

THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE SUGGESTED)
AMENDMENTS TO GR 30–ELECTRONIC FILING)
AND SERVICE)
_____)

ORDER

NO. 25700-A-1658

The GR 30 Workgroup, having recommended the suggested amendments to GR 30–Electronic Filing and Service, and the Court having approved the suggested amendments for publication;

Now, therefore, it is hereby

ORDERED:

(a) That pursuant to the provisions of GR 9(g), the suggested amendments as attached hereto are to be published for comment in the Washington Reports, Washington Register, Washington State Bar Association and Administrative Office of the Court's websites in January 2026.

(b) The purpose statement as required by GR 9(e) is published solely for the information of the Bench, Bar and other interested parties.

(c) Comments are to be submitted to the Clerk of the Supreme Court by either U.S. Mail or Internet E-Mail by no later than April 30, 2026. Comments may be sent to the following addresses: P.O. Box 40929, Olympia, Washington 98504-0929, or supreme@courts.wa.gov. Comments submitted by e-mail message must be limited to 1500 words.

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ORDER

IN THE MATTER OF THE SUGGESTED AMENDMENTS TO GR 30—ELECTRONIC
FILING AND SERVICE

DATED at Olympia, Washington this 8th day of October, 2025.

For the Court


CHIEF JUSTICE

GR 9 COVER SHEET
Suggested Amendments to
WASHINGTON STATE GENERAL RULE 30

A. Name of Proponent:

Statewide workgroup of stakeholders comprised of judges, court clerks and administrators, and attorneys.

B. Spokesperson:

Judge James E. Rogers, King County Superior Court

C. Purpose:

The purpose of the suggested GR 30 amendments is to replace the Supreme Court's emergency order provisions relating to electronic signatures, which provisions have become standard operating practice across the State.¹ The suggested amendments are drafted to cover all practices within the State, in both court and clerks' offices. We gave great attention to ensuring that each of these proposed amendments worked for the litigants, the judges as they filed, and the clerks as they received the documents with the signatures. For judicial signatures, we call your attention to the comment to (d)(2)(E), which is a good summary of that proposal. We specifically discussed how self-represented litigants navigate the filing system. We believe that there is nothing in these proposed amendments which limit access to justice.

D. Hearing:

No public hearing is requested. The workgroup endeavored to include all stakeholders and thus believes comments should be sufficient.

E. Expedited Consideration

Recognizing that the Supreme Court is endeavoring to wind down its emergency orders, and being unaware of its timeline for doing so, the workgroup defers to the Supreme Court Rules Committee and Chief Justice as to whether expedited consideration is warranted.

¹ **Note from Supreme Court Rules Committee Staff:** Paragraph 16 of Supreme Court Order No. 25700-B-697 ("Order Regarding Court Operations after October 31, 2022") includes provisions regarding electronic signatures. The Order is available at:
<https://www.courts.wa.gov/content/publicUpload/Supreme%20Court%20Orders/Order%2025700A697.pdf>

ELECTRONIC FILING AND SERVICE

(a) Definitions.

(1) “Electronic Filing System (E-Filing System)” is a computer system and/or software utilized by the clerk of court for receiving electronic documents submitted for filing in a court case. ~~(1) “Electronic Filing” is the electronic transmission of information to a court or clerk for case processing.~~

(2) “Electronic Filing (E-Filing)” is the electronic transmission of documents information to a ~~court or clerk of court for filing in a court case.~~ ~~case processing.~~

(3) “Electronic Document” is an electronic version of a document information traditionally filed in paper form, except for documents filed by facsimile which are addressed in GR 17. An electronic document has the same legal effect as a paper document.

(4) “Electronic Filing Technical Standards” are those standards, not inconsistent with this rule, adopted by the Judicial Information System committee to implement electronic filing.

(5) “Electronic signature” is an electronic or digital image of the handwritten signature or other electronic sound, symbol, or process, of an individual; attached to or logically associated with an electronic document, record and executed and or adopted by a person with the intent to sign the electronic document~~record~~, including but not limited to “/s/ [name of signatory]”.

(6) “Filer” is the person who files an electronic document through the E-Filing system. ~~whose user ID and password are used to file an electronic document.~~

(7) “Clerk” is the clerk of courts for Courts of Limited Jurisdiction, Superior, Appeals and Supreme courts.

