trial is settled or will not be tried, for any reason, the court shall be notified immediately. If notice of cancellation is not received at least 48 hours prior to the scheduled date, the court shall assess costs for the jury panel to the requesting party.

LCRLJ 40
CIVIL TRIAL SETTINGS; CONTINUANCES; PRETRIAL SETTLEMENT CONFERENCES

Whenever a Demand for Jury Trial has been filed in a civil case, the case shall be set for mandatory mediation. All attorneys and all parties or persons representing them with authority to consent to settlement shall be present for mediation. In the event of the failure of any person identified above to appear for the mediation, terms may be assessed, at the discretion of the court, for failure to comply and the inconvenience, to the opposing party.

[Adopted effective August 15, 2000.]

LCRLJ 41
NON-APPEARANCE OF A PARTY OR PARTIES ON TRIAL DATE

If the plaintiff does not appear within sixty (60) minutes of the time set for trial, and no request for extension of time is received by telephone or otherwise, defendant, upon motion, may be granted a judgment of dismissal without prejudice, be awarded costs and if otherwise authorized, a reasonable attorney's fee, and if a counterclaim, upon satisfactory proof, may be awarded judgment thereon.

If the defendant does not appear within sixty (60) minutes of the time set for trial, the plaintiff, upon motion, may be granted judgment as prayed for, upon satisfactory proof to the court, including costs and if otherwise authorized, a reasonable attorney's fee.

In the event neither party appears at the time set for trial, or within sixty (60) minutes thereafter, the matter shall be dismissed without prejudice, (including counterclaims) on or after the fourteenth (14) day following the scheduled trial date, unless the court has received prior notification of agreed or confessed judgment, settlement, dismissal, or continuance. Notification may initially be oral and/or by telephone, but will not be deemed completed until followed with a clear written statement by the person making such notification. Such written statement shall be filed with the court by 4:30 p.m. on the fifth (5) day following the oral telephonic notification.

LCRLJ 54A
GARNISHMENT JUDGMENT ON ANSWER

Judgments on answer of garnishee defendant seeking the addition of costs to the previous judgment balance shall include a judgment balance itemization including key elements. The key elements that are required in the judgment on answer are:

1. Principal amount owed at time garnishment filed;
2. Garnishment filing fee;
3. Attorney's fees;
4. Answer fee;
5. Service fees; and
6. Postage/Certified mail costs.

Proof (in receipt form or affidavit form) must be attached regarding service fees and postage/certified mail costs.

LCRLJ 54B
CONDITION PRECEDENT FOR ATTORNEY'S FEES ON DISHONORED CHECKS

Collection and handling charges and reasonable attorneys fees on actions brought to collect dishonored checks shall not be allowed unless proof of the following is provided:

a) The statutory form of notice of dishonor has been sent as required by RCW Chapter 62.A-3 and a copy is filed with the court.

b) The original check or a copy of the original check and statement as

to the current disposition of the original check is filed with the court.

LCRLJ 55
DEFAULT JUDGMENTS

1. All necessary papers required for entry of a default judgment shall be filed at the same time as the motion for default judgment, unless extended by court order to correct a clerical error or omission or for furnishing of any proof required by the court.

2. No default judgment shall be granted except upon proof satisfactory to the court. The court shall require at least the following to be on file with the motion for default judgment, unless otherwise excused by the court for good cause;

a. On assigned causes of action, the assignment instrument;

b. On causes of action based on a negotiable instrument, the original negotiable instrument;

c. On causes of action based on a retail sales contract, chattel mortgage, or conditional sales contract, the original contract (or a copy if the original has been filed with a government agency). Where applicable, an automobile title or bill of sale must be filed;

d. On causes of action based on open account where the complaint is not specific, a written statement of account setting forth all charges and credits and the dates thereof, the nature of merchandise or services furnished, and a statement of any interest or surcharges which are included;

e. On 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;

f. On causes of action for rent based on a written lease, a copy of the lease and a statement of account as in subsection (2)(d) of this Rule;

g. On causes of action based on all other contracts, oral testimony to prove performance may be required, together with filing of a copy of the contract, if written; and filing or proving the items of account and any credits;

h. On causes of action for tort, the proof required 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;

i. Property damage may be proved by repair bills or estimates;

j. Loss of use claims, loss of wages, and pain and suffering shall be proved by oral testimony;

k. Hospital and doctor bills may be proved by written bills, whether paid or not.

3. A sworn affidavit may be substituted in lieu of oral testimony.

4. No judgment for interest shall be allowed unless there is proof on file of the factors necessary for computation of interest including applicable dates, rate of interest, amounts subject to interest, and a computation of the total interest claimed due.

5. Plaintiff shall file a stamped, addressed envelope (with last known address of the defendant) at the time the motion for default judgment is made. The clerk of court shall mail a copy of the judgment to the defendant.

LIRLJ 2.2
Filing of Notice

An infraction is issued on the date the infraction is signed by the citing officer or prosecuting authority. When a Notice of Infraction has been issued, the notice shall be filed with the Court within five days of issuance of the notice, excluding the day of issuance, Saturdays, Sundays and holidays.

When the Notice of Infraction is presented to the Court, the Court clerk shall stamp the citation with the current date and the infraction shall be deemed filed on that date and not the date the infraction is entered into the case management system.

In the absence of good cause shown, a Notice of Infraction not filed within the time limits of the section shall, upon motion, be dismissed with prejudice.

LIRLJ 3.5
DECISIONS ON WRITTEN STATEMENTS

Mitigation and contested hearings based on written statements, given under penalty of perjury as provided for in IRLJ 2.6(c) are authorized. The procedures authorized by IRLJ 3.5 are adopted by this court. To be considered, the written statement(s) must be received by the court pursuant to written instructions provided to the defendant.

[Adopted effective August 15, 2000.]