

LCR 77.  
SUPERIOR COURTS AND JUDICIAL OFFICERS

(a) - (n) (No Local Rules)

(o) Visiting Judge

(1) When the elected judge is not sitting on a case, whether from a recusal, an affidavit of prejudice or otherwise, and a visiting judge has been assigned to hear the case, all hearings and trial dates shall be scheduled with the San Juan County Superior Court Administrator.

(2) For motions to be heard on the Friday law and motion calendar and for special set motions, counsel or pro se parties shall notify the court administrator before the motion is filed in order to determine if the visiting judge can be scheduled to either be present in San Juan County or be available for a telephonic hearing on the requested date.

(3) For motions that are not dispositive and are of the type that would normally be set for the Friday morning calendar, the visiting judge shall have the option of appearing by telephone to hear the motion. In that event, counsel or pro se parties shall appear personally in the San Juan County Superior Court Courtroom or, where allowed by these rules, may appear telephonically.

(4) For special set motions, other than dispositive motions, the court administrator shall attempt to arrange for the visiting judge to appear personally in the San Juan County Superior Court Courtroom to hear the motion. In the event the judge is not able to appear personally, counsel or pro se parties may appear in the San Juan County Superior Court Courtroom; appear telephonically, where allowed by these rules; or appear personally before the judge in that judge's courtroom.

(5) Trials and dispositive motions shall be held in San Juan County, absent court approval and agreement of the parties.

(6) Telephonic appearances by the visiting judge shall be arranged by the court administrator. Telephonic appearances by counsel or pro se parties must be arranged by counsel or the parties.

(7) Counsel or pro se parties are responsible to provide courtesy copies of their pleadings to the visiting judge.

(p) Court Administrator. The court administrator is subject to the general supervision of the judge. The specific powers and duties of the court administrator include, but are not limited to, the following, as directed by the judge:

(i) Calendaring and jury management;

(ii) Supervision and direction of the work of the court employees;

(iii) Preparation and administration of the budget of the court;

(iv) Assistance in representing the court regarding court management matters.

(q) Office Hours. Office hours for the court administrator are 8:00 a.m. to 5:00 p.m., Monday through Friday, except on legal holidays.

(r) Court Schedule

(1) Law and Motion Day. Friday of each week shall be law and motion day. If Friday falls on a legal holiday, then the motion calendar will be heard on the preceding Thursday, except during the week of the Thanksgiving holiday, when the motion calendar shall be heard on the preceding Wednesday. Scheduling on law and motion day will be as follows:

(i) 9:00 a.m. Adult criminal matters;

(ii) 10:30 a.m. Closed civil hearings;

(iii) 10:30 - 12:00 p.m. Open civil hearings, which shall proceed in the following order: ex parte matters; supplemental proceedings; readiness hearings; parentage motions where paternity has previously been determined; uncontested matters in probates and guardianships; uncontested dissolutions; all orders to show cause and/or motions in domestic actions; other orders to show cause and/or motions in civil cases; motions and orders subsequent to judgment and motions for summary judgment.

(iv) 1:15 p. m. Criminal sentencing hearings.

(v) 1:30 p.m. Special settings [per LCR 8(g)] for both criminal and civil matters, scheduled in advance through the court administrator's office.

(2) Protection Order Matters. Domestic violence matters under Chapter 26.50, RCW; sexual assault matters under Chapter 7.90, RCW; and those antiharassment matters transferred to Superior Court pursuant to RCW 10.14.150, shall be heard on Thursday of each week, beginning at 8:30 a.m. If Thursday falls on a legal holiday, these matters will be heard on the preceding Wednesday, except during the week of the Thanksgiving holiday, when they shall be heard on the preceding Tuesday.

(3) Juvenile Matters. All juvenile matters other than fact finding hearings and truancy hearings shall be heard on Thursdays, beginning at 12:30 p.m. The juvenile calendar shall proceed in the following order: offender matters; dependency matters; and matters proceeding under Chapter 13.32A, RCW; Truancy hearings shall be heard on Thursdays, beginning at 3:10 p.m.

(4) Ex Parte Matters. Ex Parte matters may be presented to the judge in chambers between the hours of 9:00 a.m. and 4:00 p.m. on all judicial days. Counsel shall call the court administrator's office in advance to schedule a presentation. Parties wishing to present an ex parte matter on the record shall do so at 1:30 p.m. on any day, after first giving notice to the county clerk and the court administrator.

(5) Jury Trials. Jury trials will normally start on a Monday. Court will begin at 8:30 a.m. and recess for lunch from 12:00 to 1:30, continuing until 4:30 each day, with a minimum 15-minute recess mid-morning and again mid-afternoon.

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