Asotin, Columbia, and Garfield Counties

Local Rules for the Superior Courts of Asotin, Columbia, and Garfield Counties (HCCLR), a Judicial District named Hells Canyon Circuit.

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IN THE SUPERIOR COURTS OF THE STATE OF WASHINGTON FOR ASOTIN, COLUMBIA, AND GARFIELD COUNTIES

ORDER

In the Matter of the Amendment as to name of the LOCAL RULES OF THE COURT for the Superior Courts of Washington for Asotin, Columbia, and Garfield Counties, a Judicial District now named the Hells Canyon Circuit

WHEREAS, since the most recent local rules update, effective 9/1/03, the Asotin, Columbia, and Garfield County Bar Association has changed its name to the Hells Canyon Bar Association and this Court hereby confirms it has named the judicial district, "Hells Canyon Circuit", and

WHEREAS, the current name of the rules and citation to same are lengthy and GR 7(a) provides local rules may be changed administratively without notice as long as courtroom procedure is not being changed,

NOW, THEREFORE, IT IS HEREBY ORDERED that the name of the local rules Numbered 1 through 22, inclusive, previously published effective 9/1/03 and on file with the Administrative Office of the Courts is hereby changed to "Hells Canyon Circuit Local Rules" and shall hereafter be cited as HCCLR. In all other respects the local rules shall remain unchanged and in full force and effect.

The Administrative Office of the Courts is hereby authorized and directed to update these local rules accordingly on its website for local rules. AOC is also directed to create a fourth index entry of "Hells Canyon Circuit" and henceforth refer to our judicial district as the Hells Canyon Circuit.

Done in open court, this 11th day of April, 2006, at Asotin, WA.

William D. Acey, Judge

HCCLR 1
Sessions of Court- CR 77 (d) and (f))

(A) Sessions. The Court will be in session, unless otherwise ordered, on all judicial days except Saturdays and Sundays. Trial hours are generally from 9:00 a.m. until 12:00 noon and from 1:30 p.m. to 4:30 p.m. Counsel shall be present in court at 9:00 a.m. on the first day of a jury trial. In criminal cases, defense counsel shall have the defendant in court by 9:00 a.m. each day unless the defendant is in custody. If the defendant is in custody, the jail staff shall have the defendant in court by 9:00 a.m. each day.

(B) Christmas Recess. From December 20 to January 2 shall be Christmas recess, and no contested cases or matters will be set for trial or tried during said period except by consent of all counsel involved and the Court, or by order of the Court.

(C) Daily Ex Parte Docket. As often as practicable, the Court or a Court Commissioner will be available every judicial day from 8:30 a.m. to 8:50 a.m. for ex parte matters and at such other times during the day when not on the bench.

(Effective 9/1/03)

ACGCSCLR 2
Law and Motion Day- CR 40 (a) and CR 77 (f)

(A) Day Established. Except as otherwise ordered by the Court, Monday of each week shall be the general Law and Motion Day in Asotin County for any civil or criminal hearing ten (10) minutes total time, or less. A preference shall be given to uncontested matters lasting two (2) minutes, or less, and for parties with only one case on the docket. For the counties of Garfield and Columbia, Law and Motion Day will generally be held on the first and third Thursdays of the month. When Law and Motion Day falls on a legal holiday, the motion day may be moved or cancelled. Dependencies in Asotin County will generally be held on the first Tuesday of each month. The presiding Judge will publish a list of Law and Motion Days for the following calendar year by November 1 each year.

(B) Schedule for Asotin County. The Court will conduct the Monday docket according to the following schedule:

(1) 9:00 a.m. Adult criminal docket (appearance mandatory): arraignment, entry of plea, omnibus hearings, settings, bond hearings or reviews, change of plea and sentencing, et cetera.

(2) 1:30 p.m. Civil Matters: All matters ten (10) minutes or less except hearings for which a special docket exists. Note: adoptions are held on the record in chambers in closed session.

(3) 2:30 p.m. Paternity cases and child support.

(4) 3:00 p.m. Domestic violence and anti-harassment full order hearings.

