LCR 10.
FORM OF PLEADINGS AND OTHER PAPERS

(e) Format Requirements.

(1) Compliance with GR 14. All pleadings, motions and other papers presented for filing with the Clerk shall comply with GR 14.
Effective 9/1/01

(2) Paper Requirements. All original documents filed shall be clear, legible and permanent, and printed or typewritten in black or dark blue ink on nontranslucent bond paper or other paper suitable for scanning. On documents not readable by the scanner, the original will be stamped by the clerk showing it was of poor quality for scanning. The following standards are required to assist the clerk for scanning purposes: use of binder clips on large documents; one staple per document (do not staple sub-documents within the pleading); use of bottom tabs only; no colored divider pages; and use of tape within documents (to affix small notes and receipts) instead of staples.
Effective 9/1/01

(3) Consolidated Cases. For all causes wherein an order for consolidation (for any purpose) has been entered, the caption shall include the separated titles of the consolidated actions, along with the specific cause numbers, and indication to the clerk of which cause number the pleadings shall be filed under. The party filing the pleadings shall provide copies for each cause listed. If no indication is made and/or a copy is not provided for each cause, the clerk shall place the pleadings into the lowest (or earliest filed) cause.
Effective 9/1/01

(4) Bottom Notation. Every proposed order, judgment and decree presented to a judge for signature shall be signed, on the lower left-hand corner of the page to be signed by the judge, by the individual attorney or pro se party presenting it. Attorneys signing shall include their Washington State Bar Association identification numbers.
Amended effective 9/1/01

(5) Change of Name or Address of Attorney. An attorney whose office address or whose name changes shall, within ten days after the change, notify in writing the Superior Court Administrator's Office and shall file a notice in each Superior Court case file in which he or she is the attorney of record. An attorney may use the same format referred to in APR 13 or the form in use by the Washington State Bar Association.
Amended effective 9/1/01

(A) Change of Address. The attorney shall furnish his or her Washington State Bar Association membership number, the previous address and telephone number, clearly identified as such, the new address and telephone number, clearly identified as such, and the effective date of the change.

(B) Change of Name. The attorney shall furnish his or her Washington State Bar Association membership number, the previous name, clearly identified as such, the full new name, clearly identified as such, and the effective date of the change.