THE PACIFIC MUNICIPAL COURT AND
THE ALGONA MUNICIPAL COURT
KING COUNTY, STATE OF WASHINGTON

Table of Rules

Local Rules - General(PAMCLR)

PAMCLR 1.0 Court Closure Days
PAMCLR 1.4 Judicial Day
PAMCLR 1.5 Form of Pleadings - Action Documents

Local Rules - Infraction (PAMCIRLJ)

PAMCIRLJ 2.4 (b)(5) Financial Responsibility Infractions
PAMCIRLJ 2.4 (b)(6) No Valid Driver License with Identification Infractions
PAMCIRLJ 2.4 (b)(7) Decision on Written Statements
PAMCIRLJ 3.5 Infraction Hearings by Mail
PAMCIRLJ 6.2 (e) Requirement for Payment Following Infraction Hearings

Local Rules - Criminal (PAMCLCrRLJ)

PAMCLCrRLJ 3.2 Final Dispositions; Forfeiture of Bail - RESCINDED
PAMCLCrRLJ 4.11 Readiness Hearing
PAMCLCrRLJ 4.12 Confirmation of Jury Trial

PAMCLR 1.0
Court Closure Days

In addition to the legal holidays recognized in RCW 1.16.050, the Pacific and Algona Municipal Courts will be closed on Columbus Day and Christmas Eve (city recognized holidays), and on Saturdays.

When a court closure day falls on Saturday, the Court will be closed the preceding Friday.

When a court closure day falls on Sunday, the Court will be closed the following Monday.

(Effective September 1, 2012; emergency rule adopted, effective November 11, 2011)

PAMCLR 1.4
Judicial Day

"Judicial day" means:

For Pacific Municipal Court: The first, third, and fourth Wednesday, and the second Thursday of the month;

For Algona Municipal Court: The third Monday, and the second Thursday afternoon (subject to prosecutor availability), of the month;

For any jury trials: The last Monday of the month (except holidays, in which case a special setting will be determined by the court and parties);

upon which the regular sessions of the court are set.

(adopted effective September 1, 1999: amended June 27, 2011 effective September 1, 2011)

PAMCLR 1.5
FORM OF PLEADINGS - ACTION DOCUMENTS

Pleadings or any other document requesting action by the Court or its clerk (other than confirming receipt and placing in the court file) shall be considered action documents. Action documents shall include a separate caption directly below the cause number on the first page, in the following form:

CLERK'S ACTION REQUIRED:

(Specify the action(s) requested)

Except to take the action(s) specifically captioned, the court clerk will not otherwise inspect any pleading or document for any request for action(s).

(Effective 1 September 2001: amended June 27, 2011: effective September 1, 2011)

PAMCIRLJ 2.4 (b) (5)
FINANCIAL RESPONSIBILITY INFRACTIONS

A. If a defendant responds to a notice of infraction for violation of RCW 46.30.020 (driving w/o proof of financial responsibility) pursuant to IRLJ 2.4(a), admits the infraction, and, prior to the initial hearing, provides to the clerk of the court satisfactory evidence that the defendant complied with the financial responsibility requirements of RCW 46.30.020 at the time of the infraction, then the notice of infraction will be dismissed administratively upon payment of $25.00 court costs.

B. If a defendant responds to a notice of infraction for violation of RCW 46.30.020 pursuant to IRLJ 2.4(a), admits the infraction, and, prior to the initial hearing, provides to the clerk of the court satisfactory evidence that defendant has obtained the financial responsibility required by RCW 46.30.020, then the penalty may be assessed administratively without further hearing as follows:

I. First offense in 5 years (pursuant to D.O.L. Abstract of Driving Record and the JIS Case history): $100.00

II. Second offense in 5 years (pursuant to D.O.L. Abstract of Driving Record and the JIS Case history): $200.00

III. Third offense in 5 years (pursuant to D.O.L. Abstract of Driving Record and the JIS Case history): $300.00

(adopted effective September 1, 2002: amended June 27, 2011 effective September 1, 2011)

PAMCIRLJ 2.4 (b) (6)
NO VALID DRIVER LICENSE WITH IDENTIFICATION INFRACTIONS

A. If a defendant responds to a notice of infraction for violation of RCW 46.20.015 (no valid driver license with identification) pursuant to IRLJ 2.4(a), admits the infraction, and, prior to the initial hearing, provides satisfactory proof to the clerk of the court that the defendant has obtained a valid driver's license, then the penalty may be reduced to $50.00 plus statutory costs and assessments (Total $102.50), without further hearing.

B. If a defendant responds to a notice of infraction for violation of RCW 46.20.015 pursuant to IRLJ 2.4(a), admits the infraction, and upon the defendant's request, then the penalty may be assessed administratively as follows:

I. First offense in 5 years (pursuant to D.O.L. Abstract of Driving Record and the JIS Case history): $150.00

II. Second offense in 5 years (pursuant to D.O.L. Abstract of Driving Record and the JIS Case history): $250.00

III. Third offense in 5 years (pursuant to D.O.L. Abstract of Driving Record and the JIS Case history): $350.00

(adopted effective September 1, 2002: amended effective September 1, 2003: amended June 27, 2011 effective September 1, 2011)

PAMCIRLJ 2.4 (B) (7)
DECISION ON WRITTEN STATEMENTS

Upon timely request for a hearing to contest or mitigate a traffic infraction, the Court shall send the defendant written notice of the hearing date and time. The defendant will also be sent a letter describing the hearing by mail option and a declaration form that must be completed by the defendant and any witnesses.