(5) 3:30 p.m. Juvenile Court (appearance mandatory with parent or guardian): first appearances; arraignments; guilty pleas; dispositions; motions; fact finding assignments;

(6) 4:00 p.m. Truancy matters (appearance mandatory with parent or guardian.)

(C) Schedule for Garfield and Columbia Counties. The first and third Thursdays of each month are generally the regular Law and Motion Days. Garfield County (all cases) shall begin at 9:00 a.m. Columbia County civil shall begin at 11:00 a.m., dependencies at 1:15 p.m., adult criminal (appearance mandatory) at 1:30 p.m., and all juvenile criminal and truancy cases (appearance mandatory with parent or guardian) at 2:30 p.m.

(D) Special Settings. Motions and other matters requiring more than 10 minutes total time shall be specially set by the Court Administrator, currently the Presiding Judge.

(E) Calendar/Docket. The Clerk of Superior Court shall prepare a Law and Motion calendar/docket two business days before a Law and Motion Day to include the type of hearing, case number and caption of the case, and the names of any attorneys appearing for the respective parties. A copy of the calendar/docket shall be available in the clerk's office one business day before Law and Motion Day. Copies shall be available on counsel tables on Law and Motion Day.

(F) The clerk shall keep a daily calendar/docket for the Court of all matters for which a hearing has been set.

(G) The clerk will furnish to counsel of record a copy of the Court's Scheduling Order in all criminal cases.

(H) Appearance by Telephone. Counsel or a party may appear telephonically for a single case on a law and motion docket with prior leave of the Court by calling the Court at 509-243-2082.

(I) Appearance by video and/or telephone. The Court may routinely order court appearance by a person in custody or detention by video and/or speaker telephone in any matter except a trial, fact finding, or a hearing involving live testimony pursuant to applicable rule.

(Effective 9/1/03)

HCCLR 3
Working Copies to Judge

(A) Delivery. Bench or chamber copies of longer pleadings, motions, declarations, et cetera, shall be sent to the Judge at least two business days prior to the trial or hearing thereon.

(B) In family law cases, the parties shall submit a chamber copy of their pretrial or position statement required by ACGCSCLR 10 at least two business days before commencement of trial. The parties shall also prepare and submit in advance to the Court a consolidated proposed property distribution schedule in spread sheet form approved by the parties.

(Effective 9/1/03)

HCCLR 4
Setting Cases for Trial- CR 40 (a)

(A) Certificate of Readiness. A Notice for Trial Setting shall be accomplished by Certificate of Readiness wherein counsel or the noting party represents that all essential parties have been served with process or have appeared and that the case is at issue as to all parties, that no pleadings remain unanswered, that there are no further pleadings to be filed, that the parties and necessary witnesses are ready and will be available at trial,that the parties have had reasonable opportunity for discovery, and that discovery can be completed before trial.

(B) Jury Deposit. The deposit of a jury fee shall accompany a jury demand.

(C) Presence of Counsel. Counsel for all parties and any party representing themselves shall either be present at the time of setting in person or telephonically, or shall have obtained leave of Court to appear in writing with a list of unavailable dates for trial. Counsel or pro se parties may participate by conference telephone call by prearrangement with the Court.

(D) Pretrial Hearings. Cases will be set for pretrial or pre-fact finding hearing as well as for trial or fact finding.

(E) Striking and Resetting of Cases. No trial, fact finding hearing, or specially set hearing shall be stricken without leave of the Court. The case must be noted for resetting unless at the time of the striking or continuing the case the Court sets a later trial or hearing date with

the approval of the parties in the case.

(Effective 9/1/03)

HCCLR 5
Exhibits- GR 20

(A) Pre-marking. Arrangements shall be made with the clerk for the marking of all exhibits prior to trial.

(B) Copies. Unless the making of copies is impractical, legible copies of exhibits shall be furnished to opposing counsel, or party if pro se and the Court, numbered the same as marked by the clerk. This rule shall not apply to rebuttal or impeachment exhibits not to be offered in the party's case in chief.

(C) Offers for Admission. Counsel or pro se parties shall offer exhibits for admission. A motion for admission is not required.

(D) GR 20, governing security in handling exhibits shallapply, with the proviso the Court may also order withdrawal and substitution on its own motion.

