LCRLJ 79
BOOKS AND RECORDS KEPT BY THE CLERK

(a) Records. Records are governed by Title 3 of the Revised Code of Washington.

(b) Other Books and Records Kept by Clerk

(1) Exhibits. Exhibits shall be kept with the Court file unless they are oversize. Any inspection of an exhibit must be in the presence of the Clerk or a Deputy Clerk unless authorized by an order of the Court. (Amended Sept. 1, 2005).

(2) Rejection of Unsuitable Material. The Clerk shall not accept for filing in the Court file matters which should be filed as an exhibit or other material not to be included by reason of LCRLJ 5(d)(6). When the Clerk is uncertain as to whether a matter is suitable for filing, he or she shall seek the advice of the Civil Judge before filing the same. (Amended Sept. 1, 2005).

(3) Withdrawal of Files. No file may be removed from the Clerk's Office without an order of the Court, except as herein provided: an attorney, legal intern, paralegal registered with the Spokane County Bar Association, District Court Probation Officer, or Pre-Trial Release Evaluator may withdraw a file without a specific order of the Court. A person withdrawing a file and failing to return same file by the close of business of the same day the file was withdrawn, shall lose the privilege of withdrawing files until the previously withdrawn file is returned. Failure to return the file after notice from the Clerk's Office of a violation of this rule may result in the imposition of terms or other appropriate sanctions. Any person withdrawing a file and leaving it with a Judge or Judicial Secretary shall have the duty to immediately correct the check out record in the Clerk's Office, showing the file was, in fact, left with a Judge or Judicial Secretary.

(4) Items Required to be Sealed by the Clerk's Office are as follows:

(A) Probation Department Investigation reports for sentencing procedures;
(B) Alcohol evaluations and reports;
(C) Mental Health evaluations and reports;
(D) Drug Evaluations and reports;
(E) Pre-trial release evaluations and recommendations; and
(F) Any other item ordered to be sealed by a Judge or classified as confidential by statute, rule or regulation. [See LARLJ 9.]