
Federal Way Municipal Court

FWMCLGR 30 Electronic Filing and Electronic Signatures

(b) (1) While JIS remains the official depository of case information, the court uses JusticeWeb in conjunction with JustWare as a means to facilitate electronic filing of documents and data. Attorneys, defendants, and other involved parties are allowed to set up password protected accounts in JusticeWeb that will allow for the transmission of data and documents to the court and to the parties as provided in (b) (3). Permissions are given based upon the profile of the user and such permission is restricted to cases in which the user is involved. The court may choose to update data in JustWare/JusticeWeb from other sources to maintain consistency with JIS data, but it is the primary responsibility of the account holder to keep all personal contact data in the account updated and accurate.

(b) (3) Attorneys with JusticeWeb accounts will receive all documents from the court in electronic format in JusticeWeb. Defendants or other involved parties with a JusticeWeb account may elect to receive documents electronically by setting up an account in JusticeWeb and choosing the option to receive documents in electronic format. The court may simply notify recipients to log into their JusticeWeb account to access the document(s). The court, as a convenience, may send reminder notifications of court dates, but failure to receive such a notification shall not relieve the recipient of the obligation to appear or respond as required. It is the responsibility of all parties to maintain current electronic mailbox addresses and memory sufficient to receive electronic transmissions or notifications from the court.

(b) (4) The court will not deny paper filings, but strongly encourages the electronic filing or the creation of JusticeWeb accounts pursuant to (b) (1) and (b) (3).

In addition to filing and serving through Justware/JusticeWeb, pleadings and other documents may be filed online at <http://cityoffederalway.com/node/3354> or by email as follows:

Court: filing@cityoffederalway.com
Probation: probation@cityoffederalway.com

Alternatively, pleadings and other documents may be filed by fax as follows:

Court: (253) 835-3020
Probation: (253) 835-3033

Service on the opposing party shall be made in the same manner and at the same time as the filing with the court. The designated contact information for the prosecutor is as follows:

Email: LATEMP@cityoffederalway.com
Fax: (253) 835-2569

Service at any other email address or fax number will not be considered adequate service.

(d) (1) (A) See (b) (1)

(d) (2) (A) Judicial Officer, Probation Officer, and Clerk Electronic Signatures:

Judicial officers may also sign orders and search warrants with a digital signature as defined in GR 30 in one of the following formats:

i. The judicial officer affixes the electronic signature, saves the signed document in .pdf format, and emails the document to the intended recipients using the judge's secure email account; or,

ii. The judicial officer affixes the electronic signature in the body of an email using the judge's secure email account; or,

iii. The judicial officer instructs the officer via secured email to affix the judge's signature to the search warrant; or,

iv. The judicial officer uses any other reliable means approved by the court by general order.

Documents may be signed by judicial officers using a facsimile of the judicial officer's signature so long as the ability to affix the original facsimile of the signature used in the document is only accessible by the judicial officer. The document or email may also be signed in the following format if the document or email is sent from the judge's secure email account or in documents designated by general order to be prepared by clerks:

Judge X, Federal Way Municipal Court
33325 8th Avenue South, Federal Way, WA 98003
Telephone: (253) 835-3000 Fax: (253) 835-3020
E-mail: fw.court@cityoffederalway.com

The clerk is also authorized to affix a facsimile of the judge's signature on orders that confirm the oral rulings made by the judge in open court. The form of the electronic signature shall be as follows:

Ordered in open court on [date].

Judge's Typed Name, Prepared by [clerk's initials]

Probation officer signatures on documents prepared by the probation officer may be in the following electronic format:

Probation Officer Name, Federal Way Probation
33325 8th Avenue South, Federal Way, WA 98003

Telephone: 253-835-3023 Fax: 253-835-3033
probation@cityoffederalway.com

The electronic version of the document signed by the judge, probation officer, or clerk pursuant to this rule shall constitute an original document that shall be made part of the court file or search warrant return file.

Nothing herein alters the ability of the judge to sign documents in person or delegate the affixing of signatures by others if allowed by law or court rule.

(d) (2) (D) (i) Speed Measuring Device Certifications will be deemed filed with the court pursuant to IRLJ 6.6(b) at the time the document is added by the prosecutor's office to a secure website that allows the documents to be viewed by the public through a hyperlink on the court's website.

(d) (2) (D) (ii) The electronic signature of the officer applied to a Notice of Infraction pursuant to FWMCLIR 2.2 is presumed to be under penalty of perjury.

(Effective September 1, 2012, Amended September 1, 2013, Amended effective September 2, 2014, Amended effective September 1, 2015, Amended effective September 1, 2017, Amended effective September 1, 2018)