(Effective 9/1/03)

HCCLR 6
Jury Venire

(A) The Superior Courts of Asotin, Garfield, and Columbia counties shall employ a properly programmed electronic data processing system to make random selection of jurors as authorized by R.C.W. 2.36.063 and R.C.W. 2.36.093. The master jury list shall be selected from the merged jury source list provided and updated annually by the Washington State Department of Information Services, which consists of an unrestricted random sample from the names of all registered voters filed with the respective County Auditor without regard to location or precinct, and the names of all holders of driver's licenses or identification cards issued by Washington Department of Licensing, 18 years of age or older, who reside in the respective county. A general jury venire, as now provided by law, shall be issued for jurors for service upon such terms and at such frequency as the Court finds required, consistent with applicable law and as the docket of cases warrants.

(Effective 9/1/03)

HCCLR 7
Jury Selection - CR 47 (a)

(A) Prior to trial, in those counties that have the software capability, the clerk will by computer randomly draw and assign a juror number to all of the prospective jurors called for a particular trial. In all other counties this shall be done manually in open court at the commencement of the trial. A list of prospective juror names and numbers will be provided to the parties.

(B) The Court will use a "struck jury" or "Donohue" method of jury selection with the "up through the chairs" rather than "replacement" feature. General questions and preliminary instructions used by the Court are found in the Washington Superior Court Criminal and Civil Benchbooks. Any party may request the Court to ask prospective jurors appropriate additional general questions proposed in advance in writing and submitted with jury instructions. Each attorney or pro se party will be given one block of time to

ask any general or individual questions.

(Effective 9/1/03)

HCCLR 8
Jury Instructions, Witness List, Statement of Case-CR 51

(A) Plaintiff/Petitioner shall prepare, file, and serve a full set of proposed instructions, (one set numbered with citations and one set unnumbered without citations) Court's cover sheet, a verdict form(s), and witness list ten (10) days prior to trial. The Defendant/Respondent shall prepare, file, and serve any new or additional instructions, no repeats, and a witness list. In civil cases, a statement of the case to the prospective jurors shall be submitted at the same time.

(B) Numbering and Arrangement. Citations shall be in the lower left-hand corner. All instructions shall be arranged in a logical order. All instructions with citations of authority shall be numbered by the submitting party at the top center of the first page as follows: "Plaintiff's/Defendant's Proposed Instruction No.____."

(Effective 9/1/03)

HCCLR 9
Approval of Fees in Certain Cases- SPR 98.16W (f), (g)

(A) When the Court is called upon to fix the compensation for acting on behalf of a minor or a disabled person,the following guidelines shall be considered:

(1) Settlement less than $500,000. If the case is settled and the amount of settlement is $500,000 or less, the attorney's fees should not exceed 1/3 of the amount recovered, exclusive of costs of suit.

(2) Settlement over $500,000. If the amount of a settlement is over $500,000, the attorney's fees should not exceed 1/3 of the first $500,000 recovered, exclusive of costs of suit, and 25% of the excess over $500,000 recovered, exclusive of costs of suit.

(3) Costs of Suit Defined. For these purposes, "costs of suit" shall mean the expenses of litigation.

(4) If there is an appeal, an additional reasonable fee will be considered.

(Effective 9/1/03)

HCCLR 10
Dissolution or Parentage Actions

(A) Temporary Orders. Hearings with respect to all temporary orders, including adequate cause, in dissolution, parentage and family law matters shall be held and determined upon affidavits, declarations, and argument only. Said affidavits or declarations shall be filed and served in the same manner as other pleadings and orders in civil cases as prescribed by the Rules of Court. Responding affidavits shall be served and filed not later than 3:00 p.m. the business day prior to the hearing unless the Court permits a later service and filing.

(B) Pretrial, Trial, Position Statements. Prior to a trial on the merits in dissolution, legal separation and

declaration of invalidity actions, a pretrial conference shall be held. Attendance in person or through counsel is mandatory. Two days prior to trial, the parties shall prepare, file, and serve a position statement identifying the issues that are yet disputed, including, if applicable, a proposed property and debt distribution listing values.

