

# Snohomish County Superior Court Local Court Rule Amendment – Scribe Error Renamed from SCLCR 30 to SCLGR 30

## SCLGR

### RULE 30. ELECTRONIC FILING AND SERVICE

(a) Electronic Filing Authorization, Exception, and Service.

(1) **Electronic Filing and Service.**

(a) **Mandatory Electronic Filing.** Attorneys shall electronically file (e-file) all documents using the Clerk’s online e-filing application unless this rule provides otherwise. Unrepresented parties are not required to e-file but may do so.

(b) **Documents That Shall Not Be E-Filed.** The following documents must be filed in paper form and not e-filed:

- Original paper wills and codicils (excluding electronic wills), including will only and new probate cases that include original paper wills or codicils;
- Certified records of proceedings for purposes of appeal;
- Interpleader or Surplus Funds Petitions;
- Documents presented for filing during a court hearing or trial;
- Documents submitted for in-camera review pursuant to SCLCR 0.06 and GR 15;
- New cases or fee-based documents filed with an Order to Waive Fees or in accordance with GR 34;
- New case filings when there is a request for immediate relief;
- Affidavits for Writs of Garnishment and Writs of Execution

Comments: Negotiable instruments, exhibits, and trial notebooks are examples of items that are not to be filed in the court file either in paper form or by e-filing.

(c) Documents That May Be E-Filed:

Documents from governments or other courts under official seal including adoption documents. If filed electronically, the filing party must retain the original document during the pendency of any appeal and until at least sixty (60) days after completion of the instant case and shall present the original document to the court if requested to do so. This does not include documents that are or will be submitted as an exhibit in a hearing or trial.

(d) **Waiver of the Requirement to e-file.** If an attorney is unable to e-file documents, the attorney may request a waiver. The attorney must make a showing of good cause and explain why he or she needs to file paper documents in that particular case. The Clerk will make waiver request forms available, consider each application and provide a written response to the attorney. Attorneys who receive an approved waiver shall file a copy of the waiver in each case in which they file documents. Attorneys who have received a waiver shall place the words "Exempt from e-filing per waiver filed on (date)" in the caption of all paper documents they file for the duration of the waiver.

(e) **Non-Compliance with this Rule.** If an attorney files a document in paper form and does not have an approved waiver from mandatory e-filing, the Clerk is authorized to reject the document and return it to the attorney for e-filing.

(2) **Working Copies.** If authorized by court rule, Judicial working copies may be submitted directly to the judicial officer or to his/her court designee using the Clerk's e-filing application. Working copies shall be merged as one PDF and visibly display the hearing date and time, case name, case number and submitting party on page one. Working copy items not suitable for e-filing shall continue to be required in paper form and presented pursuant to SCLCR 7(b)(2)(b) or the applicable rule for the relevant case type.

(3) **Electronic Service.**

(a) **Effecting E-Service.** When a party e-files a document, the party may electronically serve the document via the "serve only" feature within the Clerk's e-filing system. E-service under this subsection constitutes service under CR 5 and is complete as stated in CR 5(b)(7). An affidavit of service is required to be e-filed or filed as proof of service regardless of service method. Exceptions: This subsection does not apply when a statute or rule requires that a document be personally served on the receiving party; or when the receiving party is not represented by an attorney and has not registered to accept e-service.

(b) **Accepting E-Service.** Attorneys may elect to accept e-service via the Clerk's e-filing system in each case in which the attorney appears by providing their email address on the "service contact list". Likewise, a party that is not represented by an attorney may register their email address to accept e-service via the Clerk's e-filing system in each case in which the party e-files a document. An affidavit of service is required to be e-filed or filed as proof of service regardless of service method.

[Adopted Emergent Effective July 31, 2020; Amended Effective September 1, 2022; Renamed from SCLCR30 Effective January 10, 2024, scribe error]