

TACOMA MUNICIPAL COURT

TMCLCR 2.2.1

CERTIFICATE OF ADDRESS REQUIREMENT WITH COMPLAINT

The court requires the certificate of address (CrRLJ 2.2(a)(3)) to be provided at the time of filing the complaint. When the complaint is filed, together with the certificate of address, the court will direct the clerk to issue a summons commanding the defendant to appear before the court at a specific time and place. CrRLJ 2.2(b)(1).

The summons may be served any place within the state. It may be served by a peace officer, who shall deliver a copy of the same to the defendant personally, or it may be delivered by the court mailing the same, postage prepaid, to the defendant at his or her last known address. CrRLJ 2.2(d)(2). The court requires the certificate of address at the time of filing the complaint to ensure due process and the summons is mailed to the last known address.

The certificate of address must comply with CrRLJ 2.2(a)(3)(i). Pursuant to CrRLJ 2.2(a)(3)(i), the court shall not issue a warrant unless it determines that the complainant has attempted to ascertain the defendant's current address by searching the following: (A) Judicial Access Browser System (JABS) including Judicial Information System (JIS) and/or the District Court Information system database (DISCIS), (B) the driver's license and identicard database maintained by the Department of Licenses; and (C) the database maintained by the Department of Corrections listing persons incarcerated and under supervision. The court in its discretion may require that other databases be searched.