(C) Testimony. Oral testimony is required at trial. Oral testimony is not required in uncontested dissolution or legal separation actions provided an affidavit or declaration in lieu of testimony or verification of findings of fact submitted with the final documents. This does not abrogate the right to appear in open court and take a dissolution through oral testimony.

(D) A Final Order Parenting Plan shall be entered in every dissolution case involving a minor dependant child,and all parentage cases when requested by a party.

(Effective 9/1/03)

HCCLR 11
Mandatory Mediation in Family Law Cases

(A) All contested issues in every family law case, except matters limited to child support, establishment of paternity, or the existence of adequate cause, shall be submitted to mandatory mediation before proceeding to trial. This shall include, but not be limited to dissolutions, legal separations, declarations of invalidity, residential placement, parenting plans, and petitions to change or modify same. No such contested matter shall be set for trial without proof of commencement of mediation proceedings. Mediation shall be completed 30 days prior to trial. The mediation requirement or time limits may be waived or modified by the Court upon motion for good cause shown or upon the Court's motion. The parties shall mediate in good faith. Sanctions may be imposed by the Court against a party found not to have participated in mediation in good faith, including, but not limited to all costs of mediation, attorney fees, and costs.

(B) Mediation No Stay. Mediation does not stay or otherwise affect the rights and duties of the parties established by statute, court rule, or court order. The Court may enter temporary orders and the parties may conduct discovery prior to or during the mediation process.

(C) Selection of Mediator. The parties may choose their own mediator approved by the Court. Absent an agreement, upon motion of either party, the Court will select a mediator. The parties are responsible for the cost of mediation equally unless otherwise ordered by the Court.

(D) Authority of Mediator. The mediator has the authority to set the time, place, manner, duration of mediation,and retainer required to be paid by both parties before mediation will commence. The mediator also has the right to terminate mediation.

(E) Attendance. The parties shall personally attend mediation sessions, unless leave is granted by the mediator to appear telephonically. The mediator shall have authority to require other persons to attend.

(F) Declaration of Completion. Within seven (7) days of completion of mediation, a declaration of completion shall be filed with the Court by the mediator. The parties shall be advised by the mediator of the results of mediation in writing. The mediator shall advise the Court whether or not an agreement has been reached on some or all of the issues.

(G) Payment. Mediators shall be paid by the parties in accordance with their agreement, and if none, as determined in mediation.

(H) Confidentiality. The work product of the mediator and all communications to the mediator during the mediation process are confidential and may not be disclosed. The mediator shall not appear to testify in any court action.

(I) Effective Date. This rule shall apply to all cases,

petitions, or motions described in section (A) filed on or after September 1, 2003.

(Effective 9/1/03)

HCCLR 12
Juvenile Court and Family Court- RCW Titles 13, 26

(A) The Superior Court Judge of the District shall have all of the authority conferred by law upon Juvenile CourtJudges and Family Court Judges. The Judge may assign any duly appointed constitutional Court Commissioner orappointed elected sitting Judge of a respective county to act as a Juvenile Court Commissioner or Family Court Commissioner. Their duties and powers as such are as conferred by applicable statute.

(B) The Judge of the District shall appoint a Juvenile Court Administrator to oversee and supervise the Juvenile Department. The Administrator shall hire staff, acquire equipment, create necessary programs, and do all else required to run a successful Department, all within the fiscal constraints as set by the respective Boards of County Commissioners.

(C) The judge sitting as Juvenile Court Judge may make such rules as are necessary for the conduct of the business of said Juvenile Court.

(Effective 9/1/03)

HCCLR 13
Declination of Juvenile Court Jurisdiction

(A) The Court hereby declines jurisdiction to the applicable adult District or Municipal Court of all traffic infractions, traffic misdemeanors, or traffic gross misdemeanors alleged to have been committed by a person 16 years old or older, but under 18 years of age.

(B) The Court hereby declines jurisdiction to the applicable adult District or Municipal Court of all Department of Fish and Wildlife infractions, DFW misdemeanors, or DFW gross misdemeanors alleged to have been committed by a person 16 years old or older, but under 18 years of age.