If a defendant elects to proceed by mail, the Court shall review the police officer's statement and declarations submitted by the defendant and issue a written decision by mail. Declarations must be received by the Court no later than the day before any scheduled hearing time or they will not be considered.

(adopted June 27, 2011 effective September 1, 2011)

PAMCIRLJ 3.5
INFRACTION HEARINGS BY MAIL

(a) The court adopts by reference Infraction Rule for the Courts of Limited Jurisdiction (IRLJ) 3.5 (a) through (e), and amendments thereof.

(b) Any statement submitted by the defendant must be received by the Court no later than the day before any scheduled hearing time or they will not be considered.

(adopted June 30, 2005 effective September 1, 2005: amended June 27, 2011 effective September 1, 2011)

PAMCIRLJ 6.2 (e)
REQUIREMENT FOR PAYMENT FOLLOWING INFRACTION HEARINGS

I. If a person admits committing, or is found to have committed, any infraction, absent extenuating circumstances, he or she shall pay in full the amount of the penalty imposed by the court at the time of the hearing.

II. Time payments on infractions will be permitted upon a showing of extenuating circumstances, at the time of the hearing on the infraction. Time payments will be at a minimum of $40.00 each month, unless specifically authorized by the judge. The court's decision to authorize time payments in infraction cases shall be subject to the conditions set at the time of the order authorizing time payments. The court may impose an additional administrative fee for the costs of establishing, monitoring and processing a time payment agreement.

(adopted effective September 1, 2002: amended June 27, 2011 effective September 1, 2011)

PAMCLCrRLJ 3.2
FINAL DISPOSITIONS; FORFEITURE OF BAIL

RESCINDED

Effective September 1, 2012

PAMCLCrRLJ 4.11
READINESS HEARING

When the defendant has not waived, or the plaintiff has made demand for, the right to a jury trial, all cases shall be set for a readiness hearing.

At this hearing:

(a) Each party will announce its intention to proceed to jury trial;

(b) All remaining pretrial issues will be raised and resolved, including,

but not limited to, requests for subpoena and subpoena duces tecum, motions for joinder or severance, and motions to compel compliance with any court rules or order. Issues not raised at the conclusion of this hearing will be deemed waived, except when court efficiency or due process of law requires further hearing for presentation of evidence, submission of pertinent legal authority, and/or argument;

(c) The case will be set for jury trial, if not waived by defendant or demanded by the plaintiff pursuant to CrRLJ 6.1.1(b); and

(d) Each party will acknowledge in writing that it is subject to and bound to comply with PAMCLCrRLJ 4.12 in all respects.

The presence of the parties at this hearing is mandatory, unless waived by order of the court.

(adopted June 30, 2005 effective September 1, 2005: amended June 27, 2011 effective September 1, 2011)

PAMCLCrRLJ 4.12
CONFIRMATION OF JURY TRIAL

Whenever a case is set for jury trial, each party is required to confirm that the case will proceed to trial by jury pursuant to this rule:

a) Deadline for written confirmation.

The confirmation must be in writing, and filed with the court by 4:00 pm on the Thursday immediately preceding the regular jury setting, or by 4:00 pm two days prior to a special jury setting (excluding weekends and City holidays).

b) Contents

The written confirmations must be a certified or sworn statement to the court attesting to the truth of the following facts:

1) The party intends in good faith to proceed to trial by jury;

2) Each of the party's essential witnesses have been either:

A. Personally served a subpoena for the jury trial; or

B. Summoned by other lawful subpoena process for, and have personal knowledge of the date and time of, the jury trial; and

3) The party understands that it is directly responsible for full compliance with this rule, and it is likewise bound by the action or inaction of its legal representative to comply with this rule.

c) Courts action upon noncompliance.

In the event either party fails to timely comply with the mandates of this rule, the Court will as soon as practicable:

1) Notify the opposing party, or its legal representative, by the most recent telephone number given to the court by the party or its attorney, of the failure to comply; and

2) Notify all citizens summoned for the jury trial that the trial will not be held and the requirement of their presence has been waived. This notification will be recorded on the court's telephone by 5:00 pm the day preceding the jury trial setting, excluding weekends and City holidays.

Nothing in this provision shall be construed as waiving or excusing the presence of the parties, or its legal representatives, at the date and time which was set for the jury trial.

d) Sanction for plaintiff's noncompliance.

If the plaintiff fails to comply with this rule, then, upon motion of the defendant, the court will dismiss the case without prejudice.

Upon good and sufficient cause shown, the court may deny the defendant's motion to dismiss, or grant the motion with prejudice.

e) Sanctions for defendant's non compliance.

If the defendant fails to comply with this rule, then the jury trial will be

stricken, and in its stead, the court will conduct a hearing on the failure to comply.

Furthermore, in the event the defendant fails to comply with this rule, the court will continue trial pursuant to CrRLJ 3.3 (f).

(adopted June 30, 2005 effective September 1, 2005: amended June 27, 2011 effective September 1, 2011)