(b) Electronic filing ~~authorization, exception, and service, and technology equipment.~~

(1) The clerk may accept for filing an electronic document that complies with the local Court Rules and statewide court rules ~~the Electronic Filing Technical Standards.~~

(2) A document that is required by law to be filed in non-electronic media may not be electronically filed.

Comment

~~Certain documents are required by law to be filed in non-electronic media. Examples are original wills, certified records of proceedings for purposes of appeal, negotiable instruments, and documents of foreign governments under official seal.~~

(3) ~~Electronic Transmission from the Court.~~ The court or clerk may electronically transmit notices, orders, or other documents to all attorneys as authorized under local court rule, or to a

party who has ~~filed~~ electronically filed or has agreed to accept electronic documents from the court, and has provided the clerk the address of the party's electronic mailbox. It is the responsibility of all attorneys and the filing or agreeing party to maintain an electronic mailbox sufficient to receive electronic transmissions of notices, orders, and other documents.

(4) A court may adopt a local rule that mandates E-Filing ~~electronic filing~~ by attorneys and/or electronic service of documents on attorneys for parties of record, provided that the attorneys are not additionally required to file paper copies except for those documents set forth in (b)(2). Electronic service may be made either through an electronic transmission directly from the court (where available) or by a party's attorney. Absent such a local rule, parties may electronically serve documents on other parties of record only by agreement. The local rule shall not be inconsistent with this rule ~~and the Electronic Filing Technical Standards~~, and the local rule shall permit paper filing and/or service upon a showing of good cause. E-Filing ~~Electronic filing~~ and/or service should not serve as a barrier to access.

Comment

~~When adopting electronic filing requirements, courts should refrain from requiring counsel to provide duplicate paper pleadings as "working copies" for judicial officers.~~

(c) Time of Filing, Confirmation, and Rejection.

(1) E-Filed documents accepted ~~An electronic document is filed when it is received by the clerk's designated computer during the clerk's business hours will be deemed filed as of otherwise the date and time submitted by the filer. E-Filed documents submitted outside the clerk's business hours, once accepted, will be~~ document is considered filed at the beginning of the next court business day.

(2) The clerk shall issue confirmation to the filer when ~~filing party that~~ an electronic document has been accepted. ~~received. Absent confirmation, there is no presumption the electronic document was received for filing. The filer is responsible for verifying receipt of any document electronically submitted.~~

(3) The clerk may reject an electronic document that fails to comply with applicable policies, court rules, statutes or other E-Filing system ~~electronic filing~~ requirements. The clerk must notify the filer ~~filing party~~ of the rejection and the reason therefor.

(d) Authentication of Electronic Documents.

(1) Procedures

(A) A person filing an electronic document through the clerk's E-Filing system must use the system's default authentication and authorization process. All electronic documents filed using such E-Filing systems are presumed to be authenticated. ~~must have received a user ID and password from a government agency or a person delegated by such agency in order to use the applicable electronic filing service.~~

Comment

~~The committee encourages local clerks and courts to develop a protocol for uniform statewide single user ID's and passwords.~~

~~(B) Any order or document electronically signed by a judicial officer. All electronic documents must be filed as required by using the clerk's office policy or procedure to ensure authenticity user ID and password of the filer.~~

~~(C) A filer is responsible for all documents filed with their user ID and password. No one shall use the filer's user ID and password without the authorization of the filer.~~

(2) Signatures

~~(A) Attorneys and non-attorneys may use an Attorney Signatures electronic document which requires an attorney's signature to sign may be signed with an electronic documents, including documents signature or signed in the following manner:~~

~~s/John Attorney
State Bar Number 12345
ABC Law Firm
123 South Fifth Avenue
Seattle, WA 98104
Telephone: (206) 123-4567
Fax: (206) 123-4567
E-mail: John.Attorney@lawfirm.com~~

~~(B) Non-attorney signatures—An electronic document which requires a non-attorney's signature and is not signed under penalty of perjury. All —may be signed with an electronic signature or signed in the following manner:~~

~~s/John Citizen
123 South Fifth Avenue
Seattle, WA 98104
Telephone: (206) 123-4567
Fax: (206) 123-4567
E-mail: John.Citizen@email.com~~

~~(C) Non-attorney signatures on documents signed under penalty of perjury must include attestation language substantially similar to that —Except as set forth in GR 13. Attorneys and non-attorneys shall provide their printed name with their signature —(d)(2)(D) of this rule, if the original document requires the signature of a non-attorney signed under penalty of perjury, the filer must either:~~

~~(i) Scan and electronically file the entire document, including the signature page with the signature, and the following contact information, if available: mailing address, email address, and phone number. Attorneys must also provide their state bar number with their signature. maintain the original signed paper document for the duration of the case, including any period of appeal, plus sixty (60) days thereafter; or~~

~~(ii) Ensure the electronic document has the electronic signature of the signer.~~

~~(BD)~~ Law enforcement officer signatures on documents signed under penalty of perjury.