(C) The Juvenile Departments of the Superior Court of Washington for Asotin, Columbia, and Garfield Counties shall have exclusive jurisdiction over all infractions, misdemeanors, or gross misdemeanors alleged to have been committed by a person 15 years of age or less, and all felonies alleged to have been committed by a person under 18 years of age for which the person has not been remanded by the Court to adult court.

(Effective 9/1/03)

HCCLR 14
Juvenile Offenders, Criminal History, Penalty for Offense, Computation

(A) The prosecutor's office shall, prior to the time of arraignment of a juvenile offender, serve on the respondent and their counsel a pleading captioned "Criminal History, Penalty for Offense" and file the pleading with the clerk. This pleading shall set forth all data necessary to compute the presumed penalty for each offense charged, including, but not limited to the following:

(1) Name and date of birth of juvenile;

(2) Class, date committed and designation of prior offense(s);

(3) Name of court where convicted or county in which diversion was granted on prior offense(s);

(4) Date of alleged current offense;

(5) Mathematical computation required, including all figures and citations to the WAC rules; and

(6) Penalty.

(B) The pleading may be amended at any time prior to plea. If an error is discovered subsequent to plea, the court may either permit the plea to be withdrawn or find manifest injustice and limit the penalty to that set forth in the pleading or any amendment. If the error is discovered after disposition, the court may vacate the judgment pursuant to CR 60 and order such other proceedings as are appropriate in the circumstance.

(Effective 9/1/03)

HCCLR 15
Alternate Residential Time Guidelines

(A) Alternate Residential Time. In order to facilitate resolution of alternate residential time with a nonresidential parent, the parties are encouraged to consider the following nonbinding guidelines depending on the child's age and geographical location of the parents, and should also consider the factors presented in the Child Centered Residential Schedules prepared by the Spokane County Superior Court Guardian Ad Litem Committee and published by the Spokane County Bar Association (available for purchase through that Association):

(1) 0 to 6 months: Several times a week for short durations.

(2) 6 months to 1 year: Several times per week for short durations, two hours, twice per week; four hours once per week.

(3) 1 year to 2 years: Four hours, twice per week; eight hours once per week. These holidays alternated each year, for eight hours each: Easter, 4th of July, Thanksgiving, Christmas Eve, and Christmas Day, or equivalent.

(4) 2 years to 5 years: Four hours, twice per week. Alternating weekends from Friday at 5:00 p.m. to Sunday at 5:00 p.m. These holidays alternated each year: Easter, 4th of July, Thanksgiving for two days, Christmas Eve and two days before, and Christmas Day and two days after,or equivalent. Summer: Age 2, two non-consecutive one week blocks; age 3 to 5, two non-consecutive two week blocks.

(5) 5 years and older: Every other weekend from Friday at 5:00 p.m. to Sunday at 5:00 p.m. If Friday is a school holiday, the weekend begins Thursday at 5:00 p.m. If Monday is a school holiday, the weekend ends Monday at 5:00 p.m. One weekday from 5:30 p.m. to 7:30 p.m. these holidays alternated: Martin Luther King Day, President's Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving from 5:00 p.m. the day before Thanksgiving Day to the following Sunday at 5:00 p.m., Christmas or Winter school break in even years from 5:00 p.m. after school recesses to Christmas Eve at 8:00 p.m. and in odd years from Christmas Eve at 8:00 p.m. until 5:00 p.m. the day before school resumes.

(6) Summer and Spring Break. The Summer vacation is defined as beginning 5:00 p.m. the Friday after school is out until 5:00 p.m. the afternoon before the third day before school resumes. The mid point is the number of days of this defined vacation divided by two. The parents will alternate each year the first "half" and the second "half" Summer vacation. Spring break will be alternated each year from 5:00 p.m. after school is out until 5:00 p.m. the day before

school resumes.

(7) Father's/Mother's Day. Every Mother's Day weekend with Mother and every Father's Day weekend with Father.

(8) Birthdays. Each parent will have at least four hours with the child to celebrate the child's birthday, and the parent's birthday, within two days of that birthday.

(9) Telephone contact. Reasonable telephonic contact with the child is usually appropriate, and should be not less than once per week for each parent during that parent's nonresidential time.

(10) Different Age Groups. When children of different age groups are involved, the preference shall be to follow the guideline for the oldest child, so that the children remain together.

