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| Process for Submission of Court Rules Per GR 9 (Supreme Court Rulemaking) |
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| **Context:**   * Court rules provide necessary governance of court procedure and practice, and promote justice by ensuring a fair and expeditious process. * The Supreme Court's rulemaking process is governed by GR 9 (click [here](https://www.courts.wa.gov/court_rules/pdf/GR/GA_GR_09_00_00.pdf) for complete text). * Any person or group may submit a request to adopt, amend, or repeal a court rule to the Supreme Court. * All interested persons and groups can receive notice and have an opportunity to express views regarding proposed rules. For more information, see [Rules Published for Comment](http://www.courts.wa.gov/court_rules/?fa=court_rules.proposed). |
| **Format:**   * Submissions of a suggested rule, or a request to change an existing rule, should observe the following formatting instructions: * Content should be submitted on 8 1/2 by 11-inch, line-numbered paper with consecutive page numbering, and formatted using 1” margins on all sides with 11 or 12-point Arial or Times New Roman font. If the suggested rule affects an existing rule, deleted portions of text should be included and stricken through (i.e. ~~deleted portion~~); any new text/content should be underlined once. * A suggested rule should be accompanied by a cover sheet and not more than 25 pages of supporting information. Supporting content may include letters, memoranda, meeting minutes, research studies, etc. * The cover sheet should contain the following: * **Name of Proponent**--the name of the person or group requesting the rule change; * **Spokesperson**--a designation of the person who is knowledgeable about the proposed rule and who can provide additional information, and contact information for that person; * **Purpose**--the reason or necessity for the suggested rule, including whether it creates or resolves any conflicts with statutes, case law, or other court rules; * **Hearing**--whether the proponent believes a public hearing is needed and, if so, why; * **Expedited Consideration**--whether the proponent believes that exceptional circumstances justify expedited consideration of the suggested rule. |
| **Submission:**   * Suggested rules, or requests to change an existing rule, should be submitted to the Clerk of the Supreme Court by either U.S. mail or e-mail. Submissions may be sent to either:   Clerk of the Supreme Court *--or --*  [supreme@courts.wa.gov](mailto:supreme@courts.wa.gov) P.O. Box 40929 Olympia, WA 98504-0929  **Note:** After considering a suggested rule, or after considering any comments or written or oral testimony received regarding a proposed rule, the Supreme Court may adopt, amend, or reject the rule or take such other action as the Supreme Court deems appropriate. |