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| Process for Submission of Court RulesPer 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).
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| **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.
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| **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.govP.O. Box 40929Olympia, 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. |