(11) Cancellation. The failure to pick up a child within one hour of the scheduled pick up time for a weekend will be deemed a cancellation of same.

(12) Priorities. Holidays have priority over other special occasions. Special occasions have priority over school vacations.

(Effective 9/1/03)

HCCLR 16
Excusing Witnesses- CR 45 (g)

(A) A witness subpoenaed to attend in any case, criminalor civil, is dismissed and excused from further attendance as soon as he has given his testimony in chief for the party in whose instance he was called and has been cross- examined thereon, unless either party makes a request in open court that the witness remain in attendance. Witness fees will not be allowed any witness after the day on which their testimony is given except when the witness has in open court been required to remain in further attendance, andwhen so required, the clerk shall note that fact in the clerk's minutes.

(Effective 9/1/03)

HCCLR 17
Presentation of Findings of Fact/ Conclusions of Law

(A) Within fifteen (15) days after a decision is rendered, for every case requiring the entry of Findings of Fact and Conclusions of Law, the prevailing party or party designated by the Court shall submit Findings of Fact and Conclusions of Law and shall deliver the same together with the proposed Judgment to the opposing counsel or party.

(B) Any party objecting to the findings, conclusions shall within fifteen (15) days after receipt of the same, deliver to proposing counsel, and send to the trial Judge objections thereto in writing, together with proposed substitutions, if deemed appropriate. Upon receipt of the proposed document and objections, the trial judge will within fifteen (15) days sign and file with the clerk those pleadings that accurately reflect the court's decision. Copies ofsame will be forwarded to counsel or parties.

(C) If there are no objections received within the fifteen (15) day period aforesaid, counsel may forward his submittal with sufficient copies for all counsel to the Judge, who shall, within ten (10) days thereafter, either (1) sign the proposed Findings of Fact, Conclusions of Law and Judgment and forward to the clerk for filing with conformed copies for all counsel; or (2) return the Findings of Fact, Conclusions of Law and Judgment, if deficient, to all counsel noting the Court's requested changes oradditions thereto.

(Effective 9/1/03)

HCCLR 18
Post-Trial Motions- CR 59

(A) Motions for New Trial, Reconsideration or Judgment NOV. Motions for new trial, reconsideration, or Judgment NOV shall be submitted without oral argument unless the court orders otherwise. The motion shall be served and filed as provided in CR 59(b). At the time of filing the motion, the moving party shall serve and file a Memorandum of Authorities and deliver a copy of the motion and memorandum to the trial Judge. The trial judge may (1) deny the motion, (2) call for a written response from opposing counsel, or (3) call for oral argument.

(Effective 9/1/03)

HCCLR 19
Justification of Sureties

(A) Any person or corporation desiring to post bail bonds in a Superior Court of this District shall first obtain an Order of Justification.

(B) All petitions for an Order of Justification shall be in writing to the court and filed with the respective Superior Court Clerk, and shall contain the following information:

All Sureties:

1. Types of bonds, an outline of the types of bonds posted by the surety.

2. Current suretyship obligations, a current list of all suretyship obligations to all courts within the geographical limits of Washington State, including the name of the court,the name of the defendant, the amount of the bond, and the date issued.

3. Current bond foreclosures. A list of the current obligations to the courts in the way of bond forfeitures or other obligations incurred by the surety which have not been paid, or a statement that there are none.

4. Presentation. The identity of the names and addresses of all persons who will be delivering or presenting bonds on behalf of the bonding surety.

5. Jurisdictions where surety has previously been authorized to post bonds and jurisdictions denying such authorization.

Corporations.

1. Power of Attorney.

   a. Names of the agents authorized to execute bonds on behalf of the surety.

   b. The maximum dollar amount of any single bond which each agent is authorized to execute.

2. A copy of the current Certificate of Authority issued by theinsurance commissioner for the State of Washington.

3. Resident corporate agent.

   a. The name and resident agent(s) for the corporate surety in the State of Washington authorized to appear and accept service on behalf of the corporate surety.

   b. A copy of the power of attorney appointing said person(s)as resident agent(s).

Individuals.