(i) A citation, ~~or~~ notice of infraction, or any document initiated by an arresting or citing officer as defined in IRLJ 1.2(j) and in accordance with CrRLJ 2.1 or IRLJ 2.1 and 2.2 is presumed to have been electronically signed when the arresting or citing officer E-Files ~~uses their user id and password to electronically file~~ the citation or notice of infraction using the clerk's E-Filing system's default authentication and authorization process.

(ii) Any document initiated by a law enforcement officer is presumed to have been signed when the officer ~~uses~~ their user ID and password to electronically submit the document to a court or prosecutor through a statewide electronic collision and traffic records program provided by the Washington State Patrol, the Justice Information Network Data Exchange, or a local secured system that the presiding judge designates by local rule. Unless otherwise specified, the officer's electronic signature shall be presumed to have been made under penalty of perjury under the laws of the State of Washington and on the date and at the place set forth in the citation.

~~(CE)~~ Multiple signatures--If the original document requires multiple signatures, the filer shall E-File ~~scan and electronically file~~ the entire document, including all pages containing the signature page with the signatures, unless:

(i) The electronic document contains the electronic signatures of all signers; or

(ii) For a document that is not signed under penalty of perjury, the filer ~~signator~~ has the express authority to sign for an attorney or party and represents having that authority in the document.

If any of the non-electronic signatures are of non-attorneys, the filer shall maintain the original signed paper document for the duration of the case, including any period of appeal, ~~plus sixty (60) days thereafter.~~

~~(DF)~~ Court Facilitated Electronically Captured Signatures--An electronic document that requires a signature may be signed using electronic signature pad equipment that has been authorized and facilitated by the court. Said electronic ~~This~~ document may be E-Filed ~~electronically filed~~ as long as the electronic document contains the electronic captured signature.

(E) Judicial Officer Signatures—Any judicial officer may affix an electronic signature to any electronic document that requires a judicial officer's signature where the court has adopted a rule, policy or procedure allowing for electronic signing of court orders by judicial officers. Any such rule, policy or procedure shall be consistent with this rule. The process or procedure of filing an e-signed order may be determined by clerk's office policy or procedure. See (d)(1)(B).

Comment

Subsection (d)(2)(E) of this rule is intended to preserve the separate authority of the courts to retain discretion on the appropriate process for affixing a judicial officer's electronic

signature to a court order while maintaining the authority of the clerk to determine the process by which an electronically signed order may be filed with the clerk.

(3) Effect. An electronic document filed in accordance with this rule shall bind the signer and function as the signer's signature for any purpose, including CR 11. An electronic document shall be deemed the equivalent of an original signed document and shall have the same force and effect as an original signature if the filer has complied with this rule. ~~All electronic documents signed under penalty of perjury must conform to the oath language requirements set forth in RCW 9A.72.085 and GR 13.~~

(e) Filing fees, electronic filing fees.

(1) The clerk is not required to accept ~~electronic documents through the E-Filing system~~ that have an associated statutory ~~require a fee.~~ If the clerk accepts ~~does accept~~ electronic documents that require a fee, the clerk ~~local courts~~ must develop procedures for fee collection that comply with the payment and reconciliation standards established by the Administrative Office of the Courts and the Washington State Auditor.

(2) Filers with a current order waiving fees and surcharges under GR 34 in a case ~~Anyone entitled to waiver of non-electronic filing fees will not be charged electronic filing fees, surcharges, or user fees when using the E-Filing system.~~ The court or clerk shall establish an application and waiver process consistent with the application and waiver process used with respect to non-electronic filing and filing fees.

[Adopted effective September 1, 2003; Amended effective December 4, 2007; September 1, 2011; December 9, 2014; February 1, 2021; January 1, 2023; ~~December 24, 2024.~~]