RULE 10.
FORM OF PLEADINGS AND OTHER PAPERS

(a) Caption.

(4) Bench Copies of Pleadings.

(i) Any courtesy copy of a pleading provided to the court shall have the date and time of the pending hearing on the upper right-hand corner of the first page of the pleading;

(ii) A courtesy PDF copy of a pleading may be emailed to a judge in accordance with CCLAR 10, but a hard copy should also be provided for the judge.

(e) Bottom Notation.

(3) At the right side of the bottom of the first page of each pleading or other paper, the email address should be included, if available.

(f) Date of Documents. All documents presented to a judge for signature shall provide for a date on which the document is signed, immediately above the judge's signature.

(g) Pleadings to be Dated. All pleadings, motions and other papers to be filed with the clerk shall be dated by the lawyer, party, or individual preparing the same.

(h) File Copies to be Originals; Paper Requirements. All original documents filed shall be on 8.5 inch by 11 inch white paper, clear, clean, legible and permanent ink, and typewritten on non-translucent bond paper or other paper suitable for document imaging. Printed, photocopied and other comparable reproductions are acceptable. The court may refuse to sign, and the clerk may refuse to file, any pleading not complying with this Rule GR 14(a).

(i) Pro Se Pleadings. Pro se pleadings and papers shall be typewritten and shall conform to the format requirements of CR 10.

(j) Sealed Pleadings. In all cases subject to GR 31, any request to seal a pleading or document shall be accompanied by the appropriate fee. The fee schedule is available from the county clerk or online at www.co.cowlitz.wa.us/clerk. If payment is in the form of a check, it should be made to "Cowlitz County Clerk."

[Amended effective September 1, 1995; September 1, 2002; September 1, 2005; September 1, 2009; September 1, 2010; September 1, 2012.]