1. Individual name(s) of applicant(s).

2. Any fictitious names used by the applicant(s).

3. Resident address of individual applicant(s).

4. Business address of individual applicant(s).

5. Marital status of applicant(s) and, if applicable, name(s) of spouse(s).

6. Verified financial statement, including the following for real property assets: Street address and legal description of property, current appraisal of the property by a qualified real estate appraiser, who is a member of the American Institute of Appraisers, or a statement of the appraiser that there has been no change in the value of the property since the last appraisal of the property, whether the real estate is being purchased on contract or subject to mortgage, deed of trust, or other encumbrance, disclose how the property is being obtained, purchase price, unpaid balance, notarized confirmation that real property taxes and all hazard insurance are current and coverage limits. For personal property include all financial accounts, stocks, bonds cash, and other investments.

7. Liabilities, Including Unsatisfied Judgments. If unsatisfied Judgment(s) are included, list court, title of cause, cause number, date of Judgment, judgment creditor, and amount of unsatisfied Judgment.

8. Net worth.

9. Current property bond obligations in the State of Washington by name of Court, name of defendant, amount of the bond, date of issuance of bond.

10. Driver's license number, state, and expiration date.

11. Criminal history. Provide any criminal history conviction information for each applicant or employee of applicant who will be performing services hereunder, including name of crime convicted of committing, name of court, case number, date of offense and date of conviction.

(C) All Petitions for Order of Justification shall be verified. All initial Orders of Justification shall be effective until the next April 30 following entry of the Order. All Orders of Justification, other than the initial order, shall be effective from May 1 of one year to the following April 30. All petitions shall be accompanied by a proposed Order of Justification. An initial Petition shall be accompanied by a full filing fee. Renewal petitions shall be accompanied by an ex parte fee. Petition for Renewals must be filed on or before April 30 of each year otherwise a full filing fee is due. The Petition for Renewal will include a verified statement that there have been no changes since the last petition or set forth the changes.

(Effective 9/1/03)

HCCLR 20
Guardian ad Litem - RCW 11.88, RCW 13.34.102

(A) R.C.W. 11.88.090 and R.C.W. 13.34.102 as the same now exist or are hereafter amended are hereby adopted and incorporated herein by this reference thereto as if the same were set forth herein in full.

(B) Any person successfully completing the CASA GAL training program offered by the Second Judicial District for the State of Idaho in Nez Perce County with Washington supplementation or similar training in this State shall

qualify for the Court's R.C.W. 13.34.102 registry for any county in the District upon request and submission of credentials.

(C) Any grievance or dispute regarding any Guardian ad Litem shall be presented in writing to the Court for submission to a committee of not less than three persons selected by the Court, two of whom must be elected for the respective county, and the third, the Juvenile Court Administrator of the respective county. The committee shall have the authority to obtain a written response, hold a hearing, and make recommendations to the Court ranging from dismissal of the grievance to removal and replacement of the Guardian ad Litem.

(Effective 9/1/03)

HCCLR 21
Commissioners/Elected Sitting Judge Pro Tems (SAR 6)

(A) Duties. By law, in each county, the Court may appoint up to three constitutional Court Commissioners(registered to vote in and resident of the county in which theyserve) and as many standing Court Commissioners as are necessary to conduct the business of the Court. Court Commissioners shall perform duties as assigned by the court and serve at the leisure of the Court. Court Commissioners have all powers conferred by law, including the authority to accept pleas in criminal matters.

(B) Direction. Commissioners discharge their duties under the general direction of the presiding Judge. In order to expedite pending matters, a Commissioner may request other Commissioner to hear a matter not otherwise assigned to the latter Commissioner.

(C) Portable Judges. The Court may appoint up to 3 elected sitting Judge Pro Tems per county pursuant to Supreme Court Administrative Rule 6. Any duly appointed Judge Pro Tem may perform any act or duty authorized to be performed by the Judge of this District.

(Effective 9/1/03)

HCCLR 22
Court Facilitator in Pro Se Dissolution Cases

The Court shall appoint a Court Facilitator for each county in the District to assist pro se parties in filling out forms in family law cases who need and request assistance. The clerk of each Court will make the name and telephone number of the person available to the public and to any person who purchases a pro se packet from the clerk's office.

(Effective 9/1/03)