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