DMMCLR 3.0
FILING OF PAPERS AND FORM OF PLEADINGS

(a) Action Documents. Pleadings or other papers requiring action on the part of the court or court clerk (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". The action to be taken must be stated next to or directly beneath the special caption. The clerk will not search through letters, notices of appearance, requests for discovery, or other materials to locate possible requests for action items.

(b) Format. All pleadings and other papers shall include the following, unless otherwise authorized by the court:

(1) 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 acknowledgement of, service.

(2) Numbered Paper. All pleadings, motions, affidavits, briefs, and other supporting documents prepared by 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 placed in the court file by the Clerk of the Municipal Court in the order received.

(d) Form of Pleadings. Pleadings in compliance with this rule shall be in substantially the following form:

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SPACE FOR SERVICE          /    SPACE FOR COURT FILING
PROOF                     /     STAMP
                         /


              IN THE MUNICIPAL COURT FOR THE CITY OF DES MOINES,
                       KING COUNTY, STATE OF WASHINGTON

City of Des Moines,                  )
                                     )   CAUSE NO. XXXXXXXX
                      Plaintiff,     )
                                     )   CLERK'S ACTION REQUIRED
                                     )   (note action required here or
                                     )     in first paragraph)
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vs.)
) MOTION TO SET REVIEW
_____,)
Defendant.)

CLERK'S ACTION REQUIRED: (note action required here or in caption).

(Adopted effective September 1, 2004)