LCR 8.
GENERAL RULES OF PLEADINGS AND MOTIONS

(a) - (f) (No Local Rules)

(g) Special Set Hearings. In the event motions in a case are expected to take longer than a total of 15 minutes to be heard, the parties shall obtain a specially set hearing date and time from the court administrator. The moving party shall arrange the hearing after conferring with opposing counsel with regard to conflicts.

(h) Courtesy Copies for Judge. A copy of all motions, briefs, affidavits and declarations, and other documentary evidence to be considered by the court shall be provided to the judge assigned to preside over the trial or hearing at the same time as such documents or documentary evidence are required to be served on the opposing party as provided in the court rules or local rules herein.

(1) Caption. The upper right hand corner of the first page of each courtesy copy shall contain the words "Judge's Courtesy Copy," the judge's name, and the date and time of the hearing.

(2) Delivery. It is the court's preference that all courtesy copies for the judge be mailed or personally delivered to the court administrator. If time does not permit mailing or personal delivery, the filing party shall contact the court administrator at (360) 370-7480. The court reserves the right to charge a reasonable fee for fax or email copies. Do not fax or email without prior permission from the court administrator.

(3) Courtesy Copies Are Discarded. Courtesy copies are discarded after ten (10) days from the assigned hearing date, unless the parties or counsel notify the court administrator of a new hearing date and request that the courtesy copies be retained. If either party fails to do so, it will be the responsibility of the parties or counsel to provide new courtesy copies to the court as provided herein.

(i) Default Orders, Decrees or Judgments. If an order, decree or judgment has been entered by default, the prevailing party or the attorney representing the prevailing party shall immediately mail a conformed copy of the original order, decree or judgment, including the date the original was entered by the court, to the opponent or opponent's attorney at his or her last known address. An affidavit or declaration showing proof of service by mailing shall be filed with the clerk. If an attorney does not represent the prevailing party, it shall be the prevailing party's duty to ensure compliance with this rule.

(j) Jurisdictional Declaration in Dissolution Cases. If a decree is entered under RCW 26.09 by joinder, agreement, or default, an attorney representing the petitioner or the respondent may present jurisdictional testimony pursuant to a "Request for Entry of Decree and Declaration of Jurisdictional Facts," using the form set forth in Appendix G. If both parties are pro se, one party's presence in